

# YSGOL MAES Y MYNYDD



## E- Safety and Acceptable Use of the Internet Policy

Approvals	
Approved by Governing Body on	Date:13/6/2023
Signed by Chair of Governors: <i>K Hughes</i>	
Reviewed by Governing Body on	Date:12/5/2026
Signed by Chair of Governors: <i>K Hughes</i>	
To be reviewed in 3 years	Date: Summer Term 2029

## **Introduction**

Digital technology in the 21<sup>st</sup> Century is seen as an essential resource to support teaching and learning, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, Ysgol Maes Y Mynydd has identified the need to embrace the use of digital technology in order to equip our pupils with the digital competencies to access lifelong learning and enhance their employment opportunities in the future. At Ysgol Maes Y Mynydd learners will engage with what it means to be a conscientious digital citizen who contributes positively to the digital world around them and who critically evaluates their place within this digital world. They will be prepared for and ready to encounter the positive and negative aspects of being a digital citizen and will develop strategies and tools to aid them as they become independent consumers and producers.

### **Roles and Responsibilities:**

eSafety is an important aspect of strategic leadership within the school, the Digital Leader, Headteacher and SLT have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The Digital Leader is responsible for co-ordinating eSafety at Ysgol Maes Y Mynydd and keeping all staff updated. All Governors have an understanding of the issues at our school in relation to local and national guidelines and advice. Ysgol Maes Y Mynydd has appointed a member of the Governing Body to take lead responsibility for eSafety via the role of Digital Link Governor.

### **ESafety and staff**

- Our staff receive regular updated information and training on eSafety issues when required from the Digital Leader or outside agencies
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of eSafety and know the reporting procedure for any concerns
- All staff have agreed to and signed the school's Acceptable Use Agreement/code of conduct
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities

### **ESafety and learners:**

- All learners must sign pupil Acceptable Use Agreement
- Regular visits from the Police Liaison Officer will be scheduled to reinforce e-safety principles
- Delivery of digital citizenship is a cross-curricular responsibility as part of the Digital Competence Framework. In addition, specific citizenship lessons (Digital Literacy resource from Hwb) will be taught by all staff.

## **ESafety and parents/carers**

- Parents/carers are asked to read through and sign the Acceptable Use Agreement along with their child
- Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used online e.g. on the school website/Facebook page blogs. Parents are to inform the Headteacher in writing if they do NOT give consent.

## **Community use of the internet**

External organisations using the school's digital facilities must adhere to the eSafety policy.

## **Cyberbullying management**

Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details and procedures are set out in the school's policy on anti-bullying and behaviour policy.

## **Managing Internet Access**

### **Email**

Email is an essential means of communication for both staff and pupils. Ysgol Maes Y Mynydd believe that pupils should be taught how to use email positively and responsibly.

- Pupils may only use the email account linked to their HWB account which is monitored by the Digital Leader
- In Foundation Phase the email account will be accessed by the teacher, in Year 3 and 4 email accounts will be accessed with a teacher and in Year 5 and 6 children will be supported to develop their independence when accessing their email account.

## **Published content and the school website/Facebook page**

The contact details on the website are the school address, email and telephone number. Staff or pupils' personal information will not be published. The Headteacher and Digital Lead will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **Publishing learner's images and work**

- Images or videos that include pupils will be selected and used appropriately
- Parents must inform the Headteacher if they do NOT give permission for their child's photograph or work to appear online via our data consent forms. Otherwise it is considered that consent has been given. This consent is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where written consent will be required. Parents/carers may withdraw permission, in writing, at any time.
- Pupils' full names will not be used anywhere on the Ysgol Maes Y Mynydd website/Facebook page, or any other online accounts used by the school

## **Photographs taken by parents/carers for personal use**

In the event of parents/carers wanting to take photographs for their own personal use, the school will request that photographs/videos taken are of their own children only. Photos/videos that include images of other children must not be shared online unless permission has been granted from the parents of the other children.

## **Social networking and personal publishing**

- The school will block access to certain social networking sites to pupils
- Pupils and parents will be advised that the use of many social network sites outside school is inappropriate for primary aged pupils. However, we accept that some pupils will still use them and we will advise them on how to keep safe whilst using these sites set passwords, deny access to unknown individuals and to block unwanted communications
- Staff wishing to use social media tools with students as part of the curriculum will risk assess the site/s before use
- Learners are asked to report any incidents of cyberbullying to staff or a Digital Leader (who will then report to staff). All incidents are logged and the log book can be found in safeguarding file
- School staff are strongly advised NOT to add past or present pupils as 'friends' if they use these sites.
- Concerns regarding students' use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents/carers, particularly when concerning students' underage use of sites.
- The school encourages Parents to adopt the principles of our Acceptable Use Agreement when using Social Media in relation to the school.

## **Managing emerging technologies:**

- Emerging technologies will be examined for educational benefit and an informal risk assessment will be carried out before use in school is allowed
- Staff are encouraged to use cloud based storage rather than memory sticks to avoid loss of personal data related to staff or pupils. Staff are issued with encrypted memory sticks should they need to store sensitive data. (See data protection policy)
- Pupils are strongly advised NOT to bring personal mobile devices/phones to school – unless there are exceptional circumstances. Any phones that are brought to school are handed in to the class teacher and kept until the end of the day.

## **Information system security**

- School ICT systems capacity and security will be reviewed regularly
- Virus and firewall protection will be managed by Wrexham County Council as part of the school's SLA
- Personal data taken off site must be secure saved in the cloud, devices must be password protected
- Files held on the school's network are subject to checks by members of the SLT

## **Managing filtering**

- Wrexham County Council provide a filtering service for all desktop Computers, laptops and iPads. Filtering follows Welsh Government guidelines.
- Both filtering systems will block all sites considered inappropriate
- Changes to the school filtering policy will be risk assessed by the Headteacher and Digital Leader
- All breaches of filtering will be reported to the Digital Leader and the Headteacher if necessary. Staff and pupils are aware of this procedure.
- The Digital Leader will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

## **Protecting personal data**

See Data Protection Policy

## **Password Security**

Staff are provided with an individual network and Wrexham County Council login username and password which can be accessed from all laptops and desktop computers. Staff and pupils also have individual HWB and Mathletics accounts. Pupils are not allowed to deliberately access online materials or files on the school network, of their peers, teachers or others. Staff are aware of their individual responsibilities to protect the security and confidentiality of the school network. Administrator passwords are controlled by Wrexham County Council on networks accessed via desktops and laptops. For all other systems administrator passwords are controlled by the Digital Leader.

## **Handling eSafety complaints**

Complaints of internet misuse will be reported to the Digital Leader and/or Headteacher. All incidents will be logged and kept in the Safeguarding file, in the Headteachers office. Complaints of safeguarding must be dealt with in accordance with school safeguarding procedures.

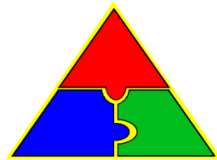
## **Monitoring and review**

This policy, includes and supports the school's Acceptable Use Agreements/Code of Conduct, and is implemented to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies including those for ICT/Digital Learning, Home-school agreements, Behaviour, Safeguarding, and PSHE policies including Anti-bullying. Our eSafety policy has been written by the Digital Leader, building on advice from professional outside agencies and government guidance, and has been agreed by the Senior Management Team, staff and approved by the Governing Body.

This policy is implemented on a day-to-day basis by all school staff and is monitored by the Digital Leader. The adherence of this policy is the collective responsibility of the staff.

