

# COGNITA

## Digital Safety Policy



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

## September 2020

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#### **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, online learning platform 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, Computing 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
- Must connect to the internet whilst on premises owned or rented by Cognita using the pupil wireless network, and must not circumvent internet access by using a personal device's cellular data services.

## 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 and 3);
- 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, 8 and 9
  - 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 Mr T Allen 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 (A Bembridge) and Head of IT (T Allen) 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. Pupils may be added or removed from this social media list at any time, but we cannot retrospectively remove published content.

### **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.

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, including the requirement for signed agreements from parents and pupils. See Annex 5 and 6 for further details.

### **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, standalone 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 The school provides school email addresses for pupils (Year 3-Year 6) to promote safe and efficient communication in the school. Student email accounts are provided by Microsoft Outlook, with an @students.kingscourt.org.uk address.
- 14.2 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 at the school office.
- 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 or initials.

### 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 Computing 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 Computing 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 Computing can be found in the Computing 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, Computing 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, as well Social media guidance (Annexe 8).

## 19 Online Learning

19.1

During prolonged school closure, pupils and staff may deliver learning through our Online Learning program. For Pre-Prep year groups this may include a combination of "SeeSaw" and "Microsoft Teams", whilst Prep Pupils are expected to engage through "Microsoft Teams".

19.2

Set-up of accounts and administration of digital accounts are run through Cognita IT administration and Circle IT [servicedesk@circleit.co.uk](mailto:servicedesk@circleit.co.uk)

19.3

Parental guidance is provided for set-up and use of new software (see annex 10) and pupil guidance for acceptable use and etiquette is also provided and monitored (see annex 11)

## 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 T.Allen directly and report via an accessible shared document ; and
- Contact ICT Support via email Service Desk [servicedesk@circleit.co.uk](mailto:servicedesk@circleit.co.uk) 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 (A. Bembridge) and T.Allen immediately.
- 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 DSL (A. Bembridge) and T.Allen 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 ADE (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.

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#### 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.

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

##### Introduction

We seek to be at the forefront of developing a meaningful, flexible and engaging Digital Policy that enhances an already excellent educational provision. We remain clear that the best resource in each classroom is a highly qualified, well informed and enthusiastic teacher. Through our digital strategy, we seek to broaden the educational experience and expertise of the school in a way which prepares our pupils and staff for a fast changing digital world. We firmly believe that by providing additional resources and opportunity through the digital environment, our pupils will thrive academically and become better prepared learners for their careers. Use of devices can enhance learning. However, any pupil that chooses not to use a device will not be disadvantaged in their learning.

##### 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

This policy is intended for KS2 pupils, however there may be occasions when KS1 pupils may use a home device and this policy must be followed on those occasions.

Use of any device is at the discretion of the teacher and all pupils must use the device as directed. Where this policy is breached or abused by pupils, the school's Behaviour Policy applies.

##### 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.
- Pupils must use their device in accordance with the school's Digital Safety Agreement.
- Pupils must follow their teachers' directions as to appropriate use of their devices in class and must not use their device unless instructed to do so by a teacher. Using a device without permission will result in the device being confiscated and a parent and/or guardian will be required to collect the device from reception in accordance with the school policy on mobile devices.
- Pupils must connect their device to the designated wireless data network supplied by the school. Pupils must not bridge the school's designated network to any other network.
- Use of the device during the school day is at the discretion of teachers and staff. Pupils must use their device only as directed by their teacher.
- The device should only be used for educational purposes.
- Devices must remain on silent at all times.
- Devices must remain in bags unless permission for use is given by the teacher.
- Devices must be brought to school fully charged. The school does not provide facilities to charge devices.
- Each pupil is solely responsible for the care of their device and their conduct whilst using their device at all times whether at school, home or out of school.

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- Pupils must be able to clearly identify their device.
- Devices may/may not be used during break/lunch. They may be used in classrooms under teacher supervision.
- All devices should be securely stored in lockers during PE/games.

