SUAT Policy	E-Safety				
LGCS Appendix	LGCS Acceptable Internet Usage				
Approved by	LAC	Issue Date	Nov 23	Review Date	Nov 25
Audience	Trustees	✔	Staff	✔	Pupils	✔
	Local Academy Council	✔	Parents	✔	General Public	✔

This appendix includes:
- amendments to the SUAT policy that have been approved by Trustees/ LAC
- specific practices and/ or procedures that are used in LGCS
- additional information relevant to LGCS

The following table outlines a set of E-Safety Rules devised for pupils at Littleton Green.

Pupil:
Logging into school system:
- **Year 1 to 5**: Always log onto the network using computer/iPads in alphabetical order (organised by class teacher).
- **Year 6:** Use logins and emails that have been provided by our technicians.
- Always ensure that programs are closed correctly and computer/iPad is shut down after each use.
- Ensure all tasks are completed which have been set by class teacher on the appropriate software.
- To tell a responsible adult if you see or hear any material that you or others may find offensive.

The following are not permitted, especially when using the Internet:
- Searching for, downloading, sending or displaying offensive messages or pictures
- Using bad language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Viewing videos on you-tube without the permission of your teacher.
- Playing fighting or violent games

E-mail
- I will only e-mail people I know or my teacher has approved
- I will only send messages which are polite and responsible
- I will not give my home address or telephone number or arrange to meet someone unless my parent, carer or teacher has given permission.

Training will be provided for all children who do not follow this guidance. This can take the form of:
- Spending time with a member of the teaching staff, who will model how to stay safe online and why it is important.
- Contacting parents/carers and signposting appropriate resources which support keeping safe online.
- Providing parent workshops
- Delivering additional whole class assemblies/ training sessions

LGCS Amendments to SUAT E-Safety Policy (see also staff Code of Conduct section 10)

1. At LGCS, pupils are not allowed to use or have mobile phones in school unless permission has been given in exceptional circumstances by the Headteacher or deputy head.
2. All adults should:
   - not make or receive calls on their personal phones or smart watches during teaching time/contracted hours. If there are extreme circumstances (e.g. acutely sick relative), the member of staff will have made the Headteacher aware of this and can have their phone or smart watch to receive an emergency call
   - only use personal phones or smart watches in non-contact time when no children are present in a designated area of school
   - use the mobile phone provided by the school if emergency contact is needed to be made when children are present.
   - keep phones safely locked away out of sight of children (e.g. in a drawer or locker away from the children) at all times during teaching time/contracted hours
   - never use phones or smart watches to take photographs in the school building or grounds of children, staff or school environment or to store their personal data.
   - ensure the use of mobile phones on outings is included as part of the risk assessment. (For example, how to keep personal numbers that may be stored on the phone safe and confidential.)