

HANDEL HOUSE SCHOOL
Northholme, Gainsborough, Lincs. DN21 2JB
Telephone 01427 612426



INTERNET POLICY INCLUDING E-SAFETY AND ACCEPTABLE USE

Legal Status:

- Based on guidance from the DfE, BECTA and CEOP.

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching, supply and support staff), the Headteacher/Proprietor and volunteers working in the school

Related documents:

- Anti-bullying Policy
- Safeguarding - Child Protection Policy
- Behaviour and Discipline Policy
- Safeguarding Children in our School – Guidance for Staff
- Communications Policy

Information for Parents

- E-Safety Protect your child online pamphlet

Available from:

- The School Office
- School website

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher/Proprietor.
- The Headteacher/Proprietor will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than three years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: September 2025

Mr Mark Raisborough
Headteacher/Proprietor

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E-Safety

Internet and Intranet Policy

Introduction

We have written our E-Safety Policy based on government guidance.

All staff, across the school community contribute to the E-Safety Policy and the responsibilities are shared. Any technology used in school (regardless of ownership) shall be governed by this policy. Students also have responsibilities under this policy identified in the Acceptable Use Policies. This policy should also be read in conjunction with the Anti-Bullying Policy. Computer resources and internet access are widely available at Handel House School. They enhance the teaching and learning environment for both teachers and pupils, but are sophisticated and powerful tools and internet use in particular raises a range of legal, ethical, technical and management issues. There is thus a need for proper regulation in the use of computers and internet by staff and children. This is provided in the School's ICT and Internet Policy contained in this document. All those who wish to use the system must comply with this policy.

Why is Internet use important?

All children deserve the opportunity to achieve their full potential; in our modern society this should incorporate the use of "Appropriate and Safe" ICT facilities including online resources and services. In order for the school to maintain such an environment for learners (children and adults) everybody must be aware of the need to ensure on-line protection (E-Safety) and subsequently understand the principles of this policy and the expectations of school practice as documented below.

How does the Internet benefit education?

- Access to world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between pupils world-wide
- Access to experts in many fields for pupils and staff
- Staff professional development through access to national developments, educational materials and good curriculum practice
- Communication with support services, professional associations and colleagues
- Improved access to technical support
- Exchange of curriculum and administration data with ISA, LA and DfE

How will Internet use enhance learning?

- Pupils will be taught what Internet use is acceptable and what is not and given clear guidelines for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, evaluation and retrieval.

How will pupils learn to evaluate Internet content?

- If staff or pupils discover unsuitable sites, The URL (address) and content must be reported to the Headteacher/Proprietor immediately
- Staff and pupils should ensure that their use of Internet derived materials complies with copyright law
- Pupils should be taught to be critically aware of the materials they read and show how to validate information before accepting it's accuracy
- Pupils will be taught to acknowledge the source of information used and to respect copyright.

Teaching and Learning:

- The Internet is an essential element in 21st century life for education, business and social interaction.
- The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

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- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Access to Computers:

- Access to the school network is available from any network station during the normal school day. Computer access is not available during school holidays unless prior arrangements have been made.
- Access to the school network will be provided for you to carry out recognised school work, but only on the understanding that you agree to follow the guidelines. These guidelines apply both to pupils and staff.
- Intentional damage caused to a computer, computer systems or networks including unauthorised damage or interference to any files is not permitted and may be considered a criminal offence under the Computer Misuse Act 1990.
- The unauthorised access or use of personal information, contrary to the provisions of the Data Protection Act is not permitted.
- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
If a 'virus alert' occurs when transferring work from one mode to another a member of ICT staff should be informed immediately. All external hardware e.g. Memory sticks must be vetted by submitting them to an anti-virus check.
- Security strategies will be discussed at staff meetings.

Protecting Personal Data:

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

E-mail Usage:

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must not reply if they receive an offensive e-mail and must immediately tell their class teacher.
- Staff must not reply if they receive an offensive e-mail and must immediately inform a member of SLT.
- Pupils must not reveal details of themselves or others in e-mail communication or via a personal web space, such as their age, the location of the school, messaging account details, an address or telephone number, or arrange to meet anyone.
- Personal e-mail or messaging between staff and pupils should not take place
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The forwarding of chain letters is not permitted.

Published content and the school website:

- Staff or pupil personal contact information will not be published on the school website. The only contact details given on our website will be the school address and telephone number.
- No photographs of pupils will be placed on the school website unless authorised first. Photographs are however used in and around the school for many purposes, including 'About Me' and other displays, records of practical work (e.g. art or technology projects) and records of important school events.
- Pupil's full names will not be used anywhere on the school website or other on-line space.
- We may use photographs of children (when authorised) or their work when communicating with parents and the wider community, in newsletters and in the school prospectus.
- Photographs will be checked to ensure that they are suitable (photos of children in swimwear would be unsuitable, as would individual and close-up shots).
- Photographs used will not be captioned with children's names.

Social networking:

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- The school will not allow access to social networking sites such as Instagram, Facebook or Twitter for pupils or staff.
- Pupils will be advised never to give out their personal details of any kind which may identify them, their friends or their location.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

Managing Filtering:

- The school will work in partnership with parents, the Local Authority (LA) and Department for Education (DfE) to ensure systems to protect pupils are reviewed and improved
- If staff or pupils come across unsuitable on-line materials, they must report it to the e-Safety Officer immediately.
- The school will take every step to ensure that appropriate filtering systems are in place to protect children from unsuitable material and the methods used will be reviewed regularly.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation (www.iwf.co.uk)

Managing Emerging Technologies:

- Emerging technologies will be examined by the Headteacher/Proprietor for educational benefit and a risk assessment will be carried out before use in school is allowed.
- ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, Internet, online services and may also include personal ICT devices when used for school business. Where applicable, everybody should be aware of and review regularly, their responsibility when using ICT (as defined); school information systems; and electronic communicating with pupils. All users must adhere to the School's E-Safety policy and the Data Protection Act.

Authorising Internet Access:

- All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.
- We will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- At Foundation Stage and Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form.
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' before being allowed to access the internet from the school site.

Assessing Risks:

- We will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. The school cannot accept liability for any material accessed, or any consequences of Internet access.
- Emerging technologies, such as smart devices (mobile phones, tablets) are not governed by the school's infrastructure and bypass any and all security and filtering measures that are or could be deployed.
- We will audit ICT use to establish if the e-Safety policy is sufficiently robust and that the implementation of the e-safety policy is appropriate and effective.
- Methods to identify, assess and minimise risks will be reviewed regularly.

How will the policy be introduced to pupils?

- Rules for Internet access will be posted in all rooms where computers are used
- Pupils will be informed that Internet use will be monitored
- Instruction in responsible and safe use should precede internet access
- A module on responsible Internet use will be included in the PSHE programme covering both home and school use.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.

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- Pupils will be made aware of appendix 1 -*Consent Form For Use Of The Internet*- and all parents or guardians will sign the form prior to internet use taking place

How will staff be consulted and made aware of this policy?

- All staff must accept the terms of the 'responsible Internet Use' statement before using any internet resource in school
- All new staff will be taken through the key parts of this policy as part of their induction
- All staff including teachers, learning support assistants and support staff will be provided with the School e-Safety Policy and have its importance explained as part of the child protection training requirement.
- Staff will be informed that network and internet traffic can be monitored and traced to the individual user.
- Staff development in safe and responsible internet use, and on the school Internet policy will be provided as required
- Breaching this e-safety policy may result in disciplinary action being taken and access to ICT being restricted or removed.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.
- Staff will read and sign appendix 2- *Staff Code of Conduct for ICT*- prior to using school ICT equipment in the school

How will ICT system security be maintained?

- The school ICT systems will be reviewed regularly with regard to security
- Virus protection will be installed and updated regularly
- Personal data sent over the internet will be encrypted or otherwise secured
- Use of portable media (memory sticks) will be reviewed and its content can be searched by a member of staff.
- Files held on the school network will be regularly checked
- All network system and administration passwords are to be recorded by the Headteacher/Proprietor and kept in a secure place.

How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be delegated to the Headteacher/Proprietor
- Complaints of Internet misuse will be dealt with by the Headteacher/Proprietor
- Complaints of a child protection nature must be dealt with in accordance with our child protection procedures.
- Pupils and parents will be informed of the complaint procedure
- Parents and pupils will need to work in partnership with staff to resolve issues
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

How will parents' support be enlisted?

- Parents' attention will be drawn to the responsible Internet use policy in newsletters, and on the school website.
- Internet issues will be handled sensitively to inform parents without undue alarm
- A partnership approach will be encouraged with parents and could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
- We will maintain a list of e-safety resources for parents.

ICT Acceptable Use Policy

Introduction and Scope:

This document defines the detailed policy regarding acceptable use of ICT facilities by staff and, under their direction, the pupils. As such it is unlikely to be considered suitable for general circulation e.g. to parents and pupils. However, it will be used as the reference point for preparation of supplementary documents, which will themselves be used for the purpose of communicating and enforcing the policy.

Whilst a major focus of the document lies with access to the Internet and use of email, the document also covers acceptable use of the equipment and resources provided by the school and general behaviour whilst using them.

In order to provide the correct *context* for these policies and procedures, the document starts by outlining the school's attitude towards the educational benefits of ICT, how the school intends to incorporate ICT within the wider curriculum, and how the school intends to promote safe and responsible use of the technology to pupils.

Next are defined policies for the general use of ICT equipment, followed by policies covering the Internet, email and other technologies, some of which may be emerging or as yet unidentified.

Finally the document discusses legal implications, the intended use of sanctions and the ways in which the ICT Acceptable Use Policy is put into action by the use of School-Parent-Pupil agreements and supplementary documents.

The Educational Context of ICT

The Importance of ICT and the Internet:

The use of ICT has become almost all-pervasive in the 21st century, with every sign that the rate of advance will continue to increase. Handel House School believes that equipping students for their future roles in life is a key driving factor in the shaping of the ICT curriculum and that those future roles are highly likely to include ICT in at least some small way.

Not only is familiarity with the use of ICT equipment a core requirement, but the efficient use of the equipment and available resources is also considered key – for example, the use of email for efficient communication and the correct use of the Internet for research.

Staff across the school are making increased use of ICT, which benefits not only the quality of teaching and support services but also their professional development. It is equally important that staff are properly equipped and supported to make the most efficient use of ICT resources.

Educational Benefits of ICT and the Internet

The ICT facilities will be used to:

- Teach pupils effective ways to use ICT and the Internet
- Teach pupils safe and responsible use of the Internet and email
- Support the wider curriculum through the use of word processing, spreadsheet and presentation tools, specialist applications, and the use of the Internet for research purposes.

Promoting Safe Use of ICT and the Internet:

The school takes very seriously the importance of teaching pupils (and staff) to use ICT – and especially the Internet – in a safe and responsible manner. This will have a positive impact on not only the use of ICT in school, but also outside school in the wider community.

The school has in place an Internet firewall, Internet content filtering and antivirus software, and various IT security policies which help to ameliorate the risk of accessing inappropriate and unauthorised material. However, no

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system is 100% safe and the school will further promote safe use of ICT and the Internet by educating pupils and staff about the risks and the ways they can be mitigated by acting sensibly and responsibly.

Based on this Acceptable Use Policy, various summary documents and educational materials may be created to advertise and consolidate the message.

General Use of ICT Equipment:

The following rules apply to the use of all ICT equipment in Handel House School.

Health and Safety:

Since most ICT equipment is usually mains powered and may also be heavy, it represents a potential safety hazard and should be treated carefully. Portable equipment needs extra careful handling. In addition most ICT equipment is considered to be Display Screen Equipment (DSE) and therefore falls under the relevant Health & Safety regulations.

The following will apply:

- Do not use ICT without permission.
- Food and drink must not be consumed near any computer equipment anywhere in the school.
- Do not move about the room while seated on a chair.
- Any person found defacing or wilfully damaging ICT equipment will be required to correct the damage caused or pay for replacement.
- Computer faults should be promptly reported to the Headteacher/Proprietor. Please do not attempt to repair them yourself.
- Be aware of correct posture. Always ensure that your chair is at the optimum height for you and that you are sitting correctly at the workstation while keying in.
- Mobile phones should not be used in school work time.

At the end of a session:

- Log off/shut down according to instructions.
- Replace laptops as directed.
- Wind up and put away any headsets.

General Housekeeping:

The ICT equipment used by the school represents a considerable financial investment. It makes sense to treat it well so that it will remain in good working order. In addition the ICT resource is finite e.g. computers can run out of disk space; users should be encouraged to think about the amount of file storage they use and the need to keep it well organised. The school does not currently operate a quota system for disk space or mailboxes, but will consider doing so should the need arise.

The following will apply:

- Treat ICT equipment with respect and keep areas around ICT equipment clean and tidy.
- Normal school rules and consideration of others applies.
- Keep the amount of storage you use to a minimum. Clear out old and unused files regularly.

Security and Software Licensing:

Security is especially important in schools, where vigilance is needed at all times to be ready to detect any forms of personal intimidation and exposure to inappropriate material. It is therefore very important that users' accounts are used only by themselves; otherwise they are exposed to impersonation by another user.

The following rules are industry standard:

- Always log out of your computer when you have finished, or if you have to leave it unattended.
- Do not let anyone else log in to a computer using your username and password.
- Do not tell anyone your password; you are responsible for keeping it secure.

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The school uses up-to-date antivirus software on all computers; however, antivirus software is only as good as the latest virus definitions, which always lags behind the discovery of new virus threats. Therefore:

- Users must report any virus alerts they encounter to the Headteacher/Proprietor
- Users must report anything suspicious to the Headteacher/Proprietor

Installing software onto the school's computers is very carefully controlled and audited by the ICT Manager (external), in order that the school can be sure to be acting legally by not breaking licensing and copyright laws in respect of software. In addition, uncontrolled installation of software represents an unacceptably high security risk. Staff are not permitted to install software or programs onto computers without the prior authorisation of the ICT Manager.

Inappropriate Material:

The transmission, storage, promotion or display of offensive, defamatory or harassing material is strictly forbidden. The school reserves the right to monitor or inspect any programs, files or other data stored on the school's ICT equipment for suitability.

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

Printing:

The use of the ICT printers may be monitored on an individual basis to encourage careful use of printing resources. As well as being a significant capital cost, the consumables (ink, laser printer toner and drums, and paper) associated with printing represent one of the most expensive ongoing costs associated with ICT. Whilst the school would not wish to discourage the proper use of printers, it is important to ensure that printing facilities are used efficiently and effectively. Pupils and staff are asked to take care not to waste printing resources, for example by using "Print Preview" to check work before sending it to the printer and by using colour print only when necessary.

Appropriate Use of the Internet

Filtering Software:

The school reserves the right to monitor Internet access by all users for the purpose of verifying the performance of filtering/security software and adherence to the school's policies.

It should be stressed that any software used is in no way guaranteed to catch all inappropriate material and that all users should therefore be taught what to do if they encounter inappropriate material on the Internet.

If pupils find anything disturbing, threatening or distasteful on the Internet, first of all they should tell a member of staff. The member of staff should inform the Headteacher/Proprietor

Software must not be loaded, accessed or used on any other computer unless approved by the Headteacher/Proprietor for authorised training or teaching purposes.

The installing, copying or transmitting of obscene material is not permitted and may be considered a criminal offence under the Obscene Publications Act 1959/1964.

Hardware Security:

All major ICT items are securely marked to identify them as property of the school. All hardware is maintained by the Headteacher/Proprietor and any requests for alteration or change of the system should be submitted accordingly to the above. An inventory is to be maintained of all equipment together with make, model, serial number, date of purchase and location.