## **Appendix**

1. Primary Pupil Acceptable Use of ICT Agreement/E-Safety Rules
2. Parent Internet use form/letter
3. Staff, Governor and Visitor Acceptable Use Agreement



## YSGOL MAES Y MYNYDD

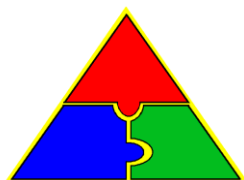
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### **Pupil Acceptable Use of ICT Agreement/E-Safety Rules**

- I will only use ICT in school for school purposes.
- 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 I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will not bring software or ICT equipment into school without permission.
- I will only use the Internet after being given permission from a teacher.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be upsetting or not allowed at school. If I accidentally find anything like this, I will close the screen and tell a teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not use technology in school time to arrange to meet someone unless this is part of a school project approved by a teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that the school may check my use of ICT and monitor the Internet sites I have visited, and that my parent/carer will be contacted if a member of school staff is concerned about my eSafety.

## Appendix 2

Ysgol Maes Y Mynydd  
Pentredwr  
Rhosllanerchrugog  
Wrexham  
LL14 1DD  
Rhif Ffon: 01978 832970



Maes Y Mynydd School  
Pentredwr  
Rhosllanerchrugog  
Wrexham  
LL14 1DD  
Tel No: 01978 832970

**Challenge, Inspire and Achieve together**

<http://www.maesymynydd.cymru>

**Pennaeth /Headteacher: Mr D Lloyd**

E-mail: [mailbox@maesymynydd-pri.wrexham.sch.uk](mailto:mailbox@maesymynydd-pri.wrexham.sch.uk)

Dear Parents/Carers,

Digital technology in the 21<sup>st</sup> Century is seen as an essential resource to support teaching and learning, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, Ysgol Maes Y Mynydd has identified the need to embrace the use of digital technology in order to equip our pupils with the digital competencies to access lifelong learning and enhance their employment opportunities in the future. At Ysgol Maes Y Mynydd learners will engage with what it means to be a conscientious digital citizen who contributes positively to the digital world around them and who critically evaluates their place within this digital world. They will be prepared for and ready to encounter the positive and negative aspects of being a digital citizen and will develop strategies and tools to aid them as they become independent consumers and producers.

Throughout Wales Primary pupils have access to their own learning platform issued by the Welsh Government called HWB. The site offers a range of exciting learning opportunities from Reception to Year 6 which can be accessed at school and home. These include a variety of apps to develop a range of literacy and numeracy key skills alongside digital resources to develop computational thinking and programming. Pupils also have access to a full Microsoft Office Suite, a TB of cloud storage and an email account. In line with our eSafety policy, safeguarding pupils online is at the heart of our practice therefore any email access and accounts will be monitored carefully.

It is vital for Parents to have an active involvement in their child's online activity, we encourage you to discuss how your child uses the internet within the guidelines of our eSafety rules.

Please read and discuss with your child the E-Safety rules overleaf and return this sheet signed by both you and your child. If you have any concerns or would like some explanation please contact your child's class teacher.

This Acceptable Use of ICT Agreement is a summary of our E-Safety Policy which is available in full on the school website <https://maesymynydd.cymru/>.

Yours sincerely,  
D Lloyd  
Headteacher

Pupil: *I have read, understood and agreed with the Rules for Acceptable use of ICT.*

Full name: ..... (Child)

Signed: ..... (by child or on behalf of – for younger children)

Parent's/Carer's Consent for Internet Access:

- *I have read and understood the school rules for Acceptable Use of ICT and give permission for my son / daughter to access the Internet in school.*
- *I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials.*
- *I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.*
- *I agree that should my son/daughter need to access e-folio at home or anywhere else, that I will take all reasonable precautions to ensure he/she cannot access inappropriate materials and that he/she will use the computer in an appropriate manner.*
- *I have read and understood Ysgol Maes Y Mynydd's parental code of conduct for social networking and agree to abide by it.*

Signed..... (Parent/Carer) Date.....

