Godalming Junior School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you have any concerns you should contact our Designated Safeguard Lead, Adam Samson

E-SAFETY POLICY

This policy was reviewed: Spring 2022
This policy will be reviewed next: Spring 2023

The E-safety policy relates to other policies including those for computing, anti-bullying and for child protection. Our e-safety policy has been written by the school, building on best practice and government guidance. It has been agreed by senior management and approved by Governors. The e-safety policy and its implementation will be reviewed annually. This is underpinned by the schools commitment to the UN Convention on the Rights of the Child and the articles within with particular regard to:
Article 16 – *Governments must protect children from all forms of exploitation and abuse.*

The school's appointed E-Safety coordinator is the Computing Subject Leader.

Teaching and learning

Why Internet and digital communications are important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The school Internet access is provided by BT Unicorn and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not, and will be given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content

- The school will seek to ensure that the use of Internet-derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and should be shown how to validate information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content by telling a member of staff.

Managing Internet Access

Information system security

- School computing systems security will be reviewed regularly.
- Virus protection will be updated regularly by our Computing Support Team (JSPC)
- Firewalls are setup and maintained by BT Unicorn with a filtering system by Smoothwall.

E-mail

- Staff may only use school approved e-mail accounts (@godalming-junor.surrey.sch.uk).
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The forwarding of chain letters is not permitted.

Published content and the school website

- The contact details on the website should be the school address, e-mail, telephone number and staff school email addresses. Staff or pupils' personal information will not be published.
- The Head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupils' images and work by the school

- Only Godalming Junior School cameras can be used to take photographs.
- Pupils' full names will be avoided on the website as appropriate, including in blogs, forums or wikis, particularly in association with photographs. For every occasion where children's details are used, written permission from parents or carers will be obtained.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Parents should be clearly informed of the school's policy on taking and publishing images, both on school and independent electronic repositories.

Social networking and personal publishing

- The school recognises that whilst most social media sites do not allow children to join them, many children do have access to these sites. Whilst discouraging membership of these sites, the school will take appropriate steps to educate children about staying safe online whilst re-enforcing the unsuitable nature of these sites for children of their age. This will also be communicated to parents.
- The school will control access to appropriate social networking sites, and will consider how to educate pupils in their safe use, e.g. use of passwords.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Pupils will be advised to use nicknames and avatars when using social networking sites.
- Parents will be informed not to publish any photo, video or information of children, other than their own, in events run by the school on any social media network

Managing filtering

- The school will work in partnership with JSPC (our Computing Support System) to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable materials online, the site must be immediately reported to the e-safety leader or senior member of staff.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- DSL's are made aware through 'SurfAlert' of any unusual internet search activity

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones and associated cameras will not be used during lessons or formal school time except as part of an educational activity. The sending of abusive or inappropriate text messages is forbidden.
- Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care will be taken with their use within the school.
- The appropriate use of Learning Platforms will be discussed as the technology becomes available within the school.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Authorising Internet access

- All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- All pupils must comply with the Home School ICT User Agreement given to new students when they join the school.
- Parents will be asked to sign and return a consent form.
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' before being allowed to access the Internet from the school site.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school device. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish whether the e-safety policy is adequate and whether the implementation of the e-safety policy is appropriate and effective.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

Community use of the Internet

- All use of the school's Internet connection by community and other organisations shall be in accordance with the school's e-safety policy.