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- Devices should be covered by an up to date insurance policy.
- Any breach of this policy, including a phone being used or ringing in a lesson, will result in the device being confiscated and given to the school office until the end of the school day. If the rules are breached more than once, you may not be allowed to bring the device into school at all.
- The school's Digital Safety Agreement applies to all pupils using any device in any school. It is a condition that all pupils adhere to this policy.
- The device should have adequate, valid and up to date anti-virus software installed.
- There should never be an expectation that pupils must have a device. Use of a device should be in addition to excellent teaching.
- The school accepts no liability in respect of the loss or damage to devices while at school or during off-site activities.
- 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 from the use of a device in school.
- Teachers should encourage and facilitate the use of pupils' devices in their classes only where they deem it appropriate. Pupils' use of their own devices in class is, however, at the sole discretion of the teacher.
- Teachers should follow standard discipline procedures if a pupil is using a device without permission.
- Pupils from all year groups who have been identified via the Learning Support department are able to use their devices where appropriate.
- The SENCO (Special Educational Needs Coordinator) will inform staff if pupils are permitted to use a device in lessons due to medical and/or accessibility reasons to enable them to access the curriculum.

### Information About the School's Role

The school:

- Has an expectation that all pupils who bring their own device will connect to the school's filtered wireless network;
- Accepts no responsibility or liability for loss or damage to, or for maintenance or repair of, a pupil's device; and
- Does not provide any insurance cover for devices brought to school.

### Appropriate Devices

- Devices will be carried throughout the school day so it is important that they are lightweight. The school supports Windows.
- Devices must have a supported version of any of the following web browsers: Windows Edge, Internet Explorer, Firefox, Chrome and Safari.
- Devices should be charged before being brought into school.

### 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 using all devices in schools. It is a condition that all pupils adhere to the policy.
- The device should have adequate, valid and up to date anti-virus software installed.

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

Name (Parent/Carer) .....

Signed .....

Date .....

#### 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 follow teachers' directions as to appropriate use of their devices in class and must only use their device when instructed to do so by a teacher. Using a device without permission will result in the device being confiscated and a parent and/or guardian will be required to collect the device from the school office in accordance with the school policy.
- Pupils should connect their device to the school's wireless network and must not use a VPN.
- Use of the device during the school day is at the discretion of teachers and staff. Pupils must use their device only as directed by their teacher.
- The device should only be used for educational purposes.
- Devices must be brought to school fully charged. The school does not provide facilities to charge devices.
- Each pupil is solely responsible for the care of and their conduct on their device at all times whether at school, home or out of school.
- Pupils must be able to clearly identify their device.
- Devices may not be used during break/lunch. They may be used in lessons only.



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- Any breach of the above rules will result in the technology being confiscated and given to the school office until the end of the school day. If the rules are breached more than once, you may not be allowed to bring technology into school.
- The device should have adequate, up to date and valid anti-virus software installed.
- Ultimately the decision as to whether a device is being misused lies in the sole discretion of a teacher or member of staff.

### Digital Safety for Pupils

I am encouraged to use and be aware of the safety rules and procedures which regulate my use of devices, including the internet. Access to the school's network and the internet enables me to find resources, to communicate appropriately (in accordance with this policy), and to help my research for the completion of school work. I accept that these facilities are to be used for educational purposes only and in an appropriate manner. I take responsibility for my actions and know that any breach of the rules will be considered a serious disciplinary matter.

