

# Temple Meadow Primary School



Temple Meadow  
Primary School

Growing together, learning together

## Computing E-safety Policy

### ***Safeguarding Policy Statement***

*This policy is part of the wider umbrella of Keeping Children Safe in Education - and Temple Meadow's Safeguarding and Child Protection Policy.*

**Policy Ownership: HSM**

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# 1. Rationale

Ensuring the safety of our pupils at Temple Meadow Primary School is paramount. For our pupils to experience a wide range of learning, computing is used to support all areas of the curriculum. The Internet is used as part of a statutory curriculum and a necessary tool for staff and pupils. We aim to teach pupils how to access computing safely, both within school and outside of school and to know how to keep themselves safe.

E-safety depends on effective practice in each of the following areas:

- Education for the responsible use of computing by all staff and pupils.
- A comprehensive, agreed and implemented E-safety Policy.
- Use of a secure, filtered broadband.
- A school network that complies with the National Education Network standards and specifications.

## 2. Legal framework

This policy has due regard to the following legislation, including, but not limited to:

- Human Rights Act 1998
- GDPR 2018
- Freedom of Information Act 2000
- Regulation of Investigatory Powers Act 2000
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Computer Misuse Act 1990, amended by the Police and Justice Act 2006
- Communications Act 2003
- Protection of Children Act 1978
- Protection from Harassment Act 1997

This policy also has regard to the following statutory guidance:

- DfE (2020) 'Keeping Children Safe in Education'

This policy will be used in conjunction with the following school policies and procedures:

- Safeguarding and Child Protection Policy.
- Anti Bullying Policy.
- Behaviour Policy.
- ICT Acceptable Use Policy and Loan Agreement.
- Staff handbook.
- Remote Learning Policy.

## 3. E-safety education

### 3.1. Educating pupils:

- E-safety forms an integral part of the Computing scheme of work used at Temple Meadow 'Purple Mash' with an E-safety element taught as part of each unit. (Attached is the E-safety element in each computing unit). Pupils will be made aware of the safe use of modern technology both inside and outside of the school.
- L4L lessons will be used to educate pupils about cyber bullying, including how to report cyber bullying, the social effects of spending too much time online and where to access help.
- Pupils are instructed to report any suspicious use of the internet and digital devices.

- Pupils will complete an E-safety questionnaire annually which will be reviewed and any issues arising are addressed.
- The school will hold e-safety events, such as Safer Internet Day, to promote online safety as appropriate.
- It is acknowledged that pupils are using devices more frequently when accessing education remotely. Teachers regularly remind pupils of how to remain safe when using IT devices.

### 3.2. Educating staff:

- All staff will undergo e-safety training to ensure they are aware of current e-safety issues and any changes to the provision of e-safety, as well as current developments in social media and the internet.
- All staff will employ methods of good practice and function as role models for pupils when using the internet and other digital devices.
- All staff are reminded of the importance of acknowledging information they access online, to avoid copyright infringement and/or plagiarism.
- Any new staff are required read the E-Safety policy as part of their induction programme, ensuring they fully understand it.
- Microsoft Teams user guide has been sent to all staff and we have received training on how to use TEAMS via a staff meeting. This outlines expectations for appropriate use e.g. cameras off.

### 3.3. Educating parents:

- E-safety information will be directly delivered to parents through a variety of formats, including newsletters and the school website.
- Twilight courses and presentations, such as workshops, will be run by the school for parents.
- Parents' evenings, meetings and other similar occasions will be used to inform parents of any e-safety related concerns.
- Microsoft Teams user guide has been sent to all parents and is available on the school website. This outlines expectations for appropriate use e.g. cameras off.