Introducing the e-safety policy to pupils

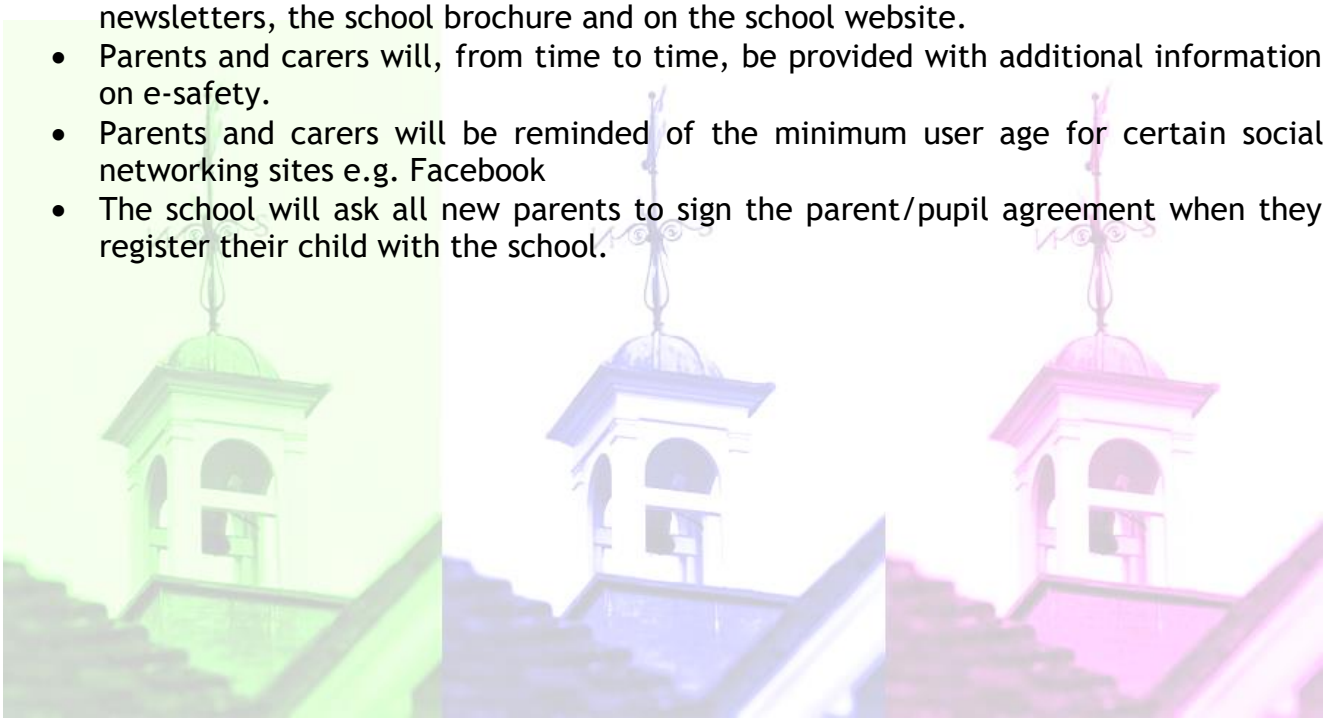
- Appropriate elements of the e-safety policy will be shared with pupils.
- Pupils will be informed that network and Internet use will be monitored.
- E Safety rules will be displayed around school.
- Curriculum opportunities to gain awareness of e-safety issues and how best to deal with them will be provided for pupils.

Staff and the e-safety policy

- All staff will be made aware of the school's e-safety policy and its importance will be explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

- Parents' and carers' attention will be drawn to the school's e-safety policy in newsletters, the school brochure and on the school website.
- Parents and carers will, from time to time, be provided with additional information on e-safety.
- Parents and carers will be reminded of the minimum user age for certain social networking sites e.g. Facebook
- The school will ask all new parents to sign the parent/pupil agreement when they register their child with the school.



Godalming Junior School

STAFF, GOVERNOR AND VISITOR ICT CODE OF CONDUCT

Acceptable Use Agreement

ICT and the related technologies, such as email, the Internet and mobile devices, are an expected part of our daily working life in school. This policy is designed to ensure that all staff, governors and visitors are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head teacher or E-Safety Co-ordinator.

- I appreciate that ICT includes a wide range of systems, including mobile phones, tablets, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will only use the school's Hardware / software / email / Internet / Intranet / and any related technologies for professional purposes, or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities and understand that I am responsible for all activity carried out under my username.
- I will ensure that electronic communications with pupils including e-mail, IM and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS.net) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data (including pupil performance information) can only be taken out of school on encrypted devices approved by the school.
- Remote access to confidential data will be subject to approval by the Head teacher.
- I will not install any hardware of software without the permission of the Head teacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes, in line with school policy and with the written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Head teacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or to the Head teacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my on-line activity, both in school and outside school, will not bring my professional role into disrepute.
- I will report any incidents of concern regarding children's safety to the e-safety coordinator, the Designated Child Protection Liaison Officer or Head teacher.
- I will support the school's e-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies. I will promote e-safety with the students in my care and I will help them to develop a responsible attitude to system use, communications and publishing.
- I will ensure that portable ICT equipment such as laptop computers, cameras and other devices are stored correctly and locked away securely when not in use.

I agree to follow this Code of Conduct and to support the safe use of ICT throughout the school.

Full name: ……

Job title: ……..

Signature: …… Date: ……

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E-SAFETY PARENTAL CONSENT FORM

All pupils use computer devices, including Internet access, as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign agreements to show that the e-safety rules have been understood and agreed.

