

# Orchard School



## E-Safety Policy

April 2019

The E-safety Policy, written by the school and building on Government guidance will be reviewed annually with the next review being April 2020.

Orchard School recognises that ICT and the internet are fantastic tools for learning and communication that can be used in school to enhance the curriculum, challenge pupils, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the internet and ICT is seen as a responsibility and that pupils, staff and parents use it appropriately and practice good e-safety. It is important that all members of the school community are aware of the dangers of using the internet and how they should conduct themselves online.

E-safety covers the internet but it also covers mobile phones and other electronic communications technologies. We know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations or actions online, webcam filming, photography or face-to-face meetings. There is a 'duty of care' for any persons working with children and educating all members of the school community on the risks and responsibilities of e-safety falls under this duty. It is important that there is a balance between controlling access to the internet and technology and allowing freedom to explore and use these tools to their full potential. This policy aims to be an aid in regulating ICT activity in school, and provide a good understanding of appropriate ICT use that members of the school community can use as a reference for their conduct online outside of school hours. E-safety is a whole-school issue and responsibility.

Cyber-bullying by pupils will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures, which are outlined in other policies relating to our school including the **Child Protection Procedures and Safeguarding Policy** and the **Anti-Bullying Policy** and further policies relating to pupil behaviour and bullying.

## 1. COMMUNICATING SCHOOL POLICY

This policy is available from the School Office and on the school website for parents, staff and pupils to access when and as they wish. Rules relating to the school code of conduct when online, and e-safety guidelines, are displayed around the school. E-safety is integrated into lessons in any circumstance where the internet or technology are being used, and during PDP lessons where personal safety, responsibility, and/or development are being discussed.

## 2. MAKING USE OF ICT AND THE INTERNET IN SCHOOL

The internet is used in school to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our pupils with all the necessary ICT skills that they will need in order to enable them to progress confidently into a professional working environment when they leave school.

Some of the benefits of using ICT and the internet in schools are:

### For pupils:

- Access to worldwide educational resources and institutions such as art galleries, museums and libraries.
- Access to subject experts, role models, inspirational people and organisations.
- Access to learning whenever and wherever convenient.
- Freedom to be creative.
- Freedom to explore the world and its cultures from within a classroom.
- Access to case studies, videos and interactive media to enhance understanding.
- Individualised access to learning.

Pupils will be asked to sign and return a consent form for pupil access. The school will maintain a current record of all pupils who are granted internet access. Lower and Upper School pupils will be asked to sign an 'Acceptable Use Agreement' (**attached as Appendix 1**). Upon receipt of consent, students are provided with supervised internet access. Appropriate web filtering is provided by the school's internet service provider and the ICT Technician.

### For staff:

- Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
- Immediate professional and personal support through networks and associations.
- Improved access to technical support.
- Ability to communicate with different staff members and parents.

All staff must read and sign the 'Code of Conduct' (**attached as Appendix 2**) before using any school ICT resource/equipment. Staff should be aware that internet traffic could be monitored and traced to the individual. Discretion and professional conduct is essential.

**For parents:**

- A system is in place whereby instant communication can be made with parents and carers via email.

### **3. TEACHING AND LEARNING**

With so much information available online it is important that pupils learn how to evaluate internet content for accuracy and intent. This is approached by the school as part of digital literacy across all subjects. Students will be taught:

- To be critically aware of materials they read, and shown how to validate information before accepting it as accurate.
- To use age-appropriate tools to search for information on line.
- To acknowledge the source of information used and to respect copyright. Plagiarism is against the law and the school will take any intentional acts of plagiarism very seriously. Pupils who are found to have plagiarised will be disciplined.

The school acknowledges a responsibility to take all reasonable precautions to prevent access to inappropriate materials. Steps will be taken to filter internet content to ensure that it is appropriate to the age and maturity of pupils. Due to the international nature of the World Wide Web and linked content, it is not possible to fully guarantee that unsuitable materials cannot be accessed using school computers. If staff or pupils discover unsuitable sites then the URL will be reported (via the E-Safety Reporting Log, **attached as Appendix 5**) to the school e-safety coordinator. Regular software and broadband checks will take place by the school IT technician to ensure that filtering services are working effectively.

### **4. MANAGING INFORMATION SYSTEMS**

The school is responsible for reviewing and managing the security of the computers and internet network as a whole and takes the protection of school data and personal protection of our school community very seriously. This means protecting the school network, as far as is practicably possible, against viruses, hackers and other external security threats. The security of the school information systems and users will be reviewed regularly by the IT technician. Some safeguards that the school takes to secure our computer systems are:

- Ensuring that all personal data sent over the internet or taken off site is encrypted.
- Making sure that unapproved software is not downloaded to any school computers.
- Files held on the school network will be regularly checked for viruses.
- The use of administration passwords to access the school network will be enforced.
- Portable media containing school data or programs will not be taken off-site without specific encryption or permission from a member of the senior leadership team.

