

COGNITA



Digital Safety Policy (Early Years, KS1 & KS2)

Including E-Safety, Digital Safety Agreement and
Bring Your Own Device (BYOD) Guidance

September 2019

Contents

| | | |
|-----------|--|------------------|
| 1 | <u>INTRODUCTION.....</u> | <u>4</u> |
| 2 | <u>AIMS OF THIS POLICY</u> | <u>4</u> |
| 3 | <u>PUPILS.....</u> | <u>4</u> |
| 4 | <u>INAPPROPRIATE USE BY PUPILS.....</u> | <u>5</u> |
| 5 | <u>STAFF</u> | <u>5</u> |
| 6 | <u>INAPPROPRIATE USE BY STAFF</u> | <u>6</u> |
| 7 | <u>PARENTS AND VISITORS.....</u> | <u>6</u> |
| 8 | <u>WI-FI ACCESS</u> | <u>6</u> |
| 9 | <u>VIDEO AND PHOTOGRAPHY AT SCHOOL EVENTS.....</u> | <u>7</u> |
| 10 | <u>EARLY YEARS USE OF MOBILE PHONES OR DEVICE - STATUTORY REGULATION.....</u> | <u>7</u> |
| 11 | <u>BRING YOUR OWN DEVICE (BYOD).....</u> | <u>7</u> |
| 12 | <u>THE SCHOOL'S RESPONSIBILITIES.....</u> | <u>7</u> |
| 13 | <u>FILTERING AND SAFEGUARDING MEASURES</u> | <u>7</u> |
| 14 | <u>EMAIL USE.....</u> | <u>7</u> |
| 15 | <u>THE SCHOOL'S USE OF IMAGES AND VIDEOS.....</u> | <u>7</u> |
| 16 | <u>THE CURRICULUM AND TOOLS FOR LEARNING</u> | <u>8</u> |
| 17 | <u>MONITORING.....</u> | <u>8</u> |
| 18 | <u>SOCIAL MEDIA</u> | <u>8</u> |
| | <u>ANNEX 1: PROCEDURES FOR STAFF IN THE EVENT OF A BREACH OF THIS POLICY BY A PUPIL OR ADULT.....</u> | <u>9</u> |
| | <u>ANNEX 2 – DIGITAL SAFETY AGREEMENT FOR PUPILS IN EARLY YEARS, YEAR 1 AND YEAR 2.....</u> | <u>10</u> |
| | <u>ANNEX 3 – DIGITAL SAFETY AGREEMENT FOR PUPILS IN YEARS 3 – 6.....</u> | <u>11</u> |

**ANNEX 4 – DIGITAL SAFETY AGREEMENT FOR PUPILS IN YEARS 7 – 13 ERROR!
BOOKMARK NOT DEFINED.**

ANNEX 5 - BRING YOUR OWN DEVICE (BYOD) POLICY 12

ANNEX 6 - BYOD PARENT AND PUPIL AGREEMENT 14

ANNEX 7 – EMAIL ETIQUETTE 16

1 Introduction

- 1.1 This Digital Safety Policy sets out the roles, responsibilities and procedures for the acceptable, safe, and responsible use of all digital and communication technologies, including the use of school based devices, the internet, email, instant messaging and other social networking technologies and mobile phones and games, to safeguard adults and pupils. It details how the school will provide support and guidance to parents and the wider community (where appropriate) for the safe and responsible use of these technologies. It also explains procedures for any unacceptable use or misuse of these technologies by adults or pupils.
- 1.2 The use of the internet as a tool to develop teaching, learning and administration has become an integral part of school and home life. There are always going to be risks with using any form of communication which lies within the public domain. Therefore, it is imperative that there are clear rules, procedures and guidelines to minimise those risks whilst pupils use these technologies. These risks include:
- Being vulnerable to inappropriate contact from strangers;
 - Cyber-bullying;
 - Illegal activities of downloading or copying any copyright materials and file-sharing via the internet or mobile devices;
 - Issues with spam and other inappropriate email;
 - Online content which is abusive, offensive, or pornographic;
 - The use of social media to encourage extremism; and
 - Viruses.
- 1.3 It is also important that staff are clear about the procedures, for example only contacting pupils about homework via a school email address or the school's Virtual Learning Environment (VLE), such as Firefly, not via personal emails.
- 1.4 Whilst we endeavour to safeguard and mitigate against all risks, we will never be able to completely eliminate them all. Any incidents that may come to our notice will be dealt with quickly and according to the school's policies to ensure the school continues to protect pupils.
- 1.5 It is the duty of the school to ensure that pupils, teachers, administrative staff and visitors are protected from potential harm whilst they are on school premises.
- 1.6 The involvement of pupils and parents is also vital to the successful use of digital technologies. This policy thus also aims to inform how parents and pupils are part of the procedures and how pupils are educated to be safe and responsible users so that they can make good judgments about information they see, find and use.