Parent / Carer name: ……..

Pupil's name: ……..

As the parent or legal guardian of the above pupil, I have read and understood the attached school e-safety rules and grant permission for my son / daughter to have access to use the Internet and other ICT facilities at school.

I know that my son / daughter has signed an e-safety agreement form and that they have a copy of the school e-safety rules. We have discussed this document and my son / daughter agrees to follow the e-safety rules and to support the safe and responsible use of ICT at Godalming Junior School.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access e-mail, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files and the Internet sites they visit, and that if they have concerns about their e-safety or e-behaviour then they will contact me.

I understand the school is not liable for any damages arising from my child's use of the Internet facilities.

I will support the school by promoting safe use of the Internet and digital technology at home and I will inform the school if I have any concerns over my child's e-safety.

Whilst Godalming Junior School allows me to take pictures and video of my child(ren) during school events, I will not publish any photo, video or information of any other child on any social media network or any other form of communications.

Parent / Carer signature: ……..

Date: ……

Further information for parents on e-safety can be found at:
http://www.parentscentre.gov.uk/usingcomputersandtheinternet/linksbytopic/
Please complete, sign and return this consent form to the School Office.

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E-Safety Rules

It is appropriate for people to be allowed a great deal of freedom in using ICT for study, work and leisure. With freedom comes responsibility. Godalming Junior School cannot control what people all over the world make available on the Internet; a small proportion of the material, which maybe possible to access, is not acceptable in school, whilst other material must be treated with great sensitivity and care. Exactly the same standards apply to electronic material as to material in any other form. If material is considered to be unacceptable by the school when presented in a book, magazine, video, audio tape or spoken form, then it is not acceptable on the ICT network.

We expect all ICT users to take responsibility in the following ways:

- Not to access or even try to access any material which;
- Is violent or that which glorifies violence
- Is criminal, terrorist or glorifies criminal activity (including drug abuse)
- Is racist or designed to incite racial hatred
- Is of extreme political opinion
- Is pornographic or with otherwise unsuitable sexual content
- Is crude, profane or with otherwise unsuitable language
- Is blasphemous or mocking of religious and moral beliefs and values
- Is in breach of the law, including copyright law, data protection, and device misuse
- Belongs to other users of ICT systems and which they do not have explicit permission to use

In addition;

- Not to search for or use websites that bypasses the school's Internet filtering
- Not to download or even try to download any software without the explicit permission the ICT Co-ordinator or Head teacher.
- Not to attempt to install unauthorised and unlicensed software
- To be extremely cautious about revealing any personal details and never to reveal a home address or mobile telephone number to strangers
- Not to use other people's user ID or password, even with their permission
- Not to interfere with or cause malicious damage to the ICT Facilities
- To report any breach (deliberate or accidental) of this policy immediately

In order to protect responsible users, electronic methods will be used to help prevent access to unsuitable material. Godalming Junior School reserves the right to access all material stored on its ICT system, including that held in personal areas of staff and pupil accounts, for purposes of ensuring adherence to DfE, Local Authority and school policies regarding appropriate use, data protection, device misuse, child protection, and health and safety. Anyone who is found not to be acting responsibly in this way will be disciplined. Irresponsible users will be denied access to the ICT facilities. Godalming Junior School will act strongly against anyone whose use of ICT risks bringing the school into disrepute or risks the proper work of other users. Persistent or extreme offenders will be denied access to the ICT facilities on a temporary or ultimately permanent basis.

It should be noted that if a student puts themselves, other students or a member of staff in danger by giving out personal details they will be banned from using the ICT facilities for a fixed period of time and, if required, and if necessary the police will be informed.

If there is anything in this Acceptable Use Policy that you do not fully understand, it is essential that you speak to the ICT Co-ordinator or Head teacher in order to ensure you use the ICT Network appropriately.

Godalming Junior School

USE OF IMAGES

Dear Parents,

The school occasionally takes photographs of children for use within school, for the website and newsletter and for promotional purposes outside of school.

To comply with the Data Protection Act 1998, we need your permission before we use any photographs we have taken. Please complete the declaration below and return it to us.

☐ I give my consent for my child's image to be used by the school

☐ I do not give consent for my child's image to be used by the school

Please indicate you choice

I have read and understood the conditions of use on the back of this form.

Child's name: ……

Your name: ……

Address: ……

Address: ……

Address: ……

Address: ……

Address: ……

Signed: …….. Date: ……..

Please note that websites can be seen throughout the world and not just in the United Kingdom where UK law applies.