## 4. E-safety control measures

### 4.1. Internet use in school

- The school Internet access will be designed expressly for pupil use and will include filtering.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use
- Pupils will be educated in the effective use of the Internet to research, including the skills of retrieval and evaluation
- Pupils will be shown how to publish and present information to a wider audience.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law
- Pupils will be taught the importance of cross-checking information before accepting its accuracy
- Pupils will be taught how to report unpleasant Internet content by using the 'report abuse icons
- Pupils to use the SMART acronym (Safe Meeting Accepting Reliable Tell) to stay safe online

### 4.2. Managing internet access

SIPS IT are responsible for supporting Temple Meadow Primary School with managing internet security. The following steps are conducted, as part of the school technician's role:

- The school ICT system security will be reviewed and updated when necessary

- The school's virus protection will be updated regularly
- Security strategies will be discussed with the service provider and implemented as necessary
- The ICT log is reviewed on a weekly basis and any identified issues are addressed.
- SIPs IT are responsible for setting up pupil remote learning devices. The school SAO will be the Temple Meadow point of contact and will consult with SIPs IT.

#### **4.3. Social networking:**

- Pupils and parents will be strongly advised that the use of social network spaces outside school brings a range of dangers to all pupils. Temple Meadow Primary School will achieve this through meetings with parents and newsletters
- Staff are regularly educated on posting inappropriate photos or information online, which may potentially affect their position and the school
- Staff are not permitted to communicate with pupils over social networking sites and are reminded to alter their privacy settings
- Staff are not permitted to publish comments about the school which may affect its reputability
- Staff are not permitted to access social media sites during teaching hours unless it is justified to be beneficial to the material being taught. This will be discussed with the headteacher prior to accessing the social media site
- Staff always follow the safeguarding guidelines given out about keeping children safe online.

#### **4.4. Published content on the school website**

At Temple Meadow Primary School, parental permission is sought before any photographs and/or videos are published on the school's class sites or the internet. The school will store records for those pupils for whom they are not permitted to publish photographs and/or videos (this includes photographs sent to the local newspapers). Every year, a copy of the records will be given to class teachers to ensure they are aware of this requirement, to ensure that they publish appropriate content on their own class page.

In addition, staff or pupils' personal contact details will not be published. The contact information given online is the main school contact details. The Technical Support Officer will take the overall editorial responsibility and ensure that content is accurate and appropriate. The Technical Support Officer will also consult with Primary Site to resolve any website related issues.

- Contact details on the school website will include the phone number, email and address of the school – no personal details of staff or pupils will be published.
- Any member of staff that is representing the school online, e.g. through blogging, must express neutral opinions and not disclose any confidential information regarding the school, or any information that may affect its reputability.
- Work can only be published with the permission of the pupil and parents/carers.

#### **4.5. Photographs published on the school website**

- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. Right-clicking is also disabled, to prevent images from being copied or downloaded.
- Pupils' names will not be used anywhere on the school website or other on-line space, particularly in association with photographs.

- Written permission from parents or carers will be obtained before photographs/digital and video images of pupils are published on the school web site.
- Pupil image file names will not refer to the pupil by name.
- Staff will only take photographs/ digital and video images on the school cameras and iPads.

#### 4.6 Managing emerging technologies

The senior leadership team recognise that technologies such as mobile phones with wireless internet access can bypass school filtering systems and present a new access route to undesirable material and communications.

- Mobile phones will not be used during lessons or formal school time. Staff mobiles must be kept switched off and stored securely.
- Pupils who bring mobile phones into school will be asked to give the phone to a member of staff, who will keep it in the school safe and return it to a parent/ carer at the end of the day.
- Any other mobile devices that may have Internet access are not allowed on school premise. There is a school mobile device which is taken on educational trips and visits only.
- No mobile phone devices will be taken into the Early Years environment for safeguarding issues.
- [All teacher computers have a webcam installed to ensure that we meet the needs of remote learning. All staff have been informed that cameras are to be switched off during remote learning sessions.](#)

#### 4.7 Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

#### 4.8 Authorising internet access

All staff must read and sign the acceptable use of ICT policy before using any school computing resource. At Key Stage 1, access to the Internet will be with adult demonstration and supervision and will only access specific, approved on-line materials.

### 5. Cyber bullying

For the purpose of this policy, cyber bullying is a form of bullying whereby an individual is the victim of harmful or offensive posting of information or images online.

Temple Meadow recognises that both staff and pupils may experience cyber bullying and will commit to preventing any instances that should occur.

Temple Meadow will regularly educate staff, pupils and parents on the importance of staying safe online, as well as being considerate to what they post online.

Pupils will be educated about online safety through teaching and learning opportunities as part of a broad and balanced curriculum; this includes covering relevant issues within L4L lessons as well as RSHE education.

Temple Meadow commits to creating a learning and teaching environment which is free from harassment and bullying, ensuring the happiness of all members of staff and pupils.

The school has zero tolerance for cyber bullying, and any incidents will be treated with the upmost seriousness and will be dealt with in accordance with our Anti-Bullying Policy.

[It is acknowledged that providing pupils access to Microsoft Teams enables another communication channel that must be monitored to keep all pupils safe.](#)

### 6. Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable

material will never appear on a computer connected to the school network. Neither the school nor Sandwell Local Authority can accept liability for any material accessed or any consequences of Internet access. However, reported problems will be addressed and dealt with appropriately. The named E-safety lead will audit computing on an annual basis, to establish if the E-safety policy is adequate and that the implementation of the policy is appropriate and effective.

[Pupil devices issued by school have the same filtering restrictions as those used in school. This limits the content available and ensures this risk is managed. The instruction given to staff to ensure that webcams are turned off means that inappropriate content is not shared via the webcam.](#)

## 7. Reporting misuse

Temple Meadow will clearly define what is classed as inappropriate behaviour in the Acceptable Use Agreement, ensuring all pupils and staff members are aware of what behaviour is expected of them. Inappropriate activities are discussed and the reasoning behind prohibiting activities due to e-safety are explained to pupils as part of the curriculum to promote responsible internet use.

### 7.1 Misuse by pupils:

- Teachers follow the school behaviour policy about unacceptable behaviour with regards to internet use.
- Any instances of misuse should be immediately reported to a member of staff, who will then report this to the headteacher, using a Complaints Form.
- Any pupil who does not adhere to the rules outlined in our Acceptable Use Agreement and is found to be wilfully misusing the internet, will have a letter sent to their parents explaining the reason for suspending their internet use.
- Complaints of a child protection nature, such as when a pupil is found to be accessing extremist material, shall be dealt with in accordance with our Safeguarding and Child Protection Policy.
- [Any unacceptable behaviour regarding internet use during remote sessions will be reported to the Headteacher inline with our school policy.](#)

### 7.2 Misuse by staff:

- Any misuse of the internet by a member of staff should be immediately reported to the headteacher, using a Complaints Form.
- The headteacher will deal with such incidents in accordance with the Allegations of Abuse Against Staff Policy and may decide to take disciplinary action against the member of staff.
- The headteacher will decide whether it is appropriate to notify the police or anti-social behaviour coordinator in their LA of the action taken against a member of staff.
- [All teaching staff and HLTAs have access to a school device in which they can take home. The use of these devices will be monitored inline with the school policy with any breaches reported to the Headteacher.](#)

### 7.3. Use of illegal material:

- If illegal material is found on the school's network, or evidence suggest that illegal material has been accessed, the police will be contacted. The appropriate Safeguarding practise will take place.

## 8 Communication

All staff will receive training for E-safety. Training in E-safety will be developed, based on the materials from the Child Exploitation and Online Protection Centre (CEOP) and through the Purple Mash training platform. Safer Internet Day resources will also be used annually. Following on from this:

- Pupils will be informed that network and Internet use will be monitored and appropriately followed up

- E-safety for pupils will be embedded into the curriculum for Computing and L4L.
- All staff will be given the school's E-safety policy and emphasise its importance.
- Parents' and carers' attention will be drawn to the school's E-safety policy in newsletters and on the school's web site.
- Letters will be sent to parents, when the need arises, regarding E-safety issues such as the use of mobile phones and checking passwords.
- The school will maintain a list of E-safety links and helpful guidance within the E-safety section of the school website and information will also be shared in the whole school newsletter.