2 Aims of this Policy

- To ensure the safeguarding of all pupils within the school by detailing appropriate and acceptable use of all online and digital technologies.
- To outline the roles and responsibilities of all pupils, staff and parents.
- To ensure all pupils, staff and parents are clear about procedures for misuse of any online technologies.
- To develop links with parents and the wider community to ensure continued awareness of online technologies.

3 Pupils

- 3.1 Our pupils:
- Are involved in the review of our Digital Safety Agreement through discussion in lessons and other forums, in an age appropriate way;

- Are responsible for following the Digital Safety Agreement whilst within school as agreed each academic year or whenever a new pupil starts at the school for the first time, and are required to sign that they have read and understood the rules;
- Are taught to use the internet in a safe and responsible manner through, for example, ICT and PSHEE lessons;
- Are taught to immediately tell an adult about any inappropriate materials or contact from someone they do not know;
- Are made aware of the potential use of online digital technologies to expose young people to inappropriate contact from strangers and to extremist ideas and know what to do if they encounter such issues;
- Are taught and encouraged to consider the implications for misusing the internet and, for example, posting inappropriate materials to websites;
- Are taught that the downloading of materials, for example music files and photographs, needs to be appropriate and 'fit for purpose', based on research for school work, and be copyright free;
- Are taught to understand what is meant by e-safety through age appropriate delivery;
- Are taught that sending malicious or hurtful messages outside of the school can become a matter whereby the school may set sanctions or involve outside agencies such as the;
- Are taught not to put themselves at risk online or through mobile phone use and taught what to do if they are concerned they have put themselves at risk;
- Are given explicit guidelines and procedures for using mobile phones and other personal devices in school and are expected to abide by this policy; and

4 Inappropriate Use by Pupils

4.1 Should a pupil be found to deliberately misuse digital or online facilities whilst at school, appropriate sanctions will be applied. If a pupil accidentally accesses inappropriate materials, the pupil is expected to report this to an appropriate member of staff immediately and take action to minimise the screen or close the window. Deliberate abuse or damage of school equipment will result in parents being billed for the replacement costs of the equipment. Should a pupil use the internet whilst not on the school premises in such a way as to cause hurt or harm to a member of the school community, the school will act quickly and in accordance with our Behaviour Policy

4.2 Refer to Annex 1 for further guidance.

5 Staff

5.1 It is the responsibility of all adults within the school to:

- Adhere to the Staff Code of Conduct including Acceptable Use Policy;
- Implement the pupil Digital Safety Agreement (see Annex 2, 3 and 4);
- Be up to date with digital knowledge appropriate for different age groups;
- Be vigilant when using technology as part of lessons;
- Model safe and responsible use of technology;
- Provide reminders and guidance to pupils on Digital Safety;
- Ensure that pupils are protected and supported in their use of online technologies, and that they know how to use them in a safe and responsible manner;
- Not leave a computer or other device unattended whilst they are logged on;
- Lock away or safely secure all portable ICT equipment when not in use;
- Not connect with any pupil under the age of nineteen on any social networking site, or via personal mobile phones and follow the school's Social Guidelines. See the Social Media Policy for further detail;
- Protect confidentiality and not disclose information from the network, or pass on security passwords;

- Make sure that any information subject to data protection legislation, namely, the General Data Protection Regulation 2016 (as amended, extended or re-enacted from time to time), is not stored on unencrypted portable media or transported in an unsecure form;
- Use their discretion when communicating electronically about work-related issues and not bring the school's reputation into disrepute;
- Follow the school's 'dos' and 'don'ts' in our Email Best Practice Guide – see Annex 7;
- Not make or take personal calls or engage in personal texting when they are on duty;
- Report any concerns about a pupil related to safeguarding and e-safety to the Designated Safeguarding Lead;
- Report accidental access to inappropriate materials to Headteacher/DSL so that inappropriate sites are added to the restricted list; and
- Only use school owned devices and memory cards to take photographs or videos.