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CONDITIONS OF USE

1. This form is valid for four years from the date of signing. Your consent will automatically expire after this time. We will not re-use any images after this time is completed.

2. During this four-year period, the photos will be kept in a secure location and only authorised staff will have access to them. After this period the photos will be privately destroyed.

3. We will only include a child's full name as photo captions for press releases if the child is not easily identifiable by a member of the public, eg not identified by a school uniform. Addresses will not be disclosed in detail. Personal e-mail, telephone or fax numbers will not be disclosed.

4. If we use an image of an individual pupil who is identifiable by their school, we will not use the name of that child in the accompanying text or photo caption without good reason.

5. If a pupil is named in the text of a publication, we will not use a photograph of that child to accompany the article unless we have specific consent. For example, we might want to include a picture and a full name of a competition prize winner. However, we will not include a picture and full name of a child in promotional literature.

6. We may use group or class images with very general labels, such as 'a literacy hour' or 'children exploring the environment'.

7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately



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Godalming Junior School

ICT 'ACCEPTABLE USE' POLICY STATEMENT

Pupil access to the internet

This school encourages use by pupils of the rich information resources available on the internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering when they leave full-time education.

On-line services significantly alter the information landscape for all schools by opening classrooms to a broader array of resources. In the past, teaching and library materials have always been carefully chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils.

However, we acknowledge that Internet access, because it may lead to any publicly available site in the world, will open classrooms to electronic information resources which have not been selected by teachers as appropriate for use by pupils.

Electronic information research skills are now fundamental to preparation of citizens and future employees during the coming information age. This school expects that staff will begin to investigate possibilities and blend use of such information as appropriate within the curriculum. In addition, staff will provide guidance and instruction to pupils in the appropriate use of such resources. They will be encouraged to consult the ICT co-ordinator for advice on content, training and appropriate teaching levels consistent with the school's ICT programme of study.

Independent pupil use of telecommunications and electronic information resources via the internet will only be permitted upon submission of permission and agreement forms by parents of pupils and by our pupils themselves.

Access to on-line resources will enable staff and pupils to explore thousands of libraries, databases and bulletin boards while exchanging messages with people throughout the world. Godalming Junior School believes that the benefits to pupils from access to information resources and increased opportunities for collaboration, exceed the disadvantages. Ultimately though, parents, guardians and carers are responsible for setting and conveying standards that children should follow when using media and information sources. To that end, this school supports and respects each family's right to decide whether or not to apply for independent access.

The school's ICT co-ordinator will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning within the school.

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Godalming Junior School

MOBILE PHONE GUIDELINES

Rationale

The staff and Governing Body of Godalming Junior School recognise that many students and their families own a mobile phone. We also recognise that some parents/guardians request that their children bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by students. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

Aims

To inform all members of our school community about the appropriate use of mobile phones at our school. To outline the procedures and processes of this policy.

Guidelines

Staff

During teaching time, while on playground duty and during meetings, mobile phones will be:

- Switched off or put on 'silent' or 'discreet' mode.
- Stowed away (along with handbags) for security purposes

Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings.

Students

- In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.
- Students remain responsible for all of their personal effects whilst at school.
- If a student wishes to bring a mobile phone to school their parent must complete a mobile phone permission form and receive approval from the Headteacher.
- On entry to the site, the phone must be handed into the school office for safekeeping.
- Smart Watches e.g. fitbits should not be used in school for any purpose other than to check time.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- There are no reasons why a student needs to have in their possession or use a mobile phone during the school day.

- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- If students do bring their mobile phone to school it should be clearly marked with their name.

Sanctions

In line with our Student Behaviour Management Policy, students who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone or smart watch (handed back to student at the end of the day).
- Communication with parents/guardians regarding mobile phone or smart watch use at school.
- A student being banned from bringing a mobile phone or smart watch onto the school grounds.

Inappropriate Use

Generally, a mobile phone or smart watch will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- threatens or is likely to threaten the safety or well-being of any person; or
- is in breach of any law.

Inappropriate use of mobile phones or smart watch will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Student Behaviour Policy.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable devices, ipads and similar technologies.

Educational Visits

Mobile phones are not to be used on educational visits by parent helpers. Only in an emergency should this be used for calls and with prior consultation with the Trip Leader. Any communication with the school office or other parents of other children at the school should be done by the Trip Leader or designated person. Sharing information with regard to educational visits via social media or any other form of communications is not permitted by parent helpers.