**DONCASTER SCHOOL FOR THE DEAF**



E-safety Policy and Procedure

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## **Statement of intent**

Protecting young people and adults properly means thinking beyond the school environment. Broadband, Wi-Fi and 3/4G connections now mean the world wide web is available anywhere, anytime. Moreover, the introduction of the internet on games consoles, tablets and mobile phones mean it is becoming increasingly difficult to safeguard our children from the dangers hidden in cyberspace.

Our children will not only be working online in school or at home; their personal devices are not always covered by network protection and it is, therefore, imperative that they are educated on the risks involved with using the internet and are provided with guidance and a range of strategies on how to act if they see, hear or read something that makes them feel uncomfortable.

E-safety is a child protection issue, and indeed it should not be managed primarily by the ICT team. It should be an extension of general safeguarding and led by the same people, so that, for instance, cyber bullying is considered alongside real-world bullying.

We :

* Allow young people to develop their own protection strategies for when adult supervision and technological protection are not available.
* Give information on where to seek help and how to report incidents.
* Help young people understand that they are not accountable for the actions that others may force upon them but that there are sanctions that the school will impose if they act inappropriately when online.
* Provide guidelines for parentsand others on safe practice.
* Ensure technological solutions are regularly reviewed and updated to ensure maintenance of an effective e-safety programme.

Above all, e-safety education is a continuing feature of both staff development and young people's educational lifelong learning.

The purpose of this policy is to:

* Set out the key principles expected of all members of the school community at school with respect to the use of ICT-based technologies.
* Safeguard and protect the children and staff of the school.
* Assist school staff working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice.
* Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational use.
* Have clear structures to deal with online abuse, such as online bullying.
* Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
* Minimise the risk of misplaced or malicious allegations made against adults who work with pupil.

#

# **Teaching and learning**

**Why the internet and digital communications are important**

* 1. 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.
	2. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
	3. Teachers plan internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas.
	4. Staff model safe and responsible behaviour in their use of technology during lessons.
	5. Teachers remind pupils about their responsibilities through an end-user [Pupil Acceptable Use Agreement](#App5)which every pupil will signwhen they log on to the school network.

# **Internet use will enhance learning**

* 1. The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
	2. Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.
	3. Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
	4. Pupils will be shown how to publish and present information to a wider audience.

# **Pupils will be taught how to evaluate internet content**

* 1. The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.
	2. Pupils will be taught how to report unpleasant internet content to the Safeguarding team and trusted adults**.** This can be done anonymously, or in person, and will be treated in confidence.
	3. The school has a clear, progressive online safety education programme as part of the computing/PSHE curriculum. This covers a range of skills and behaviours appropriate to their age and experience, including:
* To STOP and THINK before they CLICK.
* To know how to narrow down or refine a search.
* To understand acceptable behaviour when using an online environment/email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private.
* To understand how photographs can be manipulated and how web content can attract the wrong sort of attention.
* To understand why online ‘friends’ may not be who they say they are and to understand why they should be careful in online environments.
* To understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos, and to know how to ensure they have turned-on privacy settings.
* To understand why they must not post pictures or videos of others without their permission.
* To know not to download any files – such as music files – without permission.
* To have strategies for dealing with receipt of inappropriate materials.
* To understand why and how some people will ‘groom’ young people for sexual reasons.
* To understand the impact of online bullying, sexting, extremism and trolling and know how to seek help if they are affected by any form of online bullying.
* To know how to report any abuse, including online bullying, and how to seek help if they experience problems when using the internet and related technologies, i.e. parent, teacher or trusted staff member, or an organisation such as Childline or the CLICK CEOP button.

# **Managing internet access**

**Information system security**

* 1. School ICT systems security will be reviewed regularly.
	2. Virus protection will be updated regularly.

