



Brumby Junior  
School

Queensway, Scunthorpe, DN162HY, 01724655644, [www.brumbyjuniorschool.co.uk](http://www.brumbyjuniorschool.co.uk)

Headteacher: Mr P Foster

## **Brumby Junior School E-Safety Policy**

### **Technical and Infrastructure**

Brumby Junior School:

- Maintains filtered broadband connectivity.
- Works in partnership with the LA to ensure any concerns about the system are communicated to the relevant officers so that systems remain robust and provide protection
- Has additional user-level filtering in-place.
- Ensures network health through appropriate anti-virus software and network set-up so staff, children and young people cannot download executable files such as .exe / .com / .vbs etc.;
- Ensures their network is 'healthy' by annual health checks on the network
- Utilises caching as part of the network set-up;
- Ensures technical staff and Administrators are up-to-date with services and policies;
- Ensures that technical staff and Administrators check to ensure that the filtering methods are effective in practice and that they remove access to any website considered inappropriate.
- Never allows children or young people to access Internet logs;
- Has network auditing software installed;
- Uses individual log-ins for children, young people, staff and all other users;
- Uses 'remote' management control tools for controlling workstations / viewing users / setting-up applications and Internet web sites, where useful;
- Never send personal data over the Internet unless it is encrypted or otherwise secured;
- Never allow personal level data off-site unless it is on an encrypted device; Uses 'safer' search engines with children and young people such as <http://yahooligans.yahoo.com/> | <http://www.askforkids.com/> and activates 'safe' search where appropriate;
- Ensures children and young people only publish within appropriately secure learning environments such as their own closed secure YHGfL portal or Learning Platform.

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## Policies and Procedures:

### Brumby Junior School:

- Supervises children and young people's use at all times and is vigilant in the areas where young people have more flexible access;
- We use an appropriate and approved filtering system which blocks harmful and inappropriate sites;
- We have additional user-level filtering which can be appropriately adapted. Websites to be used with children and young people should be previewed by staff.
- If raw image searches are used staff vigilance is crucial
- Informs users that Internet use is monitored;
- Informs children, young people and staff that they must report any failure of the filtering systems directly to the class teacher who then reports to the ICT subject leader. Our systems administrators report to LA / YHGfL where necessary;
- Controls access to Chat rooms and social networking sites by recommending only those that are part of an educational network or approved Learning Platform;
- Only unblocks social networking sites for specific purposes;
- Only uses approved or checked webcam sites;
- Has blocked children and young people's access to music download or shopping sites – except those approved for educational purposes.
- For very young children the use of closed / simulated environments are used for education (eg email)
- **Requires all staff to sign an e-safety / acceptable use agreement form and keeps a copy on file;**
- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse. Keeps a record, of any bullying or inappropriate behaviour for evidence in line with the school behaviour management policy;
- Ensures a named teacher who liaises with the child protection co-ordinator has appropriate training in E safety;
- Makes information on reporting offensive materials, abuse / bullying etc available for children, young people parents and carers and staff;
- Immediately refers any material we suspect is illegal to the appropriate authorities – Police – and the LA.



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## **Education and training:**

Brumby Junior School:

- Fosters a 'No Blame' environment that encourages children and young people to tell a responsible adult immediately if they encounter any material that makes them feel uncomfortable;
- Ensures children, young people and staff know what to do if they find inappropriate web material.
- Ensures children, young people and staff know what to do if there is a cyber-bullying incident;
- Ensures all children and young people know how to report abuse;
- Has a clear, progressive e-safety education programme, built North Lincolnshire/ national guidance. Children and young people are taught a range of skills and behaviours appropriate to their age and experience, such as:
  - to STOP and THINK before they CLICK
  - to discriminate between fact, fiction and opinion;
  - to develop a range of strategies to validate and verify information before accepting its accuracy;
  - to skim and scan information;
  - to be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be;
  - to know some search engines / web sites that are more likely to bring effective results;
  - to know how to narrow down or refine a search;
  - to understand 'Netiquette' behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
  - to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
  - to understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
  - to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, photographs and videos and to know how to ensure they have turned-on privacy settings;
  - to understand why they must not post pictures or videos of others without their permission;
  - Y5 & Y6 to understand how some people will 'groom' young people for sexual reasons;
  - to know not to download any files – such as music files - without permission;
  - to have strategies for dealing with receipt of inappropriate materials;

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- Ensures that when copying materials from the web, children, young people and staff understand issues around plagiarism; how to check copyright and also know that they must observe and respect copyright / intellectual property rights;
- Ensures that children young people and staff understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in pop-ups; buying on-line; on-line gaming / gambling;
- Ensures staff know how to encrypt data where the sensitivity requires and that they understand data protection and general ICT security issues linked to their role and responsibilities;
- Makes training available to staff on the e-safety education program;
- Runs a rolling programme of advice and guidance for parents, including:
  - Information leaflets
  - distribution of 'think u know' for parents materials
  - suggestions for safe Internet use at home;
  - provision of information about national support sites for parents.



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**What to do if:**

**An inappropriate website is accessed unintentionally in by a child, young person or member of staff.**

1. Play the situation down; don't make it into a drama.
2. Report to the head teacher/child protection coordinator and decide whether to inform parents of any children who viewed the site.
3. Inform the school technicians and ensure the site is filtered
4. Inform the LA if the filtering service is provided via an LA/RBC.

**An inappropriate website is accessed intentionally by a child.**

1. Refer to the keeping safe rules with the child and inform the parents where appropriate.
2. Inform the LA if the filtering service is provided via an LA/RBC.

**An adult uses School IT equipment inappropriately.**

1. Ensure you have a colleague with you; do not view the misuse alone.
2. Report the misuse immediately to the head teacher and ensure that there is no further access to the PC or laptop.
3. If the material is offensive but not illegal, the head teacher should then:
  - Remove the PC to a secure place.
  - Instigate an audit of all ICT equipment by the schools ICT managed service providers to ensure there is no risk of pupils accessing inappropriate materials in the school.
  - Identify the precise details of the material.
  - Take appropriate disciplinary action (contact Personnel/Human Resources).
  - Refer the incidence to the Local Authority Designated Officer (LADO)
  - Inform governors of the incident.
4. In an extreme case where the material is of an illegal nature:
  - Contact the local police or High Tech Crime Unit and follow their advice.
  - If requested remove the PC to a secure place and document what you have done.



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**A bullying incident directed at a child occurs through email or mobile phone technology, either inside or outside of school time.**

1. Advise the child not to respond to the message.
2. Refer to relevant LSCB policies and procedures including what to do if you are worried, e-safety anti-bullying and PHSE and apply appropriate sanctions.
3. Secure and preserve any evidence.
4. Inform the sender's e-mail service provider.
5. Notify parents of the children involved.
6. Consider delivering a parent workshop for the school community.
7. Inform the police if necessary.
8. Inform the LA e-safety officer.

**Malicious or threatening comments are posted on the Internet site about a pupil or member of staff:**

1. Inform and request the comments be removed if the site is administered externally.
2. Secure and preserve any evidence.
3. Send all the evidence to CEOP at [www.ceop.gov.uk/contact\\_us.html](http://www.ceop.gov.uk/contact_us.html).
4. Endeavour to trace the origin and inform police as appropriate.
5. Inform LA e-safety officer.

**You are concerned that a child's safety is at risk because you suspect someone is using communication technologies (such as social networking sites) to make inappropriate contact with the child**

1. Report to and discuss with the named child protection officer in school and contact parents.
2. Advise the child on how to terminate the communication and save all evidence.
3. Contact CEOP <http://www.ceop.gov.uk/>
4. Consider the involvement of the police and social services.
5. Inform LA e-safety officer who is The Head of Safeguarding and Practice
6. Consider delivering a parent workshop for the school community.