- I accept that the school monitors my use of the internet at school and my school email account.
- If I bring a device to school, including a mobile phone, I agree to log on to the internet via the school's Wi-Fi but only on the teachers' instructions.
- I will not access, create or display any material (images, sounds, text, and video) which is likely to cause offence, inconvenience or anxiety to anyone.
- I will follow fully our teachers' instructions over the use of my device and the internet.
- I do not assume that information published on the Web or written in an email is accurate.
- I will keep my username and password confidential.
- I will be careful about what I write on a computer. I will check my work before I print or send it   
I will not write things that could upset or offend others.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
- I will not make available online any personal information about myself or anyone else, such as an address, telephone number and private details, in any form.
- I will let a teacher know immediately if I am sent anything I do not feel comfortable with.  If I quote from a text I will always attribute my sources and acknowledge use of anyone else's ideas, images or data by citing the author, using quotation marks, and compiling a bibliography as required.
- I will always respect the privacy of other users' data.
- I will report to a teacher any incident that breaches the Digital Safety rules, even if that incident does not affect me.
- I will treat other pupils' devices and school ICT equipment with respect and will report any damages to a teacher.
- If I damage a piece of school equipment I will be charged for its replacement.
- I will not bring the school's name into disrepute; I will check my school emails regularly to enable me to work and learn effectively.
- I will follow the school rules on academic honesty and not practice plagiarism.
- I know that if I am worried about something related to technology outside of school I can ask for advice or help from my teachers.
- I will not use my device for cheating. This includes messaging or using the internet for answers to tests or exams.
- I will make available my device to teachers when asked.
- I will report any cyber bullying, whether it be myself or others, to teachers or a member of staff immediately.

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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.

### Annexe 8 - Social Media Guidance

Social media is a broad term for any kind of online platform which enables people to directly interact with each other.

The school recognises the numerous benefits and opportunities which a social media presence offers. Staff, parents/carers and pupils are actively encouraged to find creative ways to use social media. However, there are some risks associated with social media use, especially around the issues of safeguarding, bullying and personal reputation. This policy aims to encourage the safe use of social media by the school, its staff, parents, carers and pupils.

#### Scope

This guidance is subject to Cognita's Staff Code of Conduct including Acceptable Use Agreements.

This policy:

- Applies to all staff and to all online communications which directly or indirectly represent the school;
- Applies to such online communications posted at any time and from anywhere;
- Encourages the safe and responsible use of social media through training and education; and
- Defines the monitoring of public social media activity pertaining to the school.

The school respects privacy and understands that staff and pupils/pupils may use social media forums in their private lives. However, personal communications likely to have a negative impact on professional standards and/or the school's reputation are within the scope of this policy.

Professional communications are those made through official channels, posted on a school account or using the school name. All professional communications are within the scope of this policy. Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this guidance.

Personal communications which do not refer to or impact upon the school are outside the scope of this guidance.

Digital communications with staff/pupils are also considered. Staff may use social media to communicate with learners via a school social media account for teaching and learning purposes, but must consider whether this is appropriate and consider the potential implications.

#### Process for creating new accounts and monitoring use

The school community is encouraged to consider if a social media account will help them in their work, e.g. a history department Twitter account, or a "friends of the school" Facebook page. Anyone wishing to create such an account must present a case to the Headteacher which covers the following points:

- The aim of the account;
- The intended audience;
- How the account will be promoted;
- Who will run the account; and
- Will the account be open or private/closed.

Following consideration, an application will be approved or rejected. In all cases, the Headteacher must be satisfied that anyone running a social media account on behalf of the school has read and understood this policy and received appropriate training. This also applies to anyone who is not directly employed by the school, including volunteers or parents.

School accounts must be monitored regularly and frequently to ensure appropriate use.

### Annex 9 – Social Media Do's and Don'ts

#### Managing your personal use of social media ▪

'Nothing' on social media is truly private.

- Social media can blur the lines between your professional and private life. Don't use the school logo and/or branding on personal accounts.
- Check your settings regularly and test your privacy.
- Keep an eye on your digital footprint.
- Keep your personal information private.
- Regularly review your connections – keep them to those you want to be connected to.
- When posting online, consider: scale, audience and permanency.
- Take control of your images – do you want to be tagged in an image? What would children or parents say about you if they could see your images?
- Know how to report a problem.