**YSGOL MAES Y MYNYDD**  
**Acceptable Use of ICT Agreement**  
**Staff, Governor and Visitor**  
**Acceptable Use Agreement / Code of Conduct**

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff, governors and visitors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher or a member of the Senior Leadership team.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- 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 own personal details, such as mobile phone number and personal email address, to pupils.
- 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 Head or Governing Body.
- I will not use or install any hardware (including USB sticks) or software without permission from the e-safety co-ordinators.
- 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 school 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/ carer, member of staff or Head teacher.
- 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 by the Head teacher.
- 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 and adheres to the school's Social Media Policy
- 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.
- I will ensure that only children whose parents have given permission for them to use the Internet and ICT are enabled to do so at school.

User Signature:

*I agree to follow this code of conduct and to support the safe use of ICT throughout the school*

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

Full Name ..... (printed)

Job title: .....



# Equality Impact Assessment: Are We Being Fair?

## Compulsory for all proposals

**Throughout this document we use the word ‘proposal’ to refer to what we are assessing. In this context, the term includes the different things that we do, including strategies, functions, procedures, practices, policies, initiatives and projects.**

This template covers all equality assessment needs from initial screening to a full Impact Assessment, by following the 6 steps:

1. Screening the equality needs of the proposal
2. Data collection and evidence
3. Involvement and consultation
4. Assessing impact and strengthening the proposal
5. Procurement and partnerships
6. Monitoring, evaluating and reviewing

The aim of an equality impact assessment (EIA) is to ensure that equality issues have been consciously considered [Due Regard] throughout the decision making processes of the work we do.

The EIA highlights any areas of risk and maximises the benefits of proposals in terms of equality. It therefore helps to ensure we have considered everyone who might be affected by the proposal. It also helps us to meet our legal responsibilities under the general equality duties (Single Equality Act 2010).

Our approach to EIAs will help us to strengthen our work to promote equality. It will also help to identify and address any potential discriminatory effects before introducing something new or changing the way we work and reduce the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas of equality e.g. young people with a disability, BME people with a disability.

Further guidance on Equality Impact Assessments can be found at:

<https://intranet.wrexham.gov.uk/equality-impact-assessments>

<b>Responsible Officer (Head Teacher)</b>	David Lloyd
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<b>Assessment Owner</b>	David Lloyd
<b>e-mail address</b>	headteacher@maesymynydd-pri.wrexham.sch.uk
<b>Full job title</b>	Headteacher
<b>Title of Proposal or Policy</b>	E safety
<b>Rationale:</b> Why is it being considered? What need is being addressed?	<b>Safeguard pupils online</b>
<b>Aim:</b> What is the intended outcome of the proposal / policy?	<b>Safeguard pupils online</b>
<b>How:</b> How will it be delivered, by whom and by when?	Governors and Staff
<b>Who:</b> Who are the people likely to be affected by this proposal or policy? How have you consulted with the people who are likely to be affected?	All school Stakeholders Policy available for consultation by stakeholder
<b>Measures:</b> How will you know you have achieved your aims? What are your measures / indicators of success?	Appropriate measures and responses provided for safeguarding online.
<b>Identify any other policy or decision [internal or external] that may affect your proposal.</b>  Consider this in terms of: <ul style="list-style-type: none"> <li>• Statutory requirements; local policies e.g.</li> <li>• Regional decisions e.g. those made by cross county partnerships for your schools; and / or</li> <li>• National policies e.g. Welfare Reforms</li> </ul>	Wrexham County Council Child Protection Procedures. Data Protection

# Screening Tool

As part of our Annual Equality Return we have to evidence what we have actively done to support people with Protected Characteristics who receive our services. We also have to evidence what we are doing to reduce any negative impact.

Note: Poverty, Carers and Welsh language and culture are not protected characteristics but we have included them because they are important considerations.