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use in the Staff Information Systems Code of Conduct.

Staff must ensure that their work device is secure, encrypted and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the school's ICT Technician.

Work devices must be used solely for work activities.

Every member of staff has an encrypted memory stick. No other device can be used to store school personal data files unless the member of staff has an encrypted school laptop. If the memory stick is taken off-site for example for school report writing the files on the memory stick must not be saved to an unencrypted computer at home.

For more information on data protection in school please refer to our **Data Protection Policy**.

## 5. EMAILS

The school uses email internally for staff and externally for contacting parents, and is an essential part of school communication. It is also used to enhance learning by providing immediate feedback on work, and requests for support where it is needed.

Staff and pupils should be aware that school email accounts should only be used for school-related matters, i.e. for staff to contact parents, pupils, other members of staff and other professionals for work purposes. This is important for confidentiality. The school has the right to monitor emails and their contents but will only do so if it feels there is reason to.

### **School email accounts and appropriate use**

**Staff should be aware of the following when using email in school:**

- Staff should only use official school-provided email accounts to communicate with pupils, parents or carers. Personal email accounts should not be used to contact any of these people and should not be accessed during school hours.
- Emails sent from school accounts should be professionally and carefully written. Staff are representing the school at all times and should consider this when entering into any email communications.
- Staff must tell the Head or one of the Assistant Heads if they receive any offensive, threatening or unsuitable emails from either within the school or from an external account. They should not attempt to deal with these themselves.
- The forwarding of chain messages is not permitted in school.

At times, for teaching and learning purposes, it may be necessary to set up email accounts for pupils. Pupils will be taught to follow these guidelines:

- In school, pupils should only use school-approved email accounts.
- Excessive social emailing will not be allowed.
- Pupils should tell a member of staff if they receive any offensive, threatening or unsuitable emails from either within the school or from an external account. They should not attempt to deal with these themselves.

Pupils will be educated through their ICT lessons to identify spam, phishing and virus emails and attachments that could cause harm to the school computers or their personal accounts or wellbeing.

## **6. PUBLISHED CONTENT AND THE SCHOOL WEBSITE**

The school website is viewed as a useful tool for communicating our school ethos and practice to the wider community. It is also a valuable resource for parents, pupils, and staff for keeping up-to-date with school news and events.

The website is in the public domain, and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the school community, copyrights and privacy policies. No personal information about staff or pupils will be published. Details for contacting the school will be for the School Office, the proprietors, the Head Teachers of the two school sites and a phone number for the school's emergency out of hours contact.

### **Policy and guidance of safe use of children's photographs and work**

Colour photographs and pupils' work bring our school to life, display our student's talents, and add interest to publications both online and in print that represent the school. However, the school acknowledges the importance of having safety precautions in place to prevent the misuse of such material.

Under the Data Protection Act 2018, images of pupils and staff will not be displayed in public, either in print or online, without consent. On admission to the school, parents/carers will be asked to sign a consent form for processing pupils' personal data. The school does this to prevent repeatedly asking parents for consent over the school year, which is time-consuming for both parents and the school. The terms of use of photographs never change, and so consenting to the use of photographs of your child over a period of time rather than a one-off incident does not affect what you are consenting to.

### **Using photographs of individual children**

The vast majority of people who take or view photographs or videos of children do so entirely for innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

It is important that published images do not identify students or put them at risk of being identified. Only images created by or for the school will be used in public and children may not be approached or photographed while in school or doing school activities without the school's permission. The school follows general rules on the use of photographs of individual children:

- Parental consent must be obtained. Consent will cover the use of images in:
  - All school publications.
  - On the school website
  - In newspapers as allowed by the school.
  - In videos made by the school or in class for school projects.
- Electronic and paper images will be stored securely.
- Names of stored photographic files will not identify the child.
- Images will be carefully chosen to ensure that they do not pose a risk of misuse. This includes ensuring that pupils are appropriately dressed. Photographs of activities, which may pose a greater risk of potential misuse (for example, swimming activities); will focus more on the sport than the pupils (i.e. a pupil in a swimming pool, rather than standing by the side in a swimsuit).
- For public documents, including in newspapers, full names will not be published alongside images of the child (unless specific consent has been given by the parent or carer or the child or if the child is over 13 and capable of making the decision). Groups may be referred to collectively by year group or form name.
- Events recorded by family members of the students such as school plays or sports days must be used for personal use only.
- Pupils are encouraged to tell a member of staff if they are concerned or uncomfortable with any photographs that are taken of them or they are being asked to participate in.
- Any photographers that are commissioned by the school will be fully briefed on appropriateness in terms of content and behaviour, will wear identification at all times, and will not have unsupervised access to the pupils. For more information on safeguarding in school, please refer to our school **Child Protection Procedures and Safeguarding Policy**.

