



## E-Safety Policy

Our e-Safety Policy has been written by the school, drawing on current government guidance. It has been agreed by senