

# Ashleworth C of E Primary School



## E-Safety Policy

Approved by:	Ethos Committee & Safeguarding Governor
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# Online Safety Policy

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## 1. Aims

Ashleworth CE Primary School aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors.
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology.
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

## 2. Legislation and guidance

This policy is based on the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on [preventing and tackling bullying](#) and [searching, screening and confiscation](#). It also refers to the Department's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the [National Curriculum computing programmes of study](#).

## 3. Roles and responsibilities

### 3.1 The Governing Body

The Governing Body has overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation.

*The Governing Body will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).*

All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (**Appendix 2**).

### **3.2 The Headteacher**

The Headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

### **3.3 The Designated Safeguarding Lead**

Details of the school's designated safeguarding lead (DSL) and deputies are set out in our child protection and safeguarding policy.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the Headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school.
- Working with the Headteacher, ICT coordinator and other staff, as necessary, to address any online safety issues or incidents.
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy.
- Updating and delivering staff training on online safety.
- Liaising with other agencies and/or external services if necessary.
- Providing regular reports on online safety in school to the Headteacher and/or Governing Body.

### **3.4 The ICT Manager (Forest ICT)**

The ICT manager is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material.
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Conducting a full security check and monitoring the school's ICT systems.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.

- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy.

This list is not intended to be exhaustive.

### 3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy.
- Implementing this policy consistently.
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (**Appendix 2**), and ensuring that pupils follow the school's terms on acceptable use (**Appendix 1**).
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy.

### 3.6 Parents

Parents are expected to:

- Notify a member of staff or the Headteacher of any concerns or queries regarding this policy.
- Sign a Parent agreement for using a school laptop at home (**Appendix 4**)
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (**Appendix 1**).

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues?, UK Safer Internet Centre: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-areissues>
- Hot topics, Childnet International: <http://www.childnet.com/parents-andcarers/hot-topics>
- Parent factsheet, Childnet International: <http://www.childnet.com/ufiles/parentsfactsheet-09-17.pdf>

*Or visit our school website to gain more information on our e-safety page – websites have been updated 2020.*

### **3.7 Visitors and members of the community**

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it.

If appropriate, they will be expected to agree to the terms on acceptable use which has been updated in 2020 (**Appendix 2**).

## **4. Educating pupils about online safety**

Pupils will be taught about online safety as part of the curriculum.

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private.
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly.
- Recognise acceptable and unacceptable behaviour.
- Identify a range of ways to report concerns about content and contact.

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

## **5. Educating parents about online safety**

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. As well as an e-safety display board in the school and assemblies. This policy will also be shared with parents. Online safety will also be covered during parents' evenings if there are any concerns/issues.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the Headteacher.

## **6. Cyber-bullying**

### **6.1 Definition**

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

### **6.2 Preventing and addressing cyber-bullying**

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their classes, and the issue will be addressed in e-safety assemblies.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes PSHCE education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyberbullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

Any accounts of cyber bullying reported, the DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

### **6.3 Examining electronic devices**

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
  - Report it to the police.

Any searching of pupils will be carried out in line with the DfE's latest guidance on [screening, searching and confiscation](#).

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

## 7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (**Appendix 1 and 2**). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in **Appendix 1 and 2**.

## 8. Pupils using mobile devices in school

Pupils may bring mobile devices into school, where they are needed for contact before or after school, and they will be stored in a locked cupboard or with their teacher. Pupils are not permitted to use mobile devices during the school day.

Any breach of the use of a mobile device by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

## **9. Staff using work devices outside school**

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, as set out in **Appendix 2**.

Staff must ensure that their work device is secure 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 ICT curriculum lead.

Work devices must be used solely for work activities.

## **10. How the school will respond to issues of misuse**

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

## **11. Training**

All new staff members will receive this policy with part of their training, to train them on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins, INSET's and staff meetings).

The DSL and deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our Child Protection and Safeguarding Policy.

## 12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in **Appendix 3**. *This report log can be used by staff, governors or volunteers at the school and is found in the staff room next to the safeguarding incident form.*

This policy will be reviewed every two years by the IT curriculum lead and Headteacher. At every review, the policy will be shared with the governing body.

## 13. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy.
- Behaviour policy.
- Staff disciplinary procedures.
- Data protection policy and privacy notices.
- Complaints procedure

## 14. Covid 19

Due to Covid, we have had to change the way we communicate with parents to ensure safety. We have chosen to use two specific resources which are online applications – ‘Zoom’ and ‘Class Dojo’.