#### The Do's:

- Check with a senior leader before publishing content that may have controversial implications for the school;
- Use a disclaimer when expressing personal views;
- Make it clear who is posting content;
- Use an appropriate and professional tone;
- Be respectful to all parties;
- Ensure you have permission to 'share' other peoples' materials and acknowledge the author;
- Express opinions but do so in a balanced and measured manner;
- Think before responding to comments and, when in doubt, get a second opinion;
- Seek advice and report any mistakes using the school's reporting process; and
- Consider turning off tagging people in images where possible.

#### The Don'ts:

- Don't make comments, post content or link to materials that will bring the school into disrepute;
- Don't publish confidential or commercially sensitive material;
- Don't breach copyright, data protection or other relevant legislation;
- Consider the appropriateness of content for any audience of school accounts, and don't link to, embed or add potentially inappropriate content;
- Don't post derogatory, defamatory, offensive, harassing or discriminatory content; and
- Don't use social media to air internal grievances.

### Annex 10 – Online Learning Set-up and Parental Information

Online learning with Office 365, including Microsoft Teams:

Guidance for parents and guardians

This is a fantastically powerful platform that will allow pupils to engage with their class and teacher in a multitude of ways.

Each individual child will receive a ...[@students.kingscourt.org.uk](mailto:@students.kingscourt.org.uk) login email and password for <https://teams.microsoft.com>

This is important as it safeguards pupil privacy and data online with the Cognita ring-fenced security of who pupils can interact with, as well as giving pupils direct access to resources including all Microsoft programs and tools without having to leave the Teams website.

When pupils have logged in for the first time, this will activate their account and teachers will be able to allocate pupils to their classes.

In Teams, your child will be able to see a thread of activities, tasks and instructions on how to use the platform effectively.

When the Online Teaching period begins after the Easter break there will be a range of activities, depending on subject; with some online completion and submission, but also some offline tasks away from the screen with a chance to record their progress online.

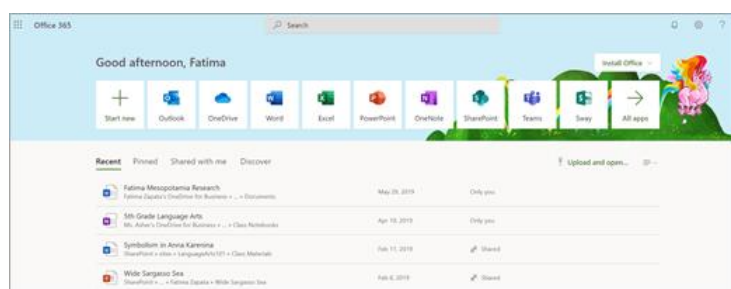
There will be some video teaching by teachers and follow-up tasks for pupils to complete, as well as a chance for pupils to engage in video in order to check in on their own wellbeing.

Please see below for some of FAQ for this next step in our learning journey.

### **What does my child need to sign in to their Office 365 account?**

Pupils have been provided with an new email address and an initial password, attached in the schoolcomms message. Once they have logged in and created their own memorable password pupils will have access to the collaborative features that Teams provides with online learning.

Pupils can log into their new accounts at [Office.com](https://office.com), where they'll have access to Microsoft Teams, Word, PowerPoint, Excel, as well as other Microsoft apps. From this home base, students can open Office apps in their web browser and access everything they need online.



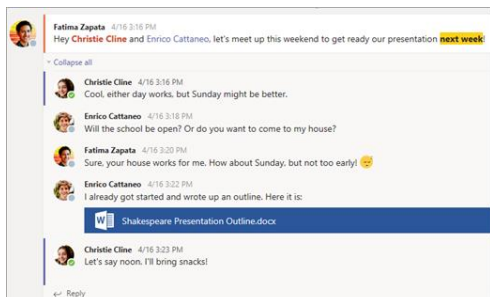
### **What device should my child to use with Office 365?**

Pupils can use any device with an internet browser. If you are using a Mac, then Chrome browser is a better choice than Safari.