6 Inappropriate Use by Staff

- 6.1 If a member of staff is believed to have misused the internet or network in an abusive or illegal manner from school, a report must be made to the Head, along with the DSL immediately. Safeguarding procedures must be followed to deal with any serious misuse, a report filed, and all appropriate authorities contacted as necessary.
- 6.2 Refer to Annex 1 for further guidance.

7 Parents and Visitors

- 7.1 All parents have access to a copy of this Digital Safety Policy on our website. Parents are asked to explain and discuss the rules with their child, where appropriate, so that they are clearly understood and accepted.
- 7.2 As part of the approach to developing e-safety awareness with pupils, the school may offer parents the opportunity to find out more about how they can support the school to keep their child safe whilst using online technologies beyond school; this may be by offering parent education sessions or by providing advice and links to useful websites. The school wishes to promote a positive attitude to using the internet and therefore asks parents to support their child's learning and understanding of how to use online technologies safely and responsibly.
- 7.3 Parents should be aware that the school cannot take responsibility for a pupil's misuse or abuse of IT equipment when they are not on the school premises. This includes social networking with other pupils, and the possibility of pupils accessing inappropriate content. However, should parents or guardians become aware of an issue, we strongly encourage prompt communication with the school so we can offer advice and support. The school has a duty to report serious concerns to local authority safeguarding teams or to the police, in line with statutory requirements.

8 Wi-Fi Access

- 8.1 Parents and visitors to the school are expected to abide by this policy. Should visitors wish to access the internet via the school's Wi-Fi, they will be issued with a password. Access is only permitted once they have agreed to the school's terms and conditions.

9 Video and Photography at School Events

- 9.1 Parents are asked to be considerate when taking videos or photographs at school events and are requested not to publish material of other children in any public forum without the permission of the relevant family. It is illegal to sell or distribute recordings from events without permission. Any parent who does not wish for their child to be videoed or photographed at school events by other attendees must notify the school in advance and in writing.

10 Early Years Use of Mobile Phones or Device - Statutory Regulation

- 10.1 The Early Years Safeguarding and Welfare Requirements (para 3.4) requires all schools to have a clear policy on the use of mobile phones and devices. Our Early Years Use of Mobile Phones or Devices Policy is located with all policies in the school office.
- 10.2 The Cognita Code of Conduct for Staff states, 'Cognita does not permit the use of personal mobile phones and cameras by staff where children are present'.

11 Bring Your Own Device (BYOD)

- 11.1 Clear procedures are in place for managing BYOD, this is only relevant to FVI children who may need a device if they walk to and from school.

12 The School's Responsibilities

- 12.1 The school takes its responsibilities in relation to the acceptable use of technology by pupils and adults seriously and understands the importance of monitoring, evaluating and reviewing its procedures regularly.

13 Filtering and Safeguarding Measures

- 13.1 The school's internet has a robust filtering system which is set at an age appropriate level such that inappropriate content is filtered. The system logs all attempts to access the internet, including all attempts to access inappropriate content.
- 13.2 Anti-virus, anti-spyware, junk mail and SPAM filtering is used on the school's network, stand-alone PCs, laptops and tablets, and is updated on a regular basis. Security measures are in place to ensure information about our pupils cannot be accessed by unauthorised users. Strong encryption is used on the wireless network to provide good security.

14 Email Use

- 14.1 All staff are expected to use email professionally and responsibly. See Annex 7 for further details.

15 The School's Use of Images and Videos

- 15.1 The school abides by data protection legislation, namely, the General Data Protection Regulation 2016 (as amended, extended or re-enacted from time to time), and understands that an image or video is considered personal data. It seeks written consent from parents to publish images or videos for external publicity purposes, such as the website, and for internal purposes, such as a yearbook or on a parent portal. Parents and guardians may withdraw their permission at any time by informing the administration team in writing.
- 15.2 Staff are not permitted to use their own devices or memory cards to record videos or photographs of pupils, and when storing images within the school's network are requested to only use the pupil's first name.

