



## **Cowbit St Mary's Church of England School**

### **E-Safety Policy (Pupils)**

#### **(Incorporating Guidance for children and parents on the use of Internet facilities outside of school)**

**This policy has been created using the e-safety policy of Lincolnshire Safeguarding Children's Board and the Acceptable Use of ICT Policy (AUP).**

The use of ICT within schools has enormous benefits to education, however there are reasons why the school and the local authority must put some restrictions in place, such as: ICT equipment is very expensive to buy and maintain; the school and the local authority have a duty of care to ensure that you are safe and that you are not exposed to illegal or unsuitable content. It is hoped that these restrictions do not interfere with your education, but if you feel otherwise you are encouraged to talk to a member of staff to discuss any issues.

#### **Please note that internet and email use may be subject to monitoring.**

**Use of the Internet** - the internet is provided to help you with learning activities such as research, online activities, online educational games and many other things. The internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. If you are unsure, or if you come across anything you feel is unsuitable, you should turn your computer monitor off and let your teacher/teaching assistant know. Never try to bypass the security, these are all monitored.

**Logins and Passwords** - every person has a different computer login and password. You should never allow anyone else to use your details. If you think someone else may have your details you should let a teacher/teaching assistant know and have your password changed.

**User Areas** - your user area is provided for you to save school work. It is not to be used to save music or other files that you have brought in from home.

**Social Networking** – the use of such sites will not be allowed in our school. If access is allowed to social networking (for example Bebo, Facebook, Flickr) at home you should **never** upload pictures or videos of others without their permission. You should also be aware of any age restrictions relating to such sites (many social networking sites have a minimum age of 13 years). It is not advisable to upload pictures or videos of yourself - videos and pictures can easily be copied, changed and used against you without you knowing. You

should never make negative or bad remarks about the school or anyone within the school. Always keep your personal information private to invited friends only and never post personal information such as your full name, date of birth, address, school, phone number etc. Consider using a nickname and only inviting people you know. Universities and future employers have been known to search social networking sites. Beware of fake profiles and people pretending to be somebody else. If something doesn't feel right follow your instincts and report it to an appropriate adult. Never create a false profile as a joke and pretend to be somebody else. This can have serious consequences. Some social networking sites have a chat facility. You should never chat to anyone that you don't know or don't recognise. It is recommended that you never meet a stranger after meeting them online. If you do, always inform your parents and take one of them with you.

**Security** - you should never try to bypass any of the security in place. This security is in place to protect you from illegal sites, and to stop others from hacking into other people's accounts. Security on the school computers is monitored.

**Copyright** - you should never take information from the internet and use it as your own. A lot of information is copyright, which means that it is owned by somebody else and it is illegal to use this information without permission from the owner. If you are unsure, ask your teacher.

**Etiquette** - many schools provide students with email accounts, or let students post on things like blogs. Always be polite and don't swear. Consider what you are saying, and how it might be read by somebody else. Without emotions it is difficult to show emotions in things like emails and blogs, and some things you write may be read incorrectly.

**Mobile Phones** - Some modern mobile phones offer the same services as a computer, i.e. Facebook, YouTube, email access etc. This can be a great way of keeping in touch with your friends and family. But, in the same way that some internet services can be used inappropriately, the same is true with mobile phones. Mobile Phones are not allowed in our school only under very special circumstances, and only with the permission of the Head Teacher. Never take inappropriate pictures of yourself and send to your friends or upload onto social networking sites. Never forward inappropriate pictures that you have received from somebody else. In some circumstances this can be an illegal act. Upon occasions where mobiles are allowed, they stay in the office during the school day.

Parents will be requested to sign a declaration to confirm that they have read this Policy and explained it to their child/children, and also to confirm they have made their child/children aware that use of internet and email in school may be monitored.

(See appendix attached)

**Review**

The Governors will review this policy annually.

Approved by Governors \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed Chair of Governors

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To be reviewed February 2019

**Useful websites:**

CEOP is a part of the UK police force dedicated to the prevention of child sexual abuse. There is an excellent educational programme, as well as advice and videos for all ages on their website.

**[www.ceop.gov.uk](http://www.ceop.gov.uk)**

IWF (Internet Watch Foundation) provides the UK hotline to report criminal online content.

**[www.iwf.org.uk](http://www.iwf.org.uk)**

BBC - a fantastic resource of e-safety information for the younger child.

**[www.bbc.co.uk/cbbc/help/web/staysafe](http://www.bbc.co.uk/cbbc/help/web/staysafe)**

Cybermentors is all about young people helping and supporting people online.

**[www.cybermentors.org.uk](http://www.cybermentors.org.uk)**

Digital citizenship is about building safe spaces and communities, understanding how to manage personal information, and about being internet savvy - using your online presence to grow and shape your world in a safe, creative way, and inspiring others to do the same.

**[www.digizen.org](http://www.digizen.org)****[www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/](http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/)****Some simple do's and don'ts for everybody (courtesy of CEOP):**

Never give out personal details to online friends that you don't know offline.

Understand what information is personal: i.e. email address, mobile number, school name, sports club, meeting up arrangements, pictures or videos of yourself, friends or family. Small pieces of information can easily be pieced together to form a broad insight into your personal life and daily activities.

Think carefully about the information and pictures you post on your profiles. Once published online, anyone can change or share these images.

It can be easy to forget that the internet is not a private space, and as result sometimes people engage in risky behaviour online. Don't post any pictures, videos or information on your profiles, or in chat rooms, that you would not want a parent or carer to see.

If you receive spam or junk emails and texts, never believe the content, reply to them or use them.

Don't open files that are from people you don't know. You won't know what they contain—it could be a virus, or worse - an inappropriate image or film.

Understand that some people lie online and that it's better to keep online 'mates' online. Never meet up with any strangers without an adult that you trust.

**Don't forget, it is never too late to tell someone if something or someone makes you feel uncomfortable.**

## Appendix

### E-safety Policy (Students)

**Please be aware that the Cowbit St Mary's E-safety Policy (Students) is available on the school website and that the use of internet and email in school may be monitored. (A hard copy of the Policy is available, on request, from the School.)**

I have read the above E-safety Policy and explained it to my child/children. I have also made my child/children aware that the use of internet and email in school may be monitored.

Name of pupil .....

Parents signature .....

Print name .....

Date \_\_\_/\_\_\_/\_\_\_

