

Fairstead House

CYBERBULLYING (INCLUDING E- SAFETY) POLICY incorporating the Early Years Foundation Stage

A DEFINITION

“Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.”

Cyberbullying can involve the misuse of social networking sites, emails, mobile phones and other electronic devices used for messaging and cameras.

CYBERBULLYING AND E-SAFETY– PREVENTATIVE MEASURES

In addition to the preventative measures described in the Anti-Bullying Policy, Fairstead House School:

- Expects all pupils to adhere to its age related Acceptable Use Policies for the safe use of the internet. This policy is to be re-visited by pupils and the ICT Co-ordinator each year and agreed upon
- Parents are asked to read, agree and sign for a Parents Home-School Internet and Learning Platform User Agreement
- Certain sites are blocked by our filtering system and our IT Department monitors pupils’ use
- May impose sanctions for the misuse, or attempted misuse of the internet and electronic devices. These will be dealt with under the school’s disciplinary procedures and sanctions may include confiscation of mobile phones and or electronic devices, restriction of the use of computers in school and ultimately suspension or expulsion
- Adheres to the BECTA guidelines regarding E-teaching and the internet
- Offers guidance on the safe use of social networking sites and cyberbullying in ICT lessons and through the use of the DB Primary Virtual Learning Platform and PSHE lessons
- Offers guidance to parents through an E-Safety presentation evening
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe
- Does not permit pupils’ mobile phones in the school
- Does not permit the use of cameras by children in school or on school trips other than for educational use and then only with the permission of the teacher

Responsible: SMT Date approved: Autumn 2016 Review: Autumn 2018

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Appendices

FAIRSTEAD HOUSE SCHOOL

Home-School Internet and Learning Platform User Agreement Parents Version

'DB Primary' is the name of our school's new Learning Platform. This learning platform is our school on the internet. When pupils use DB Primary, they must follow rules similar to those in school. Your child's teacher has discussed these rules with your child. Please read through the agreement below and sign to say that you agree to the responsibilities as a user. Please return a signed copy to the school as soon as possible.

Learning Platform User Responsibilities (Parental)

- ✓ I will keep my password private.
- ✓ I will encourage my child to keep their password private (but they may tell me).
- ✓ I will tell a member of staff if I think that someone else knows either password.
- ✓ I will encourage my child to be a responsible user of the Learning Platform and to use appropriate language when he/she adds items or sends e-mails.
- ✓ I understand that I am responsible for everything that I write on and add to the Learning Platform. I will only write what I want others to see. I understand that staff members at Fairstead House School can monitor all Learning Platform activity. I will encourage my child to be responsible when adding items to the Learning Platform.
- ✓ I will encourage my child to act responsibly by telling a member of staff if they think that someone else has broken the rules.
- ✓ I will encourage my child to check with me before using the internet at home.
- ✓ I will ensure my child knows to tell either tell myself or staff members if they see or read inappropriate material on the internet.
- ✓ I understand that access to the Learning Platform is provided by the school and all users must adhere to the user agreement in order to retain log-in privileges.
- ✓ I understand that if my child does not keep to the rules, I will be informed and my child will not be allowed to log-in to the Learning Platform or use the school internet for a set period of time (decided by the Head).
- ✓ I understand that by signing this agreement I am giving permission for my child to use the internet in school and to have access to the Learning Platform.

Parent name(s): _____

Signature(s): _____

Date: _____ / _____ / 2017

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Home-School Internet and Learning Platform User Agreement Child Version

'DB Primary' is the name of our school's new learning platform.

When using the school's learning platform I promise to keep the following rules:

	I promise to keep my password a secret and not tell anyone.
	I promise to be kind to others and use kind words.
	I promise to tell my teacher or parents if someone is being unkind to me on the platform.
	I understand that everything I do on the platform can be seen by my teacher.
	I promise to turn my monitor off if I see anything that upsets me and report it to an adult.

Pupil name: _____

Signature: _____

Date: _____

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KS2 Acceptable Use Policy

- I will use the school's computing equipment and tools (including computers, cameras, DB Primary etc.) for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only use the Internet if a teacher or teaching assistant is in the room with me.
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files without their permission.
- I will keep my passwords secret and tell my teacher if I think someone else knows them.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people who I know or my teacher has approved. If I am unsure about an attachment or e-mail, I will ask my teacher for help.
- I will make sure that all communication with other children and adults is responsible, polite and sensible.
- I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name I will make one up!
- I will never post photographs or video clips of people I know without permission and never include names with photographs or videos.
- I will never arrange to meet someone I have only ever previously met online. It could be dangerous.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via Internet, e-mail or mobile phone that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult.
- I will be responsible for my behaviour because I know that these rules are there to keep me safe. If I break these rules access to the school's computing equipment may be withdrawn.

Pupil name: _____

Signature: _____

Date: _____

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KS1 Acceptable Use Policy

- I will use the school's ICT equipment and tools (including computers, cameras, DB Primary etc.) for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only use the internet and email when an adult is nearby.
- I will keep my passwords 'Top Secret' and tell my teacher if I think someone else knows them.
- I will only use my school e-mail address when e-mailing.
- I will ask an adult before opening an email from someone I don't know.
- I will not share details about myself such as surname, phone number or home address.
- I will ask if I need to look at other peoples' work on the computer.
- I will only send friendly and polite messages.
- I will ask my teacher before using photos or video.
- If I see something on a screen which upsets me, I will always tell an adult.

Pupil name: _____

Signature: _____

Date: _____