## 9. Monitoring and review

This policy will be reviewed on an annual basis by the governing body; any changes made to this policy will be communicated to all members of staff. Members of staff are required to familiarise themselves with this policy as part of their induction programmes.

## Appendix 1: Top 10 ways to stay safe online



### *Top 10 ways to stay safe online*

1. *Do not post any personal information online – like your address, email address or mobile number.*
2. *Think carefully before posting pictures or videos of yourself. Once you have put a picture of yourself online most people can see it and may be able to download it; it is not yours anymore.*
3. *Keep your privacy settings as high as possible.*
4. *Never give out passwords.*



5. Do not befriend people you do not know.
6. Do not meet up with people you have met online. Speak to your parent or carer about people suggesting you do.
7. Remember that not everyone online is who they say they are.
8. Think carefully about what you say before you post something online.
9. Respect other people's views, even if you do not agree with someone else's view does not mean you need to be rude.
10. If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.

## Appendix 2: LTP Yearly Overview (E-Safety units in green)

	Online Safety, Communication and Networks	Coding	Spreadsheets	Coding	Writing and Presentation	Databases and Graphing
<b>Year 1</b>	Unit 1.2 Online Safety Unit 1.9 Technology outside of the classroom	Unit 1.5 Maze Explorers	Unit 1.8 Spreadsheets	Unit 1.7 Coding	Twinkl Word Processing Skills	Unit 1.3 Pictograms
<b>Year 2</b>	Unit 2.2 Online Safety Unit 2.5 Effective searching	Unit 2.1 Coding Crash Course	Unit 2.3 Spreadsheets	Unit 2.1 Coding	Unit 2.8 Presenting Ideas	Unit 2.4 Questioning
<b>Year 3</b>	Unit 3.2 Online Safety Unit 3.5 Email and email safety	Unit 3.1 Coding Crash Course	Unit 3.3 Spreadsheets	Unit 3.1 Coding	Unit 3.4 Touch Typing	Unit 3.6 Branching Databases
<b>Year 4</b>	Unit 4.2 Online Safety Unit 4.7 Effective search	Unit 4.1 Coding Crash Course	Unit 4.3 Spreadsheets	Unit 4.1 Coding	Unit 4.4 Writing for different audiences	Unit 3.8 Graphing
<b>Year 5</b>	Unit 5.2 Online Safety Unit 6.6 Networks	Unit 5.1 Coding Crash Course	Unit 5.3 Spreadsheets	Unit 5.1 Coding	Unit 5.7 Concept maps	Unit 5.4 Databases
<b>Year 6</b>	Unit 6.2 Online Safety	Unit 6.1 Coding Crash Course	Unit 6.3 Spreadsheets	Unit 6.1 Coding	Unit 6.4 Blogging	Revise previous units.

### Appendix 3: Learning 4 Life unit overview

2020-2021	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer term
L4L unit of work	Proud to be me <i>(diversity and differences)</i>	Be safe, be kind <i>(e-safety and anti-bullying)</i>	Aiming High <i>(goals and ambitions)</i>	Sustainability <i>(global warming, eco)</i>	Fit for Life <i>(healthy eating and fitness)</i>
	Protective behaviours <i>(Network hands, EWS, personal safety)</i>	<i>e-safety questionnaire completed by pupils</i>			

## **Appendix 4: Useful resources for teachers**

Chat Danger

[www.chatdanger.com](http://www.chatdanger.com)

Child Exploitation and Online Protection Centre

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

Childnet

[www.childnet-int.org](http://www.childnet-int.org)

Cyber Café

[http://thinkuknow.co.uk/8\\_10/cybercafe/cafe/base.aspx](http://thinkuknow.co.uk/8_10/cybercafe/cafe/base.aspx)

Digizen

[www.digizen.org](http://www.digizen.org)

Kidsmart

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

Safer Children in the Digital World

[www.dfes.gov.uk/byronreview](http://www.dfes.gov.uk/byronreview)