**Note: for Consent Form see Appendix 3**

### **Social networking, social media and personal publishing**

Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programs. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are most vulnerable to being contacted by a dangerous person. It is important that we educate pupils so that they can make their own informed decisions and take responsibility for their conduct online. Pupils are not allowed to access social media sites in school.

Social media sites have many benefits for both personal use and professional learning; however, both staff and pupils should be aware of how they present themselves online. Students are taught through ICT lessons and PDP about the risks and responsibility of uploading personal information and the difficulty of taking it down completely once it is out in such a public place. The school follows general rules on the use of social media and social networking sites in school:

- Pupils are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the school's code of conduct regarding the use of ICT and technologies and behaviour online.
- Pupils and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. The school expects all staff and pupils to remember that they are representing the school at all times and act appropriately.
- Staff members and volunteers employed by Orchard School to undertake duties in any capacity must not befriend pupils on social networking sites.

## **7. MOBILE PHONES AND PERSONAL DEVICES**

While mobile phones and personal communication devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are:

- They can make pupils and staff more vulnerable to cyberbullying.
- They can be used to access inappropriate internet material.
- They can be a distraction in the classroom.
- They are valuable items that could be stolen, damaged or lost.
- They often have integrated cameras, which can lead to child protection, bullying and data protection issues.

The school takes certain measures to ensure that mobile phones are used responsibly in school. Some of these are outlined below:

- Mobile phones must be switched off and handed in at morning registration (they will be returned at the end of the day).



- If mobile phones are found in a pupil's possession they can be confiscated by a member of staff, and the device can be searched by the Head Teacher or one of the Assistant Head Teachers if there is reason to believe that there may be evidence of harmful or inappropriate use on the device.
- Any pupil that brings a mobile phone or personal device into school is agreeing that they are responsible for handing it in. The school will not take responsibility for personal devices that have been lost, stolen, or damaged.

### **Mobile phone or personal device misuse**

#### **Pupils**

- Pupils who breach school policy relating to the use of personal devices (in school, on school transport or on trips) will be disciplined in line with the school's Behaviour Policy. Their mobile phone may be confiscated.
- Pupils are under no circumstances allowed to bring mobile phones or personal devices into examination rooms with them. If a pupil is found with a mobile phone in their possession, it will be confiscated. The breach of rules will be reported to the appropriate examining body and may result in the pupil being prohibited from taking that exam.

#### **Staff**

- Under no circumstances should staff use their own personal devices to contact pupils or parents either in or out of school time.
- Staff are not permitted to take photos or videos of pupils in or out of school. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this.
- The school expects staff to lead by example. Personal mobile phones should be switched off or on 'silent' during school hours.
- Any breach of school policy may result in disciplinary action against that member of staff

## **8. CYBERBULLYING**

Cyberbullying, as with any other form of bullying, is taken very seriously by the school. Information about specific strategies in place to prevent and tackle bullying are set out in the school **Anti-Bullying Policy**. The anonymity that can come with using the internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of the school community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- Take it seriously.
- Record and report the incident.
- Provide support and reassurance to the victim.
- Make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the

school will make sure that they understand what they have done and the impact of their actions.

If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published, and the service provider may be contacted to do this if they refuse or are unable to remove it. They may have their internet access suspended in school.

## **9. MANAGING EMERGING TECHNOLOGIES**

Technology is progressing rapidly and new technologies are emerging all the time. The school will risk-assess any new technologies before they are allowed in school, and will consider any educational benefits that they might have. The school keeps up-to-date with new technologies and is prepared to develop appropriate strategies for dealing with new technological developments.

## **10. PROTECTING PERSONAL DATA**

Orchard School believes that protecting the privacy of our staff and pupils and regulating their safety through data management, control and evaluation is vital to whole-school and individual progress. The school collects personal data from pupils, parents, and staff and processes it in order to support teaching and learning, monitor and report on pupil and teacher progress, and strengthen our pastoral provision.

We take responsibility for ensuring that any data that we collect and process is used correctly and only as is necessary, and the school will keep parents fully informed of how the data is collected, what is collected, and how it is used. Testing results, attendance and registration records, special educational needs data and any relevant medical information are examples of the type of data that the school needs. Through effective data management, we can monitor a range of school provisions and evaluate the wellbeing and academic progression of our school body to ensure that we are doing all we can to support both staff and pupils.

In line with the Data Protection Act 2018, and following principles of good practice when processing data, the school will ensure that data is:

- Processed lawfully, fairly and in a transparent manner;
- Collected for specified, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed;
- Accurate and, where necessary, kept up to date;
- Kept for no longer than is necessary for the purposes for which it is processed;
- Processed in a way that ensures it is appropriately secure.

