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**E-Safety Policy Appendices**

**LAT019 Version 3 Updated July 2022**

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# Appendix 1: Acceptable Use Agreement (Pupils and Parents/Carers)

The agreement should be completed at each phase - **Y1, Y3 and Y5**. Teachers will go through the acceptable use agreement (appendix 1) in their first computing lesson , ask the children to sign it and then send home for parents to counter sign. Ensuring that children understand the school expectations.   
In year 2, 4, and 6 teachers will review the agreement in the first lesson to remind the children and include any new starters.

|  |  |
| --- | --- |
| **Acceptable use of the school’s IT systems and internet: agreement for pupils and parents/carers** | |
| **Name of pupil:** | |
| When using the school’s computers or i-Pads and using the internet in school, I will not:   * Use them for anything other than for learning * Use them when a teacher is not there, or without a teacher’s permission * Access any websites other than the sites the teacher has told us to use * Access sites such as Facebook, Twitter unless my teacher has expressly allowed this as part of a learning activity) * Use chat rooms, (this is where you can talk to other people on the computer) * Open any anything in emails, or follow any links that you can click on in emails, without first checking with a teacher * Type any inappropriate language on the computer * Share my password with others or use anyone else’s computers details like their user name or password * Give my information about me like my name, address or telephone number to anyone without the permission of my teacher or parent/carer * Arrange on the computer to meet anyone in person/ at the park/ outside of school without first consulting my parent/carer, or without adult supervision   If I bring a personal mobile phone or other personal electronic device into school, I will leave it at the school office for safe-keeping and collect it at the end of the day.  I agree that the school will know the websites I visit.  I will immediately let a teacher or anyone that works at the school know if I see anything on the computer that upsets, distresses or might harm me or others.  I will always use the school’s computer and internet responsibly. | |
| **Signed (pupil):** | **Date:** |
| **Parent/carer agreement:** I agree that my child can use the school’s IT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school’s IT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these. | |
| **Signed (parent/carer):** | **Date:** |

# Appendix 2: Acceptable Use Agreement (Staff, Governors, Volunteers and Visitors)

|  |  |
| --- | --- |
| **Acceptable use of the school’s IT systems and the internet: agreement for staff, governors, volunteers and visitors** | |
| **Name of staff member/governor/volunteer/visitor:** | |
| I have read and agree to abide by the school’s E-Safety Policy. | |
| I will only use the school’s IT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.  I agree that the school will monitor the websites I visit.  I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school’s data protection policy.  I will let the designated safeguarding lead (DSL) and IT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.  I will always use the school’s IT systems and internet responsibly, and ensure that pupils in my care do so too. | |
| **Signed (staff member/governor/volunteer/visitor):** | **Date:** |

# Appendix 3: Online Safety Training Needs – Self-Audit For Staff

|  |  |  |
| --- | --- | --- |
| **Online safety training needs audit** | | |
| **Name of staff member/volunteer:** | | **Date:** |
| Do you know the name of the person who has lead responsibility for online safety in school? | |  |
| Do you know what you must do if a pupil approaches you with a concern or issue? | |  |
| Are you familiar with the school’s acceptable use agreement for staff, volunteers, governors and visitors? | |  |
| Are you familiar with the school’s acceptable use agreement for pupils and parents? | |  |
| Do you regularly change your password for accessing the school’s IT systems? | |  |
| Are you familiar with the school’s approach to tackling cyber-bullying? | |  |
| Are there any areas of online safety in which you would like training/further training? Please record them here. |  | |

# Appendix 4: Online Safety Incident Report Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Online safety incident report log** | | | | |
| **Date** | **Where the incident took place** | **Description of the incident** | **Action taken** | **Name and signature of staff member recording the incident** |
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# Appendix 5: Learn-AT Remote Learning Safeguarding Protocol for Parents

When children have to stay at home for self-isolation, our school will use Microsoft Teams to communicate with children, provide access to remote learning assignments, activities and recorded lessons and some live interaction with their teachers and classmates online. To keep children and staff safe there is a strict safeguarding protocol which everyone must follow very carefully.

***All parents and carers must read the protocol below carefully and complete the online form at*** [***http://bit.ly/learnt\_rl***](http://bit.ly/learnt_rl)

***Your child will only be able to access remote learning after you have confirmed that you will follow the procedures in this protocol.***

**Joining the Teams session**

The teacher will set a day and time for the call and send an invitation to the children’s Teams accounts via the Teams calendar

Your child will need to click on the ‘Join’ button in the Teams calendar to join the session at the set time

You should be able to join the call from a smartphone, tablet or laptop as long as it has a microphone and speaker.

**Safeguarding Protocol**

Children should be dressed in clothes suitable for school

Anyone else who might be seen on screen during the call must also be appropriately dressed (e.g. parents and carers, siblings)

Please make sure that your child joins the call in a shared area of your home, e.g. living room, dining room, kitchen, and not from a bedroom. A neutral background such as a plain wall would be ideal. If this is not possible please check the background behind your child to ensure that it is suitable to be visible to others on the call.

If you have any concerns about your child, family or home being seen on screen by others you may choose to turn off the camera for the call.

A parent or carer should remain in the room with the child while they are on the call but should not be visible on the screen or speak to the teacher or other children.

Language must be professional and appropriate, including any family members who might be heard in the background of the call.

All calls will be recorded for safeguarding and training purposes.

Videos will be kept for 21 days in case of any complaints or queries. They may also be shared with any member of the class who is not able to join the call ‘live’ to allow them to catch up at a later time.

