



# E-Safety Policy

January 2019

## **Introduction**

The internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. The school has a duty to provide students 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.

### **Why internet use is important**

- Pupils use the internet widely outside school and need to learn how to evaluate internet information and to take care of their own safety and security.
- The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.

### **How the Internet benefits education**

Benefits of using the internet include:

- Access to worldwide educational resources including museums and art galleries
- Inclusion in the National Education Network which connects all UK schools
- Educational and cultural exchanges between pupils worldwide
- Vocational, social and leisure use in libraries, cafes and at home
- Access to experts in many fields for pupils and staff
- Professional development for staff through access to national developments, educational materials and effective curriculum practice
- Collaboration across networks of schools, support services and professional associations
- Improved access to technical support including remote management of networks and automatic update systems
- Access to learning wherever and whenever convenient

### **How Internet will enhance learning**

The school's internet access will be designed expressively 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.

- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be taught how to evaluate internet content. We will ensure that the use of internet derived materials by staff and by pupils complies with copyright law.

- As pupils progress through the school into Key Stage 2, they will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

### **Managing Information Systems**

The school Computing systems capacity and security will be reviewed regularly. Virus and Spyware protection will be installed and updated regularly. Security strategies will be discussed with the school's provider and the technician attached to our school.

### **Email**

- Pupils may only use approved email accounts for school purposes.
- Pupils must immediately tell a member of staff if they receive offensive emails.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.
- Staff will only use official school provided email accounts to communicate with pupils and parents/carers, as approved by the Senior Leadership Team.
- Staff should not use personal email accounts during school hours or for professional purposes.
- The forwarding of chain messages is not permitted.
- Access in school to external personal email accounts may be blocked.

### **Published content and the school website**

The contact details on the school's website include the school's address, email and telephone number. Staff or pupil's personal information will not be published.

- The executive headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The school website will comply with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright.

### **Publishing pupils' images, videos and work**

- Photographs and videos that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

- Written permission from parents or carers will be obtained before images, videos and examples of children's learning is electronically published on the school's website / blogs.
- Permission will be kept by the school where pupils' images are used for publicity purposes, until the image is no longer in use.

### **Social networking and personal publishing**

- The school will control access to social media and social networking sites.
- Pupils will be advised never to give out personal details of any kind that may identify them or their location.
- Staff must not communicate with parents about school-based issues using public social networking sites such as Facebook, Instagram, Twitter, etc.
- Parents are advised that they should be aware of the risks from uploading images of their children on social media sites.

### **Managing filtering**

- The school's broadband access will include filtering appropriate to the age and maturity of pupils.
- The school will work with the service provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the e-safety co-ordinator and the service provider.

### **Managing emerging technology**

- Emerging technologies will be examined for educational benefit.
- Pupils will be instructed about safe and appropriate use of personal devices both on and off site in accordance with the school Acceptable Use Policy.

### **Protecting personal data**

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

### **Authorising Internet Access**

- All staff must read and sign the Staff Code of Conduct and AUP before using any school computing resource.
- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.
- Parents will be informed that pupils will be provided with supervised internet access appropriate to their age and ability.

### **Assessing risks**

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor the internet provider can accept liability for the material accessed, or any consequences resulting from internet use.

### **Handling e-safety complaints**

- Complaints of internet misuse will be dealt with by the headteacher or next senior member of staff onsite.
- Any complaint about staff misuse must be referred to the headteacher.
- Complaints of a child protection nature must be dealt with in accordance with the school's child protection procedures.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images, or videos online which cause harm, distress or offence to any other members of the school community.

### **Managing mobile phones and personal devices**

- Mobile phones and personal devices are not permitted to be used in school by pupils. Any pupil bringing a mobile phone or personal device to school must hand it in to the school office until the end of the day. Any pupil found with a mobile phone during the school day will have it confiscated until the end of the day.

### **Staff use of personal devices**

- Staff are not permitted to use their personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity.
- Mobile phones and devices will be switched off or put on silent.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work - provided equipment for this purpose.
- If a member of staff breaches the school policy, then disciplinary action may be taken.

### **Introducing the e-safety policy to the pupils**

- The eCadets training programme is established across the school to raise the awareness and importance of safe and responsible internet use amongst pupils.
- Pupils learn in PSHE and Computing how to be safe at school and at home on the internet.

- The SMART tips should be displayed in every classroom.
- Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas.
- Each class will take part in Safer Internet Day and e-safety activities or assemblies will be led by the eCadets.

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

- The e-safety policy will be formally provided to and discussed with all members of staff.
- Staff will be made aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up to date and appropriate staff training in safe and responsible internet use, both professionally and personally, will be provided for all members of staff.
- 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.

#### **Enlisting parents' support**

- Parents' attention will be drawn to the school e-safety policy and about eCadets in newsletters, the school prospectus and on the school website.
- A partnership approach to e-safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home internet use.
- Parents will be requested to sign an internet agreement as part of the Home School Agreement.
- Information and guidance for parents on e-safety will be made available to parents in a variety of formats.
- Advice on useful resources and websites, filtering systems, and educational and leisure activities which include responsible use of the internet will be made available to parents.

Policy Date: January 2019

Review date: January 2020