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Security on the Internet:

The Internet can be a dangerous place. Not only can it provide access to material which might be considered inappropriate for certain audiences, but it can also be used to actively gather personal information about individuals which may lead to undesirable consequences (e.g. SPAM, fraud, harassment or identity theft). Because of this:

- Do not type any personal details (including your name or email address) into a web site unless you are absolutely sure of the authenticity and trustworthiness of the associated company.
- The use of chat rooms is prohibited.
- The use of Instant Messaging is prohibited.
- The use of Internet-based email or newsgroups is prohibited except with the prior written approval of the Headteacher.

Accuracy of Information on the Internet:

The Internet contains a wealth of useful facts and information. However, most content on the Internet is neither moderated nor regulated, therefore it is unwise to trust either the authenticity (that the material is written by the person it says it is) or the accuracy of information found on the Internet. Do not automatically trust the accuracy or authenticity of information you find on the Internet.

Downloading Material from the Internet:

Much material on the Internet is covered by copyright law and, unless specifically stated otherwise on the web site, users may be breaking the law by downloading material.

Do not download or copy any material from the Internet unless you are sure that the source is reliable and that there are no copyright, intellectual property right or licensing restrictions. If in doubt, ask the ICT Technician. In addition, it has already been stated in this policy that installation of software is prohibited.

Supervision:

Access to the Internet will be blocked to pupils outside of normal classes (i.e. during lunchtimes and after school). Pupils may be unblocked for a specific lunchtime or after-school session if a suitable justification for requiring access to the Internet is accepted and there is a member of staff available to supervise. During normal lesson time it is expected that staff will supervise access to the Internet.

Recreational Use of the Internet

Access to the Internet is provided to support the curriculum, support school administration and for staff professional development only.

Recreational or personal use of the Internet is not permitted except with the prior written approval of the Headteacher/Proprietor. It will be considered a disciplinary issue if staff access the Internet for personal use during school time.

Appropriate Use of Email**Content of Email:**

Email should always be written carefully and politely. It should be treated as a public medium – for example it may be forwarded or printed and left lying around.

Treat emails you write as though they may be made public.

Sending email containing offensive, defamatory or harassing material is strictly forbidden.

If you receive unsolicited, disturbing, offensive or harassing email inform the Headteacher/Proprietor.

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Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.

The creation or forwarding of chain letters is prohibited.

Security of Email:

The school will provide email accounts for staff and pupils requiring them for legitimate purposes.

- Pupils and staff may only use approved e-mail accounts on the school system.
- The school uses antivirus software to detect viruses in emails, and will continue to investigate suitable software to filter unsuitable or unsolicited email entering the school's mail system.
- The school reserves the right to scan all incoming and outgoing email for the purpose of verifying the performance of filtering/security software and adherence to the school's policies.

However, antivirus software is only as good as the latest virus definitions, which always lag behind the discovery of new virus threats. Staff and pupils will be taught how to configure the email reading program used by the school (Google Mail) such that the subject and sender's name only may be viewed before deciding whether to read the email or delete it – this avoids automatically viewing the content of emails.

- Do not open or read email unless you recognise the sender or are sure it is from a legitimate source.
- Never open or save an email attachment unless you are sure of the sender and the source and purpose of the attachment.

It has become very common now for emails to be “spoofed”, meaning that the apparent author is not the real author of an email. Such emails are usually the result of a PC which contains your email address (for example, in its user's address book) becoming infected with a virus or worm.

- Do not automatically assume that received email has been sent by the person it says it is from.
- Do not click on web links inside an email unless you are sure of the source of the email.

Recreational Use of Email:

Use of email is provided to support the curriculum, support school administration and for staff professional development only. Recreational or personal use of the school's email system is not permitted except with the prior written approval of the Headteacher.

Use of Other Technologies:

ICT technologies are becoming broader in scope and application. New technologies are constantly emerging and the school is committed to monitoring such new technologies and incorporating them into the curriculum if required. In general the policy is to exclude access to emerging ICT services unless and until they are deliberately targeted for inclusion into the school curriculum. Only in this way can a proper risk assessment and evaluation of the suitability of new services and technologies be conducted prior to their adoption.