**Class Dojo:**

Class Dojo is a website where staff can create their own 'Class Profiles'. On their profiles, they are able to share photos, information and homework to parents and children. However, staff are aware of the e-safety concerns and are ensured that they sign the AUP for staff and governors annually to refresh their understanding of Class Dojo and what they can and cannot post. Staff will ensure that only parents receive the unique 'code' to join Class Dojo and will decline any 'parents' who they are unfamiliar with from the profile.

**Zoom:**

Zoom is an application which allows video calls. Zoom is being used to carry out parent consultations, assemblies and meetings (governors and staff). Zoom has also been used during 'lockdowns' for teachers to communicate with and teach their pupils. A unique ID and password is given out to the child to ensure safety and security on this application. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate, referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the code of conduct. School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

**Organisation**

Below are some things to consider when delivering virtual lessons/video conferencing, especially where webcams or phones are involved:

- Staff must only use platforms agreed by the school to communicate with pupils (Class Dojo and Zoom), and it is the responsibility of the teachers to gate keep and check content and comments.
- Suitable clothing should be worn by the teacher and other adults.
- Language and behaviour must be professional and appropriate (by staff, pupils and parents joining Zoom calls or sharing information on Class Dojo).
- Staff should record the length, time, date and attendance of any sessions held.
- Staff should ensure that once all children are within the meeting, the meeting will be locked so that no other members can join.
- Staff will remove any participants who are not following these guidelines.
- The meeting will be ended if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.
- The link below provides further information about Zoom should parents or staff require it:

<https://www.littledayout.com/2020/03/31/parents-students-guide-how-to-use-zoom/>

## Appendix 1: KS1, KS2 Pupil agreement policies.

### Rules for Responsible Internet Use – KS2 Pupils

*The school has laptops and iPads with internet access to help you with your learning. These rules below need to be signed before you use the internet and will help you to keep safe and be fair to others.*

#### **Using the laptops:**

- I will only access the school network with the login I have been given.
  - I will not try to access files in other people's folders.
- I will close all programs and log out before shutting down the laptop.
- I will respect the laptops and not walk around the classroom with them.

#### **Using the internet:**

- I will ask permission from a teacher before using the internet.
- I will only search the internet in ways that my teacher has approved.
- I understand that not everything I see or read on the internet is true.
- I will minimise the web page if I find any unpleasant material and will report this to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files, and may monitor the internet sites that I visit.

#### **E-safety:**

- I will not give my full name, date of birth, home address or telephone number on any website.
  - I will not share anyone else's personal information online.
  - I will not use the internet to arrange to meet someone outside school hours.
- I will ask permission from a teacher before sending any messages on the internet and will only send messages to people/sites that my teacher has approved.
  - I will immediately report any unpleasant messages sent to me.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Pupil Acceptable Use Agreement  
(Foundation / KS1)

Staff Name:

Class Name:



**This is how we stay safe when we use computers:**

- I will ask a teacher or suitable adult if I want to use the computers/iPads.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and other ICT equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer / tablet.

Signed:

Date:

## Continued Appendix 1: A letter to accompany the pupil agreements, for parents:

*Dear parents,*

*Attached is a policy which we get the children to sign to ensure that they stay safe online at school and respect school ICT equipment. The children are constantly reminded at school and taught about how to stay safe online and I hope that the children can use these guidelines to ensure they stay safe online at home too.*

*I understand that some parents use a filter for their Wifi at home which is a great way to ensure that your child/children do not access any inappropriate content online. If you need advice on how to do this, you can simply phone up your broadband provider and ask them to apply a 'child friendly' lock to your account. This will filter out any unnecessary/inappropriate content – ensuring your child/children are not exposed to these.*

*There is also a very handy app to keep on your mobile phone called 'MM guardian'. This app helps you monitor what your child accesses on the internet and helps you to protect your child, keeping them safe with advanced parental control. For more information on this app, please visit: <https://www.mmguardian.com/uk>*

*If you need more information on how to keep your child safe online, or any step-by-step guidance to making your broadband 'child friendly', please visit our school website and click on the 'E-safety' tab – there are lots of links and websites to support you.*

*I want to thank you for your support in keeping your child safe online, if you need any more information or you have any questions, please do not hesitate to speak to your class teacher.*

*Many thanks.*

## Appendix 2: Staff and volunteer acceptable use policy (Updated 2020)

### Ashleworth C of E Primary School

#### Visitor and Governors Acceptable Use Policy

*This policy reflects the importance we place on protecting the safety and well-being of all members of our school community.*

#### School Policy

New technologies have become integral to the lives of children and adults in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

#### At Ashleworth CE Primary School our Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

Ashleworth CE Primary School will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

#### Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the pupils in my care in the safe use of digital technology and embed online safety in my work with my pupils.