# **Email**

* 1. Pupils may only use approved email accounts on the school system.
	2. Pupils must immediately tell a teacher if they receive an offensive email.
	3. In email communication, pupils must not reveal their personal details or those of others or arrange to meet anyone without specific permission.
	4. Incoming emails will be treated as suspicious and attachments not opened unless the author is known.
	5. The school will consider how emails from pupils to external bodies are presented and controlled.
	6. The forwarding of chain letters is not permitted.
	7. The school:
* Provides staff with an email account for their professional use and makes clear personal email should be through a separate account.
* Does not publish personal email addresses of pupils or staff on the school website.
* Will contact the police if one of our staff or pupils receives an email that it considers is particularly disturbing or breaks the law.
* Will ensure that email accounts are maintained and up-to-date.
* Reports messages relating to or in support of illegal activities to the relevant authority and if necessary to the police.
* Knows that spam, phishing and virus attachments can make emails dangerous.

**Published content and the school website**

* 1. Staff or pupil personal contact information will not be published.
	2. The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate, and the quality of presentation is maintained.
	3. Uploading of information is restricted to our website authorisers.
	4. The school website complies with the statutory DfE guidelines for publications.
	5. Photographs published on the web do not have full names attached.
	6. The school does not use pupils’ names when saving images in the file names or in the tags when publishing to the school website.

**Publishing pupils’ images and work**

* 1. Written permission from parents will be obtained before photographs of pupils are published on the school website.
	2. Work can only be published with the permission of the pupil and/or parents.
	3. Pupil image file names will not refer to the pupil by name.
	4. Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.
	5. The school gains parental permission for use of digital photographs or video involving their child as part of the school agreement form when their child joins the school.
	6. The school does not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs.
	7. Pupils are advised to be very careful about placing any personal photos on any ‘social’ online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
	8. Pupils are taught that they should not post images or videos of others without their permission. The school teaches them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location, such as house number, street name or school. The school teaches them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

**Social networking and personal publishing**

* 1. The school will control access to social networking sites and consider how to educate pupils in their safe use.
	2. Newsgroups will be blocked unless a specific use is approved.
	3. Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
	4. Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
	5. Staff will be reminded of the risks of accepting parents and children as ’friends’ on social networking sites, will be strongly advised not to do so, and given advice on how to ‘block’ children from viewing their private pages.
	6. School staff will ensure that in private use:
* No reference should be made in social media to pupils, parents or school staff.
* They do not engage in online discussion on personal matters relating to members of the school community.
* Personal opinions should not be attributed to the school .
* Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

**Managing filtering**

* 1. If staff or pupils come across unsuitable online materials, the site must be reported to the CIS team.
	2. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

**Managing videoconferencing and webcam use**.

* 1. Videoconferencing and webcam use will be appropriately supervised.

# **Managing emerging technologies**

* 1. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
	2. The SLT should note that technologies, such as mobile phones with wireless internet access, can bypass school filtering systems and present a new route to undesirable material and communications.
	3. Mobile phones will not be used during school time by pupils .
	4. Staff will not use personal mobile phones to communicate with children or use them to capture images of them (unless given SLT agreement in specific circumstances).

# **Protecting personal data**

* 1. Personal data will be recorded, processed, transferred and made available according to the GDPR and the Data Protection Act 2018.

# **Personal devices and mobile phones**

* 1. The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided, except where it has been explicitly agreed otherwise by the leadership team.
	2. The school reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand-held devices may be searched at any time as part of routine monitoring.
	3. Where parents or pupils need to contact each other during the school day, they should do so only through the school’s telephone. Staff may use their phones during break times. Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
	4. Mobile phones and personally-owned devices will not be used in any way during lessons or formal school time. They should be switched off or on silent at all times.
	5. Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

# **Policy decisions**

**Authorising internet access**

* 1. All staff will read and sign the [Staff, Acceptable Use Agreement](#App4) before using any school ICT resource.
	2. **Assessing risks**
	3. The school 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 schoolnetwork..
	4. The school should audit ICT use to establish if the E-safety Policy is adequate and that the implementation of the E-safety Policy is appropriate and effective.

**Handling e-safety complaints**

* 1. Complaints of internet misuse will be dealt with by a senior member of staff.
	2. Any complaint about staff misuse must be referred to the headteacher.
	3. Complaints of a child protection nature must be dealt with in accordance with school [safeguarding procedures](#App3).
	4. Pupils and parents will be informed of the complaints procedure (see school’s complaints policy)

# **Pupil online safety curriculum**

**Teaching and learning**

* 1. This school has a clear, progressive online safety education programme as part of the computing/PSHE curriculum. This covers a range of skills and behaviours appropriate to the age of the children, including:
* To STOP and THINK before they CLICK.
* To understand why online ‘friends’ may not be who they say they are and to understand why they should be careful in online environments.
* To understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings.
* To have strategies for dealing with receipt of inappropriate materials.
* To understand why and how some people will ‘groom’ young people for sexual reasons.
* To understand the impact of online bullying, sexting, extremism and trolling and know how to seek help if they are affected by any form of online bullying.
* To know how to report any abuse, including online bullying, and how to seek help if they experience problems when using the internet and related technologies, i.e. parent, teacher or trusted staff member, or an organisation such as Childline or the CLICK CEOP button.
	1. Teachers plan internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas.
	2. The schoolwill remind pupils about their responsibilities through a [Pupil Acceptable Use Agreement](#App5) which every pupil will sign.
	3. All staff will model safe and responsible behaviour in their own use of technology during lessons.

**Online risks**

* 1. The schoolrecognises that pupils increasingly use a range of technology such as mobile phones, tablets, games consoles and computers. It will support and enable children to use these technologies for entertainment and education but will also teach children (in PSHE) that some adults and young people will use such outlets to harm children.

# **Cyber bullying and abuse**

* 1. Cyberbullying can be defined as “Any form of bullying which takes place online or through smartphones and tablets.” - BullyingUK
	2. Complaints of online bullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with schoolsafeguarding procedures.
	3. Through the PSHE curriculum, children are taught to tell a responsible adult if they receive inappropriate, abusive or harmful emails or text messages.
	4. Posters providing information about how to get help from Childline, ThinkUKnow and the NSPCC are displayed in classrooms and along the corridors of the school.
	5. Cyberbullying will be treated as seriously as any other form of bullying and will be managed through our anti-bullying and confiscation procedures. Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school’s policy on anti-bullying and behaviour.
	6. All incidents of cyberbullying reported to the school will be recorded.

**Sexual exploitation/sexting**

* 1. Sexting between pupils will be managed through our anti-bullying and confiscation procedures.
	2. All staff are made aware of the indicators of sexual exploitation and all concerns are reported immediately to the DSL.
	3. There are clear procedures in place to support anyone in the school community affected by sexting.
	4. All incidents of sexting reported to the school will be recorded.

**Radicalisation or extremism**

* 1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
	2. Extremism is defined by the Crown Prosecution Service as “The demonstration of unacceptable behaviour by using any means or medium to express views which:
* Encourage, justify or glorify terrorist violence in furtherance of beliefs.
* Seek to provoke others to terrorist acts.
* Encourage other serious criminal activity or seek to provoke others to serious criminal acts.
* Foster hatred which might lead to inter-community violence in the UK.”
	1. Staff will maintain and apply a good understanding of the relevant guidance to prevent pupils from becoming involved in terrorism.
	2. The school will monitor its RE curriculum and assembly policy to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs.
	3. Senior leaders will raise awareness within the school about the safeguarding processes relating to protecting pupils from radicalisation and involvement in terrorism.

# **Communications policy**

**Introducing the E-safety Policy to pupils**

* 1. Pupils will be informed that network and internet use will be monitored and appropriately followed up.
	2. Safety training will be embedded within the computing and PSHE schemes of work in line with national curriculum expectations.

# **Staff and the e-safety policy**

* 1. All staff will be given the school E-safety Policy and have its importance explained.
	2. Staff must be informed that network and internet traffic can be monitored and traced to the individual user.
	3. Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.

# **Enlisting parents’ support**

* Parents’ attention will be drawn to the schoolE-safety Policy in an e-safety leaflet, newsletters, and on the schoolwebsite.
* The school will ask all new parents to sign the parent/pupil agreement when they register their child with the school.

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* The school will have a page on its website dedicated to keeping children safe online. It will provide parents with useful links to help them in understanding the internet.

**Approval**

The E- Safety Policy was approved by the Governing Body.

This policy is will be subject to review as a part of the school’s Self-Evaluation and Self-Review cycle

**E-safety Activities and Issues**

|  |  |
| --- | --- |
| **Activities** | **Key e-safety issues** |
| Creating web directories to provide easy access to suitable websites | * Parental consent should be sought
* Pupils should be supervised
* Pupils should be directed to specific, approved online materials
 |
| Using search engines to access information from a range of websites | * Filtering must be active and checked frequently
* Parental consent should be sought
* Pupils should be supervised
* Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with
 |
| Exchanging information with other pupils and asking questions of experts via email or blogs | * Pupils should only use approved email accounts or blogs
* Pupils should never give out personal information
 |
| Publishing pupils’ work on school and other websites | * Pupil and parental consent should be sought prior to publication
* Pupils’ full names and other personal information should be omitted
* Pupils’ work should only be published on moderated sites and only by the school administrator.
 |
| Publishing images, including photographs of pupils | * Parental consent for publication of photographs should be sought
* Photographs should not enable individual pupils to be identified
* File names should not refer to the pupil by name
* Staff must ensure that published images do not breach copyright laws
 |
| Communicating ideas within chat rooms or online forums | * Only chat rooms dedicated to educational use and that are moderated should be used
* Access to other social networking sites should be blocked
* Pupils should never give out personal information
 |
| Audio and video conferencing to gather information and share pupils’ work | * Pupils should be supervised
* The school should only use applications that are managed by LAs and approved educational suppliers
 |
| Social networking | * Staff should set their profiles to private and ensure they do not accept friend requests from pupils or parents
* Social networking sites should be blocked on the school network
* Pupils should be educated in the dangers involved in ‘friending’ or talking to people they do not know online
 |

**Useful Resources for Teachers and Parents**

|  |  |
| --- | --- |
| **Resource** | **Website**  |
| Child Exploitation and Online Protection Centre  | [www.ceop.gov.uk/](http://www.ceop.gov.uk/) |
| Childnet | [www.childnet-int.org/](http://www.childnet-int.org/) |
| Digizen | [www.digizen.org/](http://www.digizen.org/) |
| Kidsmart | [www.kidsmart.org.uk/](http://www.kidsmart.org.uk/) |
| Think U Know  | [www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/) |
| Family Online Safety Institute  | <http://www.fosi.org> |
| Internet Watch Foundation  | [www.iwf.org.uk](http://www.iwf.org.uk) |
| Internet Safety Zone  | [www.internetsafetyzone.com](http://www.internetsafetyzone.com) |
| Vodafone digital parenting | [www.vodafone.com/content/digital-parenting.html](https://www.vodafone.com/content/digital-parenting.html) |
| NSPCC - Share Aware | [www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware](https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware) |
| Parent Zone | [www.theparentzone.co.uk/school](http://www.theparentzone.co.uk/school) |

**Response to an Incident of Concern Flowchart**

The process outlined within the first section should be followed where a staff member has a safeguarding concern about a child. Where a referral has been made, the process outlined in the ‘After a referral is made’ section should be followed.

The actions taken by the school are outlined in yellow, whereas actions taken by another agency are outlined in blue.

**Before a referral is made**

**N**

A staff member identifies a concern or potential concern. Is the pupil at immediate risk of harm?

Is the DSL or the deputy DSL available to discuss the concern with?

The staff member immediately notifies the police of the situation and informs the DSL.

The staff member makes a referral to children’s social care services (CSCS), notifying the DSL of this as soon as possible.

The staff member discusses the concern with the DSL. Taking into account observations and using professional judgement, is a referral required?

The DSL makes a referral to CSCS, keeping the staff member who raised the concern up-to-date with what action is taken.

The pupil continues to be monitored and early help is provided where necessary. If the concern escalates, a referral is made to the CSCS.

Within one working day, a social worker from CSCS will make a decision about the type of response that is required and will notify the referrer. Where this information is not forthcoming, the referrer should contact the appointed social worker to follow up the referral.

The steps outlined in the next flowchart are then followed.

**N**

**N**

**Y**

**Y**

**Y**

**After a referral is made**

Once a referral has been made, a social worker from CSCS will notify the referrer that a decision has been made and one of the following responses will be actioned.

The pupil is in need of immediate protection.

Where the pupil is at risk of significant harm but is not in immediate danger, a strategy discussion is held.

No formal assessment is needed.

Where appropriate to do so, the DSL and staff member who raised the concern may be consulted during these stages to ensure that all areas of concern are addressed.