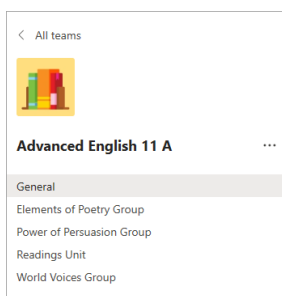
### **How will my child communicate with their teachers and classmates?**

Using Teams. Teams is an online classroom hub, where pupils can chat with their whole class, in groups with other students, and with their teachers. Through Teams, your child can also be part of video calls with the teacher, for continuous classroom teaching and supporting community and wellbeing in these challenging times.

**Tip:** Read more with your student about [communicating in Teams](#).



Each of your child's classes gets its own team. These will be set-up once you have logged in to activate your account for the first time.



### **How does my child join a team? How do they know if they're part of their class' team?**

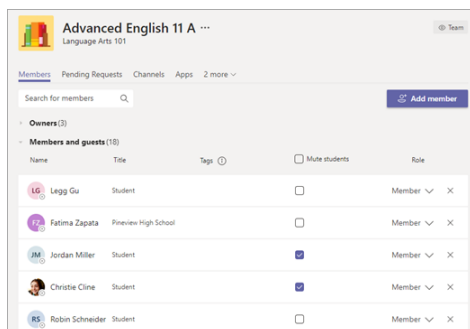
This will be set up automatically for them. When they go to [Office.com](#) and click on Teams, they will see the Teams classes they are part of from the dashboard. Pupils will also receive an email notification when they've been added to a team.

### **How is my child's communication and activity monitored in Teams?**

Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute students who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

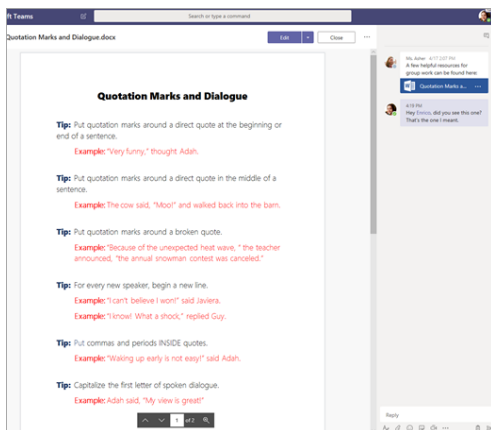
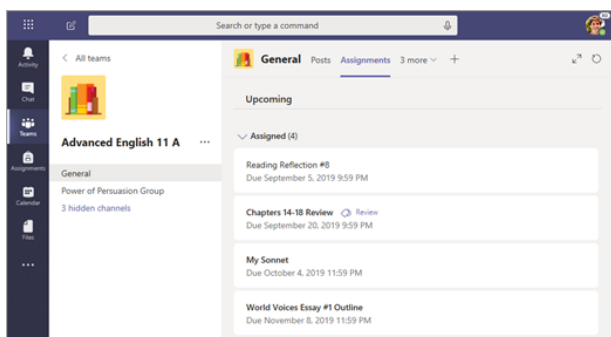
As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for students to build and practise digital citizenship alongside their academic learning.





**Is Teams simply a chat app, or can my student study, work, and complete assessments there as well?**

With the **Assignments** app inside Teams, your student can see work their teachers have assigned them, submit that work, and see their grades and feedback.

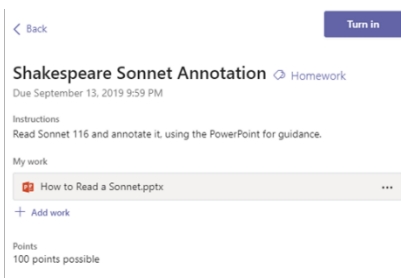
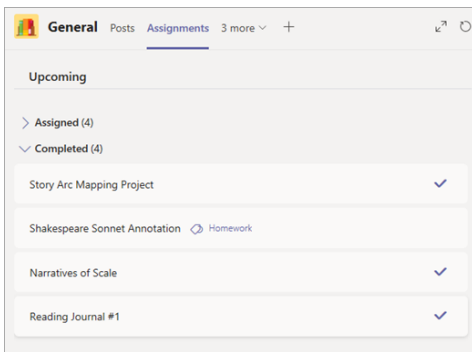


Students can find **Assignments** as tabs in the **General** channel of each of their class teams.