Think U Know

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

## Safe searching...

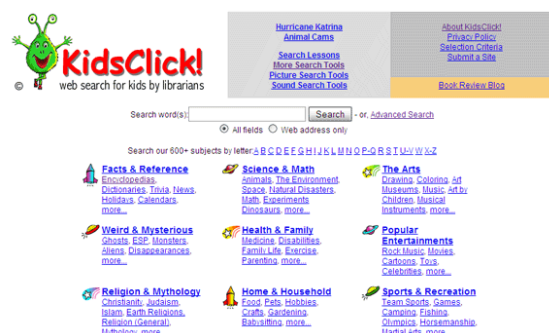
Google is not the safest search engine to use. It can be used in school using a moderated safe search, but here are some suggestions for alternatives:

### KidRex



KidRex is a custom Google search engine for kids. The interface is just like a child's crayon drawing (the dinosaur stands guard). It uses SafeSearch and tries to keep all the results as antiseptic as possible. KidRex also has its own database of inappropriate websites and keywords which further help to keep the results clean.

### KidsClick



KidsClick makes it clear in its About page that it is not an internet filter. It is a directory of good resources (a 600+ strong subject list) which kids can use for information or schoolwork. KidsClick is owned and run by the School of Library and Information Science (SLIS) at Kent State University. As the web resource links to a comprehensive collection of good, clean sites, the KidsClick interface is without any ads.

## Safe Searching – Kidsmart

<http://www.kidsmart.org.uk/safesearching/>



Helpful guide explaining how to safe search and the importance of it

## Digital Footprint - Kidsmart resource

<http://www.kidsmart.org.uk/digitalfootprints/>



Children are to be made aware that **every time they go online, they leave a trail!** Children to understand how to **investigate** the history section of your website browser and you can see the websites you have visited in the past.

## Appendix 5: Useful resources for parents

Family Online Safe Institute

[www.fosi.org](http://www.fosi.org)

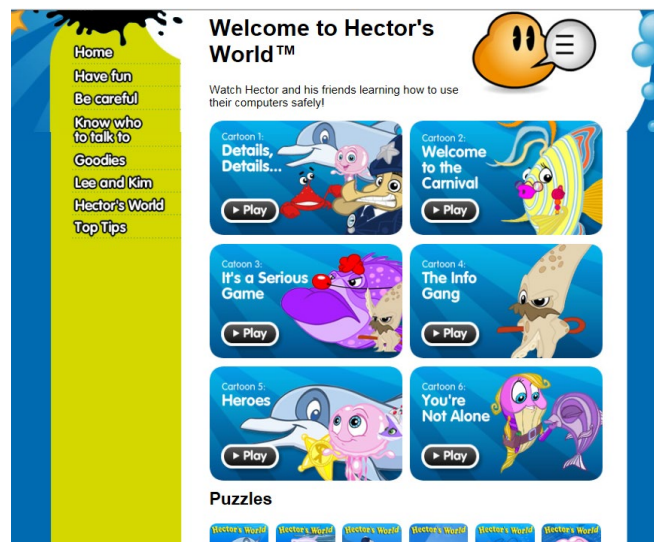
Internet Watch Foundation

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

### KS1 – Keeping Safe online

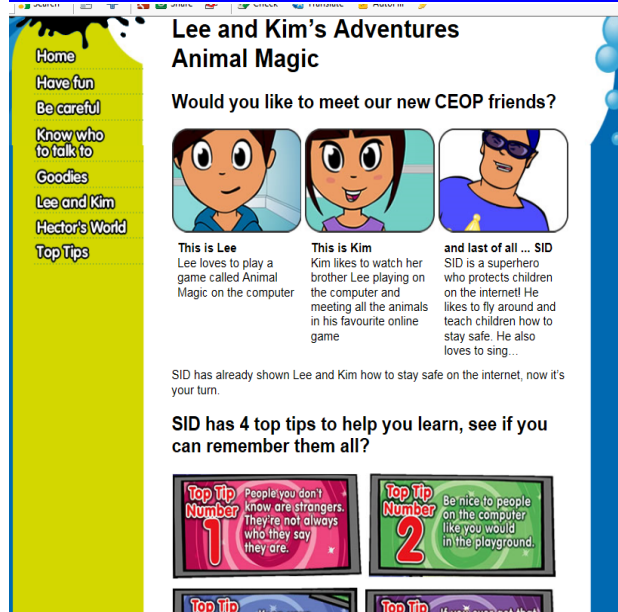
There are some catchy songs and informative cartoons that you can use to promote the importance of using Hector