There may be circumstances where the school is required either by law or in the best interests of our pupils or staff to pass information on to external authorities, for example, our local authority, Ofsted, or the Department of Health. These authorities are up-to-date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

For more information on the school's safeguards relating to data protection read the school's **Data Protection Policy**.

## **SUPPORTING DOCUMENTATION**

The following documentation is held on file in the school office in support of the 'Orchard School E-Safety Policy'.

Appendix 1 - Acceptable Use Agreement (Lower & Upper School)

Appendix 2 - Staff Information Systems Code of Conduct

Appendix 3 - Consent Form for Processing Pupils' Personal Data

Appendix 4 - Orchard School E-Safety Rules

Appendix 5 - Parental Consent – E-Safety Rules

Appendix 6 - E-Safety Reporting Log

APPENDIX 1



## Orchard School Lower and Upper School Acceptable Use Policy Agreement

**(This policy is intended to ensure that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use).**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender etc).
- I will immediately report any unpleasant or inappropriate material, messages, or anything that makes me feel uncomfortable when I see it online.

### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

**I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the *school / academy*:**

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials that are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs)
- I will not install or attempt to install or store programs of any type on any school device, nor will I try to alter computer settings.

- I will not use social media sites in school at any time.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that, the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include detentions, suspensions, and contact with parents.

I have read and understand the above and agree to follow these guidelines when:

- I use the school system and devices (both in and out of school).
- I use my own devices in the *school* (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school.

Signed .....

Date .....

APPENDIX 2



## Orchard School Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the school Head Teacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will only communicate with pupils and parents using official school systems. Any such communication will be professional in tone and manner. **Note: any contact with parents via telephone should be logged via the school office and copies of any email communication should be forwarded to the Head Teacher.**



Orchard School E-safety Policy

- I will not befriend pupils on social networking sites or engage in any on-line activity that may compromise my professional responsibilities.
  
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content, they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the above content.

Signed: ..... Date: .....

Please print name: .....

**APPENDIX 3**



**Orchard School**

**Consent form for processing pupils' personal data**

At Orchard School we use information about your child/children in a number of different ways, and we would like your consent for some of the ways we use this personal data.

In particular we sometimes take photographs of the pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter, in local newspapers and in internal displays in school.

If you are not happy for us to use the information in the ways we list below, that is no problem – we will accommodate your preferences.

Similarly, if you change your mind at any time, you can withdraw or grant consent. Please let us know by emailing [office@theorchardschool.co.uk](mailto:office@theorchardschool.co.uk), calling the school on 01427 880395, or in person at the School Office.

If you have any other questions, please get in touch.

Please tick the relevant box(es) below, sign and return this form to school.

Child's name:

Name and relationship to child:

Signature:

Date:

Taking of photographs	Tick (✓)
I am happy for the school to take photos of my child.	
I am happy for the school to employ the services of a professional photographer to take individual and sibling photographs of my child/children once a year.	
I am happy for the school to employ the services of a professional photographer to take class, sport teams and whole school photographs once a year.	
I am happy for photographs of my child to be taken by a professional photographer if she/he attends the Year 11 Prom.	

Using of photographs	
I am happy for photos of my child to be used in internal displays.	
I am happy for photos of my child to be used in the school newsletter.	
I am happy for photos of my child to be used in printed school materials, for example, the school prospectus.	
I am happy for photos of my child to be used on the school website.	
I am happy for photos of my child to be used in the media, for example local newspapers.	
I am happy for photos of my child to be included in programmes e.g. Drama and Music productions, the Christmas production	
I am happy for photos of my child to be selected for inclusion on the front cover of the Senior School Student Planner	
Taking and use of videos	
I am happy for the school to take video footage of my child.	
I am happy for the school to use video footage internally in school e.g. during the end of year review service.	
I am <b>NOT</b> happy for the school to take or use photos of my child.	
I am <b>NOT</b> happy for the school to take or use video footage of my child.	

Please note that consent is not needed to take photographs or video footage when it is required to form part of the curricular records, like in the Early Years Foundation Stage, or as an element of assessment in a course like Drama.

**APPENDIX 4**

## **Orchard School E-Safety Rules**

These e-Safety Rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

The school owns the computer network and can set rules for its use.

- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the Head Teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**APPENDIX 5**



**PARENTAL CONSENT**

**Orchard School E-Safety Rules**

**All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.**

**Parent’s Consent for Web Publication of Work and Photographs**

I agree that my son/daughter’s work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

**Parent’s Consent for Internet Access**

I have read and understood the school e-safety rules and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

**Please sign this consent and return to school.**

Signed: ..... Date: .....

Please print name:.....

**I know that my son/daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the Internet - both in and out of school.**

**APPENDIX 6**

Reporting Log Class .....							Action taken		Incident Reported by	Signature
							What?	By whom?		
Date	Time	Incident								