Please place a '+' or '-' symbol in every box to indicate whether your proposal will have a positive or negative effect note: people may have one or more of the protected characteristics. If there is potential for both positive and negative effect indicate both i.e.. '+/-':

	Carers	Age CYP	Age Adults	Disability	Gender / Sex	Pregnancy and Maternity	Race/ Ethnicity	Religion or Belief	Sexual Orientation	Marriage and Civil Partnership	Gender Reassignment	Poverty	Welsh language / culture
<b>Q1</b> Would this proposal significantly affect how functions are delivered to any of these groups?	+	+	+	+	+	+	+	+	+	+	+	+	+
<b>Q2</b> Would this discriminate against any of these groups?													
<b>Q3</b> Would this proposal advance the equality of opportunity for these groups?	+	+	+	+	+	+	+	+	+	+	+	+	+
<b>Q4</b> Would this promote good relations between these groups and the wider community?	+	+	+	+	+	+	+	+	+	+	+	+	+

Where you have identified a positive impact (+) in the Screening Tool, please outline this briefly using bullet points:

- Policy safeguards all Protected Characteristics

If your proposal will not have any impact on 'people' please outline why this is the case below:

**PLEASE NOTE:**

It is very rare that a project or proposal will not impact on people (you should also consider staff as well as client users/customers)  
If your policy or change is as a result from a UK or Welsh Government directive, then you should impact assess the impact of this policy or change locally.

If you have indicated a possible negative effect on any Protected Characteristic within the screening tool, please complete the relevant sections of the Matrix below that correspond to that possible negative effect. You will need to consider:

- **What is the likely scale of the impact and how this can be reduced?**
- **Who are the people that are likely to be affected by this proposal, could they experience multiple disadvantage e.g. if they are young and have a disability.**

## EIA: Are we being fair?

Please complete the <u>relevant</u> sections of the Matrix below that correspond to any ‘-‘ symbols you have recorded in the screening tool	List what information you have used to identify these issues e.g. consultation, stakeholder involvement, reports, data ...	Based on the information you have gathered give a summary of key issues that have been identified.	How will you mitigate these issues to improve the service?	Who is officer responsible for delivering the mitigation?	Which other partners will you work with to achieve this? (Governors, PTA etc.)	By when
Carers		•	•	•	•	
Age CYP						
Age Adult						
Disability						

Please complete the <u>relevant</u> sections of the Matrix below that correspond to any ‘-‘ symbols you have recorded in the screening tool	List what information you have used to identify these issues e.g. consultation, stakeholder involvement, reports, data ...	Based on the information you have gathered give a summary of key issues that have been identified.	How will you mitigate these issues to improve the service?	Who is officer responsible for delivering the mitigation?	Which other partners will you work with to achieve this? (Governors, PTA etc.)	By when
Gender / Sex						
Pregnancy and Maternity						
Race/ Ethnicity						
Religion or Belief						
Sexual Orientation						
Marriage and Civil Partnership						

Please complete the <u>relevant</u> sections of the Matrix below that correspond to any ‘-‘ symbols you have recorded in the screening tool	List what information you have used to identify these issues e.g. consultation, stakeholder involvement, reports, data ...	Based on the information you have gathered give a summary of key issues that have been identified.	How will you mitigate these issues to improve the service?	Who is officer responsible for delivering the mitigation?	Which other partners will you work with to achieve this? (Governors, PTA etc.)	By when
Gender Reassignment						
Welsh Language and Culture						
Poverty						

# Evidence Documents

Please list any documents that you have used in the EIA process as evidence, such as consultation reports; service user data; CENSUS or ONS statistics; etc. by title and where it is held should it be required in the event of a challenge.

WCBC template AUP policy

# Linked EIAs

Please list any other EIAs that may be linked to this one, such as operational EIAs if this is a strategic EIA.

Safeguarding  
Anti bullying  
Data Protection

# Follow Up

Please respond to the following questions within **12 months** of implementation of the proposal:

- a) Was any mitigation applied or was the proposal delivered as originally planned prior to the Equality Impact Assessment?
- b) Were the intended outcomes of the proposal achieved or were there other results?
- c) Were the impacts confined to the people you initially thought would be effected, or were other people affected? How?