### **For my professional and personal safety:**

- I understand that the *school*/will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the Headteacher.

### **I will be professional in my communications and actions when using school ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use social networking sites in school.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. When communicating by email, I will only use my school email address.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

### Class Dojo Agreement:

**Class Dojo is an online application which staff use to communicate and share information with parents. This website is safe to use and each class (at both schools) have their own 'class website).**

#### **Staff need to:**

- **Be professional in communications and actions when using Class Dojo.**
- Understand that their Class Dojo profiles will be monitored by the Headteacher and Computing subject leader.
- Understand that Class Dojo is used to share relevant information to parents and to share homework.
- Class Dojo can be used to send pictures of the children to parents and share work.
- Understand not to share private or personal information via Class Dojo. This profile should be used for school reasons only.
- Ensure that Class Dojo is safely secure - ensuring their passwords to their profiles are kept safe and not shared.
- Understand that they should not share any pictures/information from Class Dojo with anyone outside of school (unless relating to a safeguarding issue and other professionals need to be involved).
- Remember to 'log out' of Class Dojo after using to ensure that no information is left on a laptop/mobile screen for visitors to see.

### **Acceptable Use Policy Agreement**

**The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of Ashleworth CE Primary School**

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using *school*/equipment. I will also follow any additional rules set by the *school*/about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. I will not use personal devices (laptops/mobile phones) on the school system.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up.

- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- 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 install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will 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 download or distribute copies (including music and videos).

**I understand that I am responsible for my actions in and out of the school.**

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name: .....

Signed: .....

Date: .....

## **These Acceptable Use Policies are intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

## **Use of Digital / Video Images**

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the media (Class Dojo).

The school will comply with the General Data Protection Regulation and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use. To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.

**Parents / carers are requested to sign the permission form (given when started) to agree and allow the school to take and use images of their children.**

### Appendix 3:

## Online Safety Incident Report Log

Date:	Where the incident occurred:	Description of the incident:	Action taken:	Staff Name/signature of person recording the incident:

On completion, please inform the DSL, ICT curriculum lead or Mrs Kelly

## Appendix 4 – parent agreement for use of school laptops outside of school.

### Device loan agreement for pupils

#### 1. This agreement is between:

1) Ashleworth CE Primary School and

2) Name of parent: \_\_\_\_\_

Address: \_\_\_\_\_

It governs the use and care of devices assigned to the parent's child. This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil a laptop ("the equipment") for the purpose of doing school work from home and for remote learning if required.
2. This agreement sets the conditions for taking an Ashleworth Primary School laptop ("the equipment") home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and my child will adhere to the terms of loan.

#### 2. Damage/loss

By signing this agreement, I agree to take full responsibility for the loan equipment issued to my child and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and my child are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform the school office, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police and the school.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use;
- Don't leave the device in a car or on show at home;
- Don't eat or drink around the device;
- Don't lend the device to siblings or friends;
- Don't leave the equipment unsupervised in unsecured areas.

### **3. Unacceptable use**

I am aware that the school monitors my child's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction my child, in line with their Behaviour Policy, if the pupil engages in any of the above at any time.

### **4. Personal use**

I agree that my child will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

### **5. Data protection**

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected - strong passwords with a combination of upper and lower-case letters, numbers;
- Make sure my child locks the equipment if it's left inactive for a period of time;
- Do not share the equipment among family or friends;
- Install the latest updates to operating systems, as prompted.

If I need help doing any of the above, I will contact the school office.

**6. Return date**

I will return the device in its original condition to the school office within 48 hours of being requested to do so.

I will ensure the return of the equipment to the school if my child no longer attends the school.

**7. Consent**

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME: \_\_\_\_\_

PARENT'S FULL NAME : \_\_\_\_\_

PARENT'S SIGNATURE : \_\_\_\_\_

DATE: \_\_\_\_\_

**Laptop Details:**

Date Issued: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Issued by: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Recipient: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_