Calls must not be recorded or screenshots taken by anyone other than the school.

Normal school rules will apply during the call including:

* + - * being on time for the lesson
      * behaving respectfully towards others
      * following instructions
      * listening to the teacher as they are talking.

Teachers may have to remove a child from the call if the rules above are not followed.

If the teacher has any safeguarding concerns during the call, these will be followed up in the usual way according to the school’s Child Protection Policy.

**Code of Conduct for Parents and Carers**

Learn-AT’s Social Media Code of Conduct for Parents and Carers (<https://www.learnat.uk/attachments/download.asp?file=72&type=pdf>) will apply to remote learning calls. In particular:

All Learn-AT schools expect parents and carers to behave in a respectful, civil and courteous way online and will not tolerate any of the following online behaviours:

Sending or posting abusive or unkind messages to or about parents or teachers

Posting anything negative or unkind about fellow parents, pupils, the school or its employees on social media

Complaining about the school’s policies, values and methods on social media

*We welcome constructive feedback, provided in the right way, either by email or in person to school staff. Teachers and school leaders are always happy to listen and talk to parents to address any concerns they may have. Complaints should be made following the guidance outlined in the Learn-AT Complaints Policy:* [*https://www.learnat.uk/attachments/download.asp?file=71&type=pdf*](https://www.learnat.uk/attachments/download.asp?file=71&type=pdf)

Behaviour on social media which is likely to damage the reputation of the school, the trust or any member of staff

This applies to any comments relating to anything to do with the teacher or other children that is observed during remote learning sessions and includes social media platforms, such as Facebook, Instagram, TikTok or Twitter, and messaging apps, such as WhatsApp.

Breaches of this code of conduct will be taken very seriously by the school and the trust. Breaches could lead to the school withdrawing access to online remote learning for the children of the family involved.

Posting illegal, defamatory, or discriminatory content could lead to prosecution.

# Appendix 6: Learn-AT Remote Learning Safeguarding Protocol – Teaching Staff

All staff involved in remote learning must read the protocol below carefully.

The staff code of conduct – Guidance for Safer Working Practices – May 2019 must always be adhered to.

[**https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf**](https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf)

**Platform**

All remote learning must take place via the MS Teams platform using only Learn-AT email addresses and login details.

**Consent**

Pupils can only take part in the remote learning sessions if the parents have given written consent. School offices will have a list of consents.

**Teaching staff will also need to complete the form below to give their consent to take part in remote learning sessions:** [**http://bit.ly/learnt\_rlt**](http://bit.ly/learnt_rlt)

**Remote Learning Protocol for parents and pupils**

The Learn-AT Remote Learning Protocol for parents and pupils is shared with all parents and as part of their consent they will acknowledge that they agree to the code of conduct which states the following.

*2.1. All Learn-AT schools expect parents and carers to behave in a respectful, civil and courteous way online and will not tolerate any of the following online behaviours:*

*Sending or posting abusive messages to parents or teachers*

*Sending or posting abusive messages about parents and teachers*

*Posting defamatory ‘statuses’ about fellow parents, pupils, the school or its employees*

*Complaining about the school’s policies, values and methods on social media*

*(We welcome constructive feedback, but it should be provided through official channels either by email or in person to school staff. Complaints must be made following the guidance outlined in the Learn-AT Complaints Policy* [*https://www.learnat.uk/attachments/download.asp?file=71&type=pdf*](https://www.learnat.uk/attachments/download.asp?file=71&type=pdf)*)*

*Any behaviour on social media which is likely to bring the reputation of the school, the trust or any member of staff into disrepute*

*This applies to any comments relating to anything regarding the teacher or other children that is observed during remote learning sessions and includes social media platforms, such as Facebook or Twitter, and messaging apps, such as WhatsApp.*

*Breaches of this code of conduct will be taken very seriously by the school and the trust. Breaches could lead to the school withdrawing access to online remote learning for the children of the family involved. Posting illegal, defamatory, or discriminatory content could lead to prosecution.*

Staff who become aware of a breach of this code of conduct must inform school leaders immediately.

**Live streaming**

There are three situations where live lessons may be used for remote learning -

A child who is self-isolating may be invited to join their peers who are still at school for parts of lessons.

The whole class and staff are self-isolating, and the teacher is conducting live lessons from home.

In a local or national lockdown, the teacher may conduct live lessons from the classroom for pupils learning at home.

Timetables for remote learning sessions should be shared and agreed with school leaders.

To create a safe environment for children and young people when watching or engaging in a livestream, there are several things you should consider.

Ensure the background visible on screen is neutral and there is nothing of a personal nature visible e.g. family photographs. The ‘background effects’ settings can be used to blur the background or set a neutral background.

Calls should be made from a neutral space (e.g. study, dining room but not a bedroom).

Begin recording the lesson before the pupils arrive.

Have two adults participating in the session if possible.

Report any safeguarding concerns immediately following the school child protection policy.

Be aware of and make adjustments for any child with SEND to ensure that they are able to access live lessons.

Before starting any livestream, remind children:

* + - * usual school rules apply during live lessons
      * how they can ask questions during the session
      * not to share private information
      * not to respond to contact requests from people they don’t know
      * who they should tell if they see or hear anything upsetting or inappropriate?
      * turn off their camera if their parents have asked them to.

**Contacting parents**

All audio calls to parents must be pre-arranged and conducted through MS Teams not a personal phone. The teacher can send a Teams meeting invitation to a parents via the Teams calendar.

Formal scheduled parents’ meeting can be booked through the Parents’ Meetings booking system (set up and used in the summer term).