All of the above incidences must be reported immediately to the head teacher and e-safety officer.

**Children should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the internet or mobile technology: they must be able to do this without fear.**



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### **Use of digital images and the Brumby Junior School website:**

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- The Headteacher takes overall editorial responsibility to ensure that the website content is accurate and quality of presentation is maintained;
- Uploading of information is restricted.
- The school web site complies with the school's guidelines for publications;
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- The point of contact on the web site is the school address and telephone number. Home information or individual e-mail identities will not be published;
- Photographs published on the web do not have full names attached without parental permission;
- We gain parental / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter / son joins the school;

### **Social Networking and Personal Publishing:**

Brumby Junior School:

- The schools will block/filter access to social networking sites.
- 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 and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.
- Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location eg. house number, street name or school.
- Teachers' official blogs or wikis should be password protected and run from the school website. Teachers should be advised not to run social network spaces for student use on a personal basis.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.
- Pupils should be advised not to publish specific and detailed private thoughts.
- Schools should be aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.

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## **Policy: How will infringements be handled?**

Whenever a pupil or staff member infringes the e-Safety Policy, the final decision on the level of sanction will be at the discretion of the school management.

Anyone may report any inappropriate or potentially illegal activity or abuse with or towards a child online to the Child Exploitation and Online Protection (CEOP):

[http://www.ceop.gov.uk/reporting\\_abuse.html](http://www.ceop.gov.uk/reporting_abuse.html)

<http://www.iwf.org.uk>

### **How will staff and children be informed of these procedures?**

- They will be fully explained and included within the school's e-safety / Acceptable Use Policy. All staff will be required to sign the school's e-safety Policy acceptance form;
- Pupils will be taught about responsible and acceptable use and given strategies to deal with incidents so they can develop 'safe behaviours'.
- Information on reporting abuse / bullying etc will be made available on the school website for pupils, staff and parents.
- Staff are issued with the 'What to do if?' guide on e-safety issues,

### **Keeping safe: stop, think, before you click!**

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will not bring mobile phones into the school.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.

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- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible including text messages.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends.,
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.



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## Acceptable Use Policy (AUP): Staff

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, mobile technologies, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will only use the school approved, secure email system(s) for any school business. I will not browse, download or send material that could be considered offensive to colleagues and any other individuals.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the school named contact.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will ensure that all my login credentials (including passwords) are not shared with any other individuals, displayed or to be used by any individual than myself.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will follow the guidance in the People who work with Young People document and ensure my personnel email accounts, mobile/home telephone numbers are not shared with children, young people or families.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I will ensure all documents are labelled, saved, accessed and deleted in accordance with the school's network security and confidentiality protocols, which ensure minimum mandatory compliance with the Cabinet Office Data handling Procedures in Government [[http://www.cabinetoffice.gov.uk/reports/data\\_handling.aspx](http://www.cabinetoffice.gov.uk/reports/data_handling.aspx)]
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that has not been approved by the School and meets its minimum security specification (i.e up to date approved Anti virus etc.)
- I will not use personal digital cameras for transferring images of pupils or staff without permission.
- I will use the school's Learning Platform in accordance with school and providers policies and guidance.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I will not engage in any online activity that may compromise my professional responsibilities.

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- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any software or device relating to personal use to ensure it does not breach the schools policies.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption to the schools published standard and that I follow school data security protocols when using any such data at any location.
- I understand that The Data Protection Act requires that any information seen by me with regard to staff or pupil information, held within any schools system (e.g. MIS, Learning Platforms etc), will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will ensure I am aware of digital safe-guarding issues so they are appropriately embedded in my classroom practice.
- I will only use LA systems in accordance with any corporate policies.
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

**User Signature**

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy (normally an annual revisit).

I agree to abide by the school's most recent Acceptable Use Policy.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature ..... Date .....

Full Name ..... (printed)

Job title .....

School .....

**Authorised Signature (Head Teacher )**

I approve this user to be set-up.

Signature .....(Headteacher) Date .....