



Spires Federation

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E-SAFETY POLICY FOR PUPILS

Our Core Values are: Friendship, Respect and Honesty

Our Mission:

The Spires Federation family of small schools is committed to excellence. We hope to inspire all of our pupils to enjoy learning, make outstanding progress and achieve their full potential.

Our Aims:

- We will provide our pupils with a solid foundation of essential knowledge and skills.
- We will develop our pupils' social, spiritual, moral and cultural values to help them fulfil their potential.
- We will provide the widest possible range of experiences for all of our pupils.
- We will nurture and develop the strong relationships between the schools and their wider communities.
- At Digby and Dunston, as Church of England schools, we believe that every pupil is unique in the sight of God. We aim to provide a Christian environment for every pupil, including opportunities to worship together and with our local communities.

Digby Church of England School,
Church Street, Digby, Lincoln.
LN4 3LZ
Ph: 01526 320630
Registered charity: 1045696

Dunston St Peter's Church of England
School,
Back Lane, Dunston, Lincoln. LN4 2EH
Ph: 01526 320027
Registered charity: 1045951

Nocton Community School,
School Lane, Nocton, Lincoln. LN4 2BJ
Ph: 01526 320234
Registered charity: 1047895



This policy has been created using the E-Safety Policy of Lincolnshire Safeguarding Children's Board and the Acceptable Use of ICT Policy (AUP).

The use of ICT within schools has enormous benefits to education. However there are reasons why schools and the local authority must put some restrictions in place, such as:

- ICT equipment is very expensive to buy and maintain;
- schools and the local authority have a duty of care to ensure that your child/ren are safe and that they are not exposed to illegal or unsuitable content.

It is hoped that these restrictions do not interfere with your child/ren's education, but if you feel otherwise you are encouraged to talk to a member of staff to discuss any issues.

Please note that internet and email use may be subject to monitoring.

Use of the Internet: The internet is provided to help your child/ren with learning activities such as research, online activities, online educational games and many other things. The internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. If your child/ren is unsure, or if they come across anything they feel is unsuitable, they should turn off the computer monitor and let a teacher/teaching assistant know. They should never try to bypass the security. This is all monitored.

Logins and Passwords: Every person has a different computer login and password. Your child/ren should never allow anyone else to use their details. If they think someone else may have their details, they should let a teacher/teaching assistant know.

User Areas: A user area is provided for your child/ren to save school work. It is not to be used to save music or other files that have been brought in from home.

Social Networking: The use of such sites will not be allowed in our schools. If access is allowed to social networking (for example Facebook, Twitter, Snapchat, Instagram) at home, your child/ren should **never** upload pictures or videos of others without their permission.

- Your child/ren should also be aware of any age restrictions relating to such sites (many social networking sites have a minimum age of 13 years).
- It is not advisable that your child/ren upload pictures or videos of themselves - videos and pictures can easily be copied, changed and used against them without them knowing.
- Negative or bad remarks about the school(s) or anyone within the school(s) should never be made.
- Your child/ren should always keep personal information private to invited friends only and never post personal information such as their full name, date of birth, address, school, phone number etc. They should consider using a nickname and only inviting people they know. Universities and future employers have been known to search social networking sites.
- Your child/ren should beware of fake profiles and people pretending to be somebody else. If something doesn't feel right, they should follow their instincts and report it to an appropriate adult. They should never create a false profile as a joke and pretend to be somebody else. This can have serious consequences.
- Some social networking sites have a chat facility. Your child/ren should never chat to anyone that they don't know or don't recognise. It is recommended that they never meet a stranger after meeting them online. If they do, they should always inform their parents/carers and take one of them along.

Security: Your child/ren should never try to bypass any of the security in place. This security is in place to protect them from illegal sites, and to stop others from hacking into other people's accounts. Security on the schools' computers is monitored.

Copyright: Your child/ren should never take information from the internet and use it as their own. A lot of information is copyright, which means that it is owned by somebody else and it is illegal to use this information without permission from the owner. If they are unsure, they should ask a teacher.

Mobile Phones: Mobile phones offer the same services as a computer, ie Facebook, YouTube, email access etc. This can be a great way of keeping in touch with friends and family. But, in the same way that some internet services can be used inappropriately, the same is true with mobile phones. Mobile phones are not allowed in our schools except under very special circumstances, and only with the permission of the Headteacher. Pupils should never take inappropriate pictures of themselves and send to friends or upload onto social networking sites. Pupils should never forward inappropriate pictures that they have received from somebody else. In some circumstances this can be an illegal act.

Useful websites: CEOP is a part of the UK police force dedicated to the prevention of child sexual abuse. There is an excellent educational programme, as well as advice and videos for all ages on their website, www.ceop.gov.uk.

IWF (Internet Watch Foundation) provides the UK hotline to report criminal online content.
www.iwf.org.uk

Digital citizenship is about building safe spaces and communities; understanding how to manage personal information; and about being internet 'savvy' - using an online presence to grow and shape the world in a safe, creative way, and inspiring others to do the same.
www.digizen.org

E-Safety Policy (do's and don'ts)

E-safety policy for pupils November 2017
Review: November 2019

Some simple do's and don'ts for everybody (courtesy of CEOP)

Ensure that your child/ren are aware of the following:

- never to give out their personal details to online friends that they don't know offline;
- understand what information is personal, ie email address, mobile number, school name, sports club, meeting up arrangements, pictures or videos of themselves, friends or family. Small pieces of information can easily be pieced together to form a broad insight into their personal life and daily activities;
- think carefully about the information and pictures they post on profiles. Once published online, anyone can change or share these images. It can be easy to forget that the internet is not a private space, and as a result sometimes people engage in risky behaviour online;
- never post any pictures, videos or information on their profiles, or in chat rooms, that they would not want a parent or carer to see;
- if they receive spam or junk emails and texts, never to believe the content, reply to them or use them.
- never open files that are from people they don't know. They won't know what they contain—it could be a virus, or worse, an inappropriate image or film;
- understand that some people lie online and that it is better to keep online 'mates' online. Never to meet up with any strangers without an adult whom they trust;
- **don't forget to tell them that it is never too late to tell someone if something or someone makes them feel uncomfortable.**

Parents/carers will be requested to sign a declaration to confirm that they have read this policy and explained it to their child/ren, and also to confirm they have made their child/ren aware that use of internet and email in school may be monitored.

(See the appendix attached)

Signed:

Mrs J.Hutchinson

Chair of the Spires Federation Governing Body

Date:

Signed:

Date:

Appendix

E-safety Policy (Pupils)

Please be aware that the Spires Federation E-safety Policy (Pupils) is available on the school website and that the use of internet and email in school may be monitored.

(A hard copy of the Policy is available from either school upon request.)

I have read the above E-safety Policy and explained it to my child/ren.

I have also made my child/ren aware that the use of internet and email in school may be monitored.

Signed..... Dated.....

Parent/carer of.....