



# Federation of Kymbrook & Thurleigh Primary Schools

*Working in partnership with families to unlock the potential of every individual. Together, we nurture a self-belief and a lifelong passion for learning.*

## eSafety & Acceptable Use Policy for Pupils

Excellence – Enjoyment – Enrichment – Equality

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FGB Approved Date	
Next Review Date:	

## **eSafety Rationale**

ICT is as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. The Federation of Kymbrook and Thurleigh Primary Schools understands the responsibility to educate our pupils on eSafety issues. Therefore, teaching them the appropriate behaviours and critical thinking skills to enable them to remain safe when using the internet and related technologies both in and out of school.

At the Federation of Kymbrook & Thurleigh Primary Schools, we take all areas of Safeguarding very seriously. In this policy although we look in particular at eSafety which will be in line with KCSIE 2022, it will also relate to the following Federation policies:

- Safeguarding and Child Protection
- Acceptable Use Policy for Staff
- Staff Code of Conduct
- Positive Behaviour Policy
- Whistleblowing (Bedford Borough's Confidential Reporting Policy)
- PSHE/RSE Policy

In addition, both Kymbrook and Thurleigh Primary Schools will hold specifically timetables events, themed days/weeks that highlight online safety i.e. Anti-Bullying Week, Safer Internet Day.

## **Security**

Access to inappropriate websites is denied via Bedford Borough's filtering system.

Chris Brooke will ensure the school infrastructure is secure, including security related to staff laptops/iPads.

Emails containing sensitive information, that are sent by staff outside of the Federation, must be encrypted.

## **Pupil Guidelines for Internet Use**

Pupils are responsible for good behaviour on the internet just as they are in the school, in line with the Federation Values. The internet is provided for pupils to conduct staff guided research, communicate with others and complete 'independents' (KS2 tasks).

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, phones, radio and other potentially offensive media.

## **There will be a zero tolerance approach for the following:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Being rude/insulting others
- Damaging ICT equipment
- Violating copyright laws by downloading copyrighted items
- Using others' passwords
- Trespassing in others' folders, work or files

## **Federation Rules for the use of the internet and Seesaw**

All members of staff have a shared responsibility for the safeguarding of pupils. The Federation has developed a set of guidelines for Internet use by pupils. These will be displayed in the computer suite/library area to remind pupils.

## **Rules for Use of the Internet and Seesaw.**

1. I must always uphold the Federation Values of Respect, Independence, Determination, Bravery, Working Together and Kindness.
2. I will always ask a member of staff before I use the internet or Seesaw and will be sensible whenever I use it.
3. I will use the internet and Seesaw for schoolwork/homework and will use the sites my teacher or parent has given me permission to access.
4. If using emails during a school lesson, I will only email the people my teacher has approved and the messages I send will be polite and responsible.
5. I will report any unpleasant material or messages sent to me. This report will be confidential.
6. I realize that if I do not use the internet or Seesaw appropriately in line with the Federation Values, I may not be able to use it.

## **Acceptable Use for Pupils**

### **The Federation intends:**

- To provide a secure network for the school
- To monitor traffic, log incidents and act accordingly
- To establish key standards and behaviour for eSafety across the school, in keeping with those of the Local Authority
- To ensure that we adhere to eSafety issues related to new government policies affecting schools
- To monitor the Federation's responses to eSafety matters and act accordingly

The named members of staff for eSafety will be the Designated Safeguarding Lead (DSL) for each school, which are as follows:

Mrs Kathy Augustine (Headteacher)  
Kymbrook – Mrs Rachel Smith (Assistant Head)  
Thurleigh – Mr George Cole (Assistant Head)

## **Strategy**

The policy has been read by the school staff and ratified by the Governors. Parents are informed through the home/school agreement, guidelines distributed during Parent Workshops and the pupils' AUP which is signed by them and their children at the beginning of the school year. eSafety guidelines are displayed in the computer areas.

## **Sanctions**

Sanctions will be in line with the Federation Positive Behaviour Policy. Parents/carers must be informed and any incident must be logged by the class teacher.

**Incident Log**

The DSL will maintain an incident log and report on its use to the governing body when necessary.

Date of Incident	Description	Immediate corrective action	Further action	Legal Implications

Safeguarding Lead:
Chair of Governors:
Date:

## Acceptable Use Policy Agreement (Foundation / KS1)

This is how we stay safe when we use computers:

- I must always follow the Federation Values of Respect, Independence, Determination, Bravery, Working Together and Kindness
- I will ask a member of staff if I want to use a computer/iPad
- I will only use activities that a member of staff has given me permission to use
- I will take care of the computer/iPad and other ICT equipment
- I will ask for help from a member of staff if I am not sure what to do or need support
- I will tell a member of staff if I see something that upsets me
- I know that if I break the rules I might not be allowed to use a computer/iPad

Name of child
Signed (parent/carer)
Date

## **Pupil Acceptable Use Policy (KS2)**

This is how we stay safe when we use ICT:

- I will only use the Internet and/or online tools when a trusted adult is present or has given permission.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- I will not deliberately bring in electronic devices from home.
- I will not deliberately look for, or access inappropriate websites.
- If I accidentally find anything inappropriate I will tell my teacher immediately.
- I will only communicate online with people a trusted adult has approved.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not give out my own, or others' details such as names, phone numbers or home addresses.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/carer may be contacted if a member of school staff is concerned about my safety

I have read and understand the above and agree to follow these guidelines.

Name of child	Signed
Signed (parent/carer)	
Date	