16 The Curriculum and Tools for Learning

- 16.1 The school teaches our pupils how to use the internet safely and responsibly, for researching information, exploring concepts, deepening knowledge and understanding, and communicating effectively in order to further learning, through ICT and/or PSHEE lessons. The following concepts, skills and competencies are taught through the school in an age appropriate manner:
- Digital citizenship;
 - Future work skills;
 - Internet literacy;
 - Making good judgments about websites and emails received;
 - Knowledge of risks such as viruses, and opening mail from a stranger;
 - Access to resources that outline how to be safe and responsible when using any online technologies;
 - Knowledge of copyright and plagiarism issues;
 - File-sharing and downloading illegal content;
 - Uploading information – knowing what is safe to upload, and not to upload personal information; and
 - Where to go for advice and how to report abuse.
- 16.2 These skills are taught explicitly within the ICT curriculum but are likely to be covered in other subjects; pupils are taught skills to explore how online technologies can be used effectively, in a safe and responsible manner. Further details about the content of the curriculum related to ICT can be found in the ICT and PSHEE curriculum documentation.

17 Monitoring

- 17.1 It is the responsibility of the school to ensure appropriate systems and technologies are in place to monitor and maintain the safeguarding and security of everyone using the school network. The school will monitor the use of online technologies and the use of the internet by pupils and staff. The Designated Safeguarding Leader, ICT teachers and lead pastoral staff will conduct regular audits with pupils to assess their knowledge and understanding of issues related to e-safety and act on any areas of vulnerability.
- 17.2 To audit digital safety and the effectiveness of this policy, the following questions should be considered:
- Has recording of e-safety incidents been effective – are records kept?
 - Did the school feel able to respond effectively to any incidents?
 - Were incidents resolved to the best of the school's ability?
 - Do all pupils demonstrate an awareness of e-safety appropriate to their age?
 - Have complaints or concerns with the policy been recorded and addressed?
 - Have there been significant developments in technology that should be addressed either within the curriculum or as part of staff awareness training?
 - Is the policy clear to all staff and seen as appropriate and working?
 - Is the current wording fit for purpose and reflective of technology use in the school?
 - Do all members of the school community know how to report a problem?
 - Is e-safety observed in teaching and present in curriculum planning documents?

18 Social Media

- 18.1 For advice relating to the use of social media, please refer to the Social Media Policy.

Annex 1: Procedures for staff in the event of a breach of this policy by a pupil or adult

- (A) An inappropriate website is accessed inadvertently:
- Report to DSL and Head.
 - Contact ICT Support via email so that it can be added to the banned or restricted list.
- (B) An inappropriate website is accessed deliberately:
- Ensure that no one else can access the material, by shutting down the computer;
 - Record the incident in writing;
 - Report to the Head and DSL immediately; and
 - The Head applies the Behaviour Policy.
- (C) An adult receives inappropriate material:
- Do not forward this material to anyone else – doing so could be an illegal activity;
 - Alert the Head and DSL immediately; and
 - Ensure the device is shut down and record the nature of the material.
- (D) An adult has used ICT equipment inappropriately:
- Follow the procedures for (B).
- (E) An adult has communicated with a pupil, or used ICT equipment, inappropriately:
- Ensure the pupil is reassured;
 - Report to the Head who should follow the Staff Code of Conduct and Safeguarding Policy (if relevant);
 - Preserve the information received by the pupil if possible, and determine whether the information received is abusive, threatening or innocent; and
 - If illegal or inappropriate use is established, contact the Head (or the DE (Cognita Director of Education), if the allegation is made against the Head) and the Designated Safeguarding Lead immediately, and follow the Safeguarding Policy.
- (F) Threatening or malicious comments are posted to the school website or distributed via the school email system (or printed out) about an adult in school:
- Preserve any evidence; and
 - Inform the Head immediately and follow the Safeguarding Policy as necessary.
- (G) Where images of staff or adults are posted on inappropriate websites, or have inappropriate information about them posted anywhere:
- The Head should be informed.

Annex 2 – Digital Safety Agreement for Pupils in Early Years, Year 1 and Year 2

Early Years, Year 1 and Year 2: Digital Safety Agreement

These are our rules for using the internet safely at school:

- We use the internet safely to help us learn.
- We learn how to use the internet.
- If we see anything on the internet or receive a message that is unpleasant, we must tell an adult.
- We learn to keep our password a secret.
- We know who and when to ask for help.
- If we see something on a computer that we do not like or makes us feel uncomfortable we know what to do.
- We know that it is important to follow the rules.
- We aim to look after each other by using the internet safely.

Annex 3 – Digital Safety Agreement for Pupils in Years 3 – 6

Year 3, 4, 5 and 6: Digital Safety Agreement

These are our rules for using the internet safely and responsibly at school:

- We use the internet to help us learn, and we will learn how to use the internet safely and responsibly.
- We send emails and messages that are polite.
- Approval from an adult may be needed before we email, chat to, or video-conference anyone at school.
- We never give out passwords or personal information (like our last name, address or phone number).
- We never post photographs or video clips without a teacher's permission and never include names with photographs.
- If we need help we know who and when to ask.
- If we see anything on the internet or in an email or other electronic message that makes us uncomfortable or appears unpleasant, we inform an adult.
- I accept that the school monitors my use of the internet at school and my school email account.
- If we receive a message sent by someone we do not know, we inform an adult.
- We aim to look after each other by using our safe internet in a responsible way.
- We agree not to send hurtful words, images or messages outside of school on the internet or mobile devices about anyone in our school community.

Name: _____ Year group: _____

I understand the Digital Safety Agreement for using the internet, email and online tools safely and responsibly. I am aware that the adults working with me at school will help me to check that I am using the computers appropriately.

Pupil signature: _____ Date: _____

Annex 5 - Bring Your Own Device (BYOD) Policy Pupils

Pupils are not permitted to bring in a mobile device, unless a Form VI pupil needs a mobile phone as they are walking to and from school, in which case the pupil must hand in their turned off mobile phone at the start of the school day to their teacher who will place in a secure drawer. This device will be handed back to the pupil at the end of the school day. The phone is not to be turned on whilst on school premises.

Bring Your Own Device (BYOD) Policy Staff and Volunteers

The Cognita Code of Conduct for Staff states, 'Cognita does not permit the use of personal mobile phones and cameras by staff where children are present'.

Staff are permitted to use mobile phones and devices outside of school hours and they are aware of the Schools Code Of Conduct and expectations.

Mobile devices, other than those owned by the school for educational/marketing purposes, are not permitted to be used in front of children on school premises. Personal devices must be stored in either the staff room or in other staff only areas, such as the school office.

Staff are permitted to use their mobile devices during their break times, lunch times and non-contact times in staff only areas.

If a staff member appears to ignore the policy, they will receive a verbal warning from the Senior Leadership Team, followed by disciplinary action if the matter persists.

The Schools main contact number may be given by staff members as an emergency contact number for them during their working hours.

Staff are permitted to take personal devices on off site visits as back up should there be any issue with the school mobile phone or if the school mobile phone is lost. These devices must be turned onto silent and not accessed unless necessary to use them for school purposes. No photographs or recordings of any kind may be taken on personal devices. If a staff member needs to make an urgent non-work call whilst off site, they will need to seek permission from the Visit Leader first, ensuring their absence leaves adequate cover.

Links with Other Policies

This policy should be read in conjunction with other policies, such as the Staff Code of Conduct Digital Safety Agreement and Safeguarding Policy.

Objective

Our objective is to enable pupils to safely use their own device to further their learning. This may involve using a personal computing device to support their independent study or, on the instruction of the teacher, in lessons.

Applicable Year Groups

Information for Pupils and Parents and/or Guardians

- Prior to bringing a device to school for the first time, pupils and their parents and/or guardians are expected to read this policy, which sets out the responsibilities and expectations for use of personal devices. By bringing a device into school, pupils and parents and/or guardians are accepting the terms of this policy.

Digital Safety Policy

- Pupils must use their device in accordance with the school's Digital Safety Agreement.
- Pupils must be able to clearly identify their device.
- Devices should be covered by an up to date insurance policy.
- The decision to bring a device into school rests with the pupils and their parents/guardians, as does the liability for any loss or damage that may result.

Bring Your Own Device (BYOD) - Information for pupils

- Prior to bringing a device to school for the first time, pupils and their parents and/or guardians are expected to read this agreement, which sets out the responsibilities and expectations for use of devices. By bringing a device into school, pupils and parents and/or guardians are accepting the terms of this policy and the Digital Safety Agreement.
- Pupils must be able to clearly identify their device.

Annex 6 - BYOD Parent and Pupil Agreement

Parents/Carers

The school accepts no liability in respect of the loss or damage to personal devices while at school, outside of school or during school off-site activities. The decision to bring a device into school rests with the pupil and their parent(s) and/or guardian(s), as does the liability for any loss or damage that may result from the use of a device in school. It is a condition of allowing pupils to bring in devices into school that the parent and/or guardian countersign this policy accepting this disclaimer.

Bring Your Own Device (BYOD) - Information for parents and/or guardians

- The school accepts no liability in respect of the loss or damage to devices while at school, outside of school or during off-site activities.
- The decision to bring a device into the school rests with the pupils and their parents/guardians, as does the liability for any loss or damage that may result from the use of a device in school.
- Devices should be covered by a valid up to date insurance policy.
- The school's Digital Safety Agreement applies to all pupils bringing devices into school. It is a condition that all pupils adhere to the policy.

I have read the Bring Your Own Device Policy (BYOD) points above I understand that the school accepts no liability in respect of any device brought into school by a pupil. I have read the Digital Safety Agreement and will support the school in its implementation.

Name (Parent/Carer)

Signed

Date

Digital Safety for Pupils

I have read the Bring Your Own Device (BYOD) points above and agree to follow them. I understand that if I break or abuse the rules, the school has the right to remove the privilege of using a device in school. I have read the Digital Safety Agreement and will adhere to it. I understand that if I break any rules within the school's Digital Safety Agreement, or those within the BYOD Agreement, I will be subject to sanctions. This may include loss of access to the school network and/or the internet, contact with parents and/or guardians and the loss of permission to bring a device into school.

I understand that any digital images and/or names, addresses, email addresses, telephone numbers or the personal details of pupils and staff which are present on my device are considered personal data and as such are covered by data protection legislation, namely, the General Data Protection Regulation 2016 (as amended, extended or re-enacted from time to time). I undertake that such images will not be used or shared in any form without prior written consent.

Pupil Name

Signed

Date

Annex 7 – Email Etiquette

Email best practice

- Write well-structured emails and use short, descriptive subjects.
- Sentences can be short and to the point. You can start your email with 'Hi', or 'Dear', and the name of the person. The use of internet abbreviations and characters such as smileys is not encouraged.
- Signatures must include your name, job title and school name. A disclaimer should be added underneath your signature.
- Users must spell check all mails prior to transmission.
- Only mark emails as important if they really are important.
- Avoid long strings of messages; start new conversations.

Do not

- Write it in an email unless you would put it on a noticeboard in the office or in a newspaper.
- Write anything that is libellous, defamatory, offensive, racist or obscene - you and the school can be held liable.
- Forward confidential information - you and the school can be held liable.
- Forward a message with sensitive information without acquiring permission from the sender first.
- Send email messages using another person's email account.

| Ownership and consultation | |
|-----------------------------------|--|
| Document sponsor (role) | Group Director of Education |
| Document author (name) | James Carroll, ADE |
| Consultation – May 2017 | The following schools were consulted: Colchester High School, Cumnor Girls' School, El Limonar Villamartin, North Bridge House Nursery and Pre-Prep School, Oxford House School, Southbank International School Kensington and Hampstead Campus, St Clare's School and St Nicholas Prep School. Education Team representative – Karen Nicholson, ADE. |
| Updated – May 2018 | Andy Perryer, Digital Learning Adviser |

| Audience | |
|-----------------|------------------|
| Audience | All school staff |

| Document application and publication | |
|---|-----|
| England | Yes |
| Wales | Yes |
| Spain | Yes |

| Version control | |
|------------------------|--|
| Implementation date | September 2019 |
| Review date | Review and update for implementation in September 2020 |

| Related documentation | |
|------------------------------|--|
| Related documentation | Safeguarding and Child Protection Policy Preventing Radicalisation and Extremism Policy Behaviour Policy |