The DSL supports the initial staff member to liaise with other agencies to arrange an early help assessment and appropriate support.

A Child in Need assessment is completed within 45 working days.

Within 15 working days of the strategy discussion, an initial child protection conference is held.

A child protection plan is potentially required.

Appropriate emergency action is taken by the social worker, police or NSPCC.

If the child’s situation does not appear to be improving, the DSL should press for re-consideration to ensure their concerns have been addressed and, most importantly, that the child’s situation improves.

Staff keep the pupil’s circumstances under review and re-refer if appropriate to ensure circumstances improve – the pupil’s best interests always come first.

The type of support needed is identified, arranged through multi-agency liaison and provided effectively.

**Staff, Governor and Visitor Acceptable Use Agreement**

ICT and the related technologies, such as email, the internet and mobile devices, are an expected part of daily working life in school. This policy is to help ensure that all staff are aware of their professional responsibilities when using any form of ICT and to help keep staff, governors and visitors safe. All staff are expected to sign this agreement confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with the headteacher.

* 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/ senior leadership or governing board.
* 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 not give out my personal details, such as mobile phone number or personal email address, to pupils.
* I will only use the approved email system for any communications with pupils, parents and other school-related activities.
* I will ensure that personal data (such as data held on the administration system)is kept secure and is used appropriately. Personal data can only be taken out of the school or accessed remotely when authorised by the headteacher or governing board and with appropriate levels of security in place.
* I will not install any hardware or software on school equipment without the permission of the headteacher or CIS officer.
* I will report any accidental access to inappropriate materials immediately to my line manager.
* 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 data protection policy and with written consent of the parent or staff member. Images will not be distributed outside the school network without the permission of the parent, member of staff orheadteacher/ Senior leadership in line with data security policy.
* I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to the headteacher.
* 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. This includes ignoring invitations from pupils and parents to be part of their social networking site(s).
	+ 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 acceptable use policy and to support the safe use of ICT throughout the school.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Printed)

**Acceptable Use Agreement: Pupils**

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pupil Acceptable Use Agreement**

* I will only use ICT in school for school purposes.
* I will only use my own school email address when emailing.
* I will only open email attachments from people I know, or who my teacher has approved.
* I will not tell other people my passwords for the learning platform, school network or for other learning websites.
* I will only open/delete my own files.
* I will make sure that all ICT related contact with other children and adults is appropriate and polite.
* I will not deliberately look for, save or send anything that could offend others.
* If I accidentally find anything inappropriate on the internet I will tell my teacher immediately.
* I will not give out my personal details such as my name, phone number, home address or school.
* I will be responsible for my behaviour when using ICT in school or at home because I know that these rules are to keep me safe.
* I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
* I know that my use of ICT can be checked and that my parent contacted if a member of school staff is concerned about my safety.
* I will not bring a mobile phone or other personal ICT device into school.

Signature pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rules for EYFS and KS1**

|  |
| --- |
| We only use the internet when an adult is with us.We only use the internet when an adult is with us.**Think then Click** |
| **These rules help us to stay safe on the internet** |
| E-safety rules for EYFS and KS1 |
| * We only use the internet when an adult is with us.
* We can click on the buttons or links when we know what they do or where they take us.
* We can use the internet to search for things when an adult is with us.
* We always stop and ask for help if we get lost on the internet.
* We can send and open emails with a grown-up.
* We can write polite and friendly emails to people we know.
* We never share our names or addresses on the internet.
* We know that friends are people we know in the real world not people we meet online.

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**Rules for KS2**

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| --- |
| We only use the internet when an adult is with us.We only use the internet when an adult is with us.**Think then Click** |
| **These rules help us to stay safe on the internet** |
| E-safety rules for KS2 |
| * We ask permission before using the internet.
* We only look at websites an adult has given us permission to use.
* We always tell an adult if we have seen, heard or read anything on the internet that has made us feel threatened, uncomfortable or worried.
* We immediately close a web page if we are unsure.
* We only send polite and friendly emails to people we know or that an adult has approved.
* We never give out personal information or passwords.
* We never arrange to meet anyone we don’t know.
* We do not open emails sent by anyone we don’t know.
* We do not use internet chat rooms.
* We know that friends are people we know in the real world not people we meet online.

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