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Sanctions:

Pupils/Staff found not to be abiding by this policy may be subject to sanctions. Violations of the School ICT and Internet Policy will result in a temporary or permanent ban on your use of the school network or of the internet. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour. When applicable, the School may be under obligation to involve police or local authorities.

Legal Issues:

Handel House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

The Computer Misuse Act 1990 makes it a criminal offence to “cause a computer to perform any function with intent to secure unauthorised access to any program or data held in any computer”. The school wishes to make it clear to users that the use of school equipment to view or transmit inappropriate material is “unauthorised”.

School-Parent-Pupil and Staff Agreements:

The school will use agreements (see appendix 1), signed by parent/carer and pupil in order to convey the importance of the issues and to signify that the essential elements of the Acceptable Use Policy have been read. The agreement will also serve as a consent form for parents/carers to give permission for pupils to use the ICT facilities and, more particularly, access the Internet.

The agreement will be distributed to all pupils when they first start at the School, together with the ICT Acceptable Use Policy. Significant updates to the policy and/or the agreement may necessitate its redistribution and re-signing.

For staff the agreement (appendix 2) will be tied into the staff handbook and become part of their terms and conditions of employment.

Appendix 1

CONSENT FORM FOR USE OF THE INTERNET

Parents may consult the school's e-safety policy and ICT Acceptable Use Policy for further information and clarification. This can be found on the Handel House School website or requested.

Rules for using the internet:

- We only use the internet under adult supervision.
- We only open our own files and must not open other people's files
- We only log on as ourselves and nobody else unless the teacher has given me permission
- We understand that the school may check computer files and may monitor the Internet sites we visit
- We can click on the buttons or links when we know what they do and always ask if we get lost on the Internet.
- We can write polite and friendly emails to people that we know.
- We take care when using the computer and its equipment and report immediately any damage found
- We tell an adult if we see anything we are uncomfortable with and immediately close any webpage we are not sure about.
- We report any unpleasant material or messages sent to us. I understand that this report will be confidential and will help protect other pupils and myself
- We never give out personal information or passwords and do not open e-mails or attachments sent by anyone we don't know.

A full copy of the School's E-Safety Policy can be obtained from the school office on request.

I _____ guardian of _____ have

read the rules for using the internet and hereby give my consent for him/her to use the internet in school as part of the curriculum studies.

Signed _____

Date _____

Handel House School, Northolme, Gainsborough, Lincs DN21 2JB.

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Appendix 2

Staff Code of Conduct for ICT

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy and ICT Acceptable Use Policy for further information and clarification.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will only use the school's email / Internet/ Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher/Proprietor.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDA's, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher/Proprietor.
- I will not install any hardware or software without permission from the Headteacher/Proprietor
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with schools policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher/Proprietor.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher/Proprietor.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school and understand that failure to do so may lead to disciplinary actions or dismissal.

Signature..... Date.....

Full Name..... (printed)

Job title.....

Appendix 3
E-Safety Audit

This audit will be completed annually by the member of staff appointed E-Safety Officer, who is responsible for the monitoring and review of our e-safety policy.

Has the school an e-safety policy that complies with LA guidance?	Y/N
Date of latest update (at least annual):	
The school e-safety policy was agreed on:	
The policy is available for staff at:	
The policy is available for parents at:	
The designated E-Safety Officer is	
Has e-safety training been provided for staff?	Y/N
Has e-safety training been provided for pupils?	Y/N
Is there a clear procedure for a response to an incident of concern?	Y/N
Do all staff sign a Code of Conduct for ICT on appointment?	Y/N
Are all pupils aware of the school's e-safety rules?	Y/N
Are e-safety rules displayed in all rooms where computers are used and expressed in a form that is accessible to all pupils?	Y/N
Do parents sign and return an agreement that their child will comply with the school e-safety rules?	Y/N
Are staff, pupils, parents and visitors aware that network and Internet use is closely monitored and individual usage can be traced?	Y/N
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y/N
Is Internet access provided by an approved educational Internet service provider which complies with DCSF requirements?	Y/N
Has the school-level filtering been designed to reflect educational objectives?	Y/N
The following boxes have been left blank for any further questions you may have	

Handel House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.