[http://www.thinkuknow.co.uk/5\\_7/hectorsworld/](http://www.thinkuknow.co.uk/5_7/hectorsworld/)



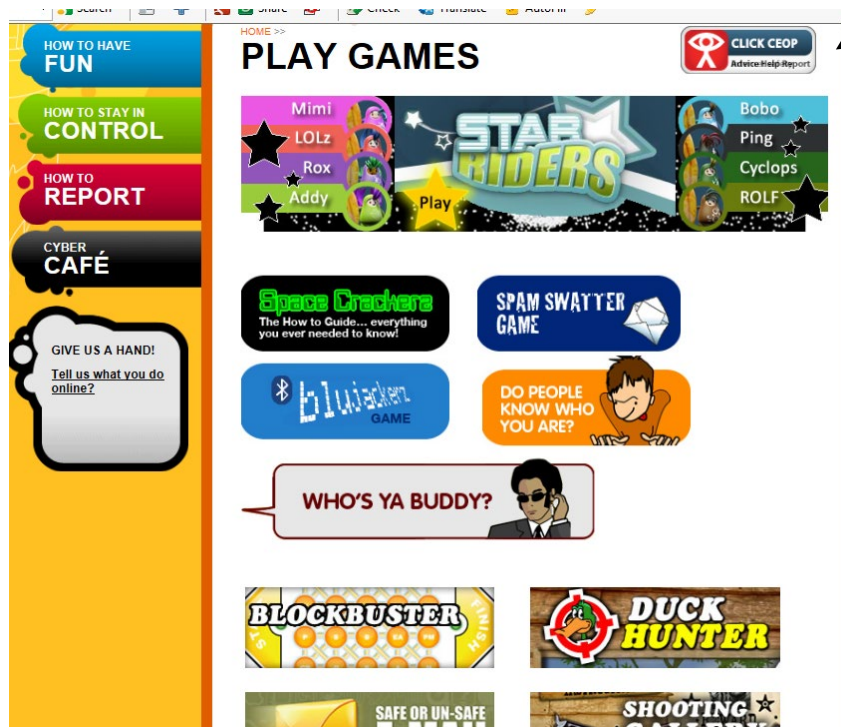
Lee and Kim's Adventures Animal Magic – Another nice cartoon to share with the children about the importance of online safety

[http://www.thinkuknow.co.uk/5\\_7/LeeandKim/](http://www.thinkuknow.co.uk/5_7/LeeandKim/)



KS2 – Keeping Safe online

[http://www.thinkuknow.co.uk/8\\_10/games/](http://www.thinkuknow.co.uk/8_10/games/)



Make chn aware of Report Abuse button whenever you see it on screen so that when they are using the Internet, they get into the routine of spotting it too

There are a range of games that promote safety awareness...



## Appendix 6: SMART poster

The internet is a brilliant place to learn and explore,  
just remember to always be **SMART**!



### IS FOR SAFE

Never give out personal information to strangers on the internet. Personal information includes things like your home address and your birthday.



### IS FOR MEET

Never ever meet up with a stranger you have met online unless a parent or guardian has said it is ok and is present. Never, never, never, never, never.



### IS FOR ACCEPTING

Don't open emails from people you don't know, they could contain viruses. If you get a strange email from a friend and you think they might have a virus make sure you let them know!



### IS FOR RELIABLE

Don't believe everything you read online, check your facts! Did you read it on a reliable website like the BBC? Are other websites saying the same thing? Does it tell you where they got the information from?



### IS FOR TELL

If you have an online safety problem, make sure you tell someone. Tell a parent, guardian, or teacher as soon you can.

purple  
mash