**How does my pupil submit assignments using Teams? Can they check their grades in Teams?**

Pupils can submit their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in**.

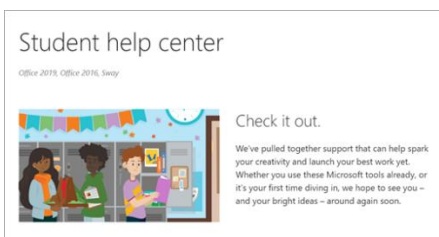
Students can read more [here](#) about keeping track of and turning in assignments.



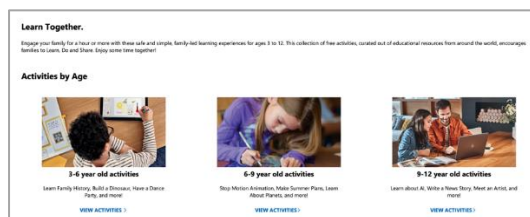
Pupils can see any grades for their assignments, too. In the same **General** channel where they'll find their **Assignments** and other essential tabs, your student can select **Grades** to see their points on past work. [Read more](#) about how pupils can navigate their grades.

### Where can my child access help on how to best use Microsoft Education tools?

Pupils have a help centre made just for them. From covering the basics of using Teams all the way to project ideas, this [student help centre](#) is all about showing students how they can leverage Office 365 for their learning, engagement, and creativity.



For the younger children, Microsoft have also just released the [Microsoft Family Centre](#), a place for safe and simple, family-led learning experiences for ages 3 to 12. This collection of free activities, curated out of educational resources from around the world, encourages families to learn, do and share.



### Annex 11 – Pupil Online Learning agreement

#### Kingscourt Online Learning: Digital Safety Agreement

Please read through this document and complete your name, class and date at the bottom.

These are our rules for using the internet safely and responsibly at home while the school is closed:

#### My learning

- I will set up a workspace free of things that might distract me. I will choose this space with my parents so that I can work efficiently.
- I use the internet to help me learn and connect with my teachers and classmates. I will use it safely and responsibly.
- I will only use technology at home if there is an adult present and they know I am using it.
- If I need help with my homework, I will contact my teacher through the learning platform.

#### My relationship with others

When in a videocall;

- I will be on time and dressed appropriately.
- I will talk to my teacher and classmates respectfully.
- I will mute my microphone to avoid unnecessary noise.
- I will never record or take photos of my classmates or teachers.
- I will end the session as soon as our teacher indicates and will not return to the call.
- I will send messages that are polite. I will not email, chat or video-conference without my teacher's or parents' permission.

#### My (digital) wellbeing

I will never give out passwords or personal information (like my last name, address or phone number).

## Digital Safety Policy

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If I see anything on the internet or in an email or other electronic message that makes me uncomfortable or appears unpleasant, I will talk to an adult immediately.

If I receive a message sent by someone I do not know, I will inform an adult immediately.

I accept that the school monitors my school email account and my messages.

I understand this Digital Safety Agreement for Online Learning is meant to keep me safe.

Pupil signature:

Class teacher:

Date:

<b>Ownership and consultation</b>	
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
Digital Safety responsibility in school	Amanda Bembridge (DSL)
Digital Safety Management in School	Thomas Allen (IT Coordinator)

<b>Audience</b>	
Audience	All school staff

## Digital Safety Policy

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<b>Document application and publication</b>	
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Wales	Yes
Spain	Yes

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Implementation date	September 2020
Review date	Review and update for implementation in September 2021

<b>Related documentation</b>	
Related documentation	Safeguarding and Child Protection Policy Preventing Radicalisation and Extremism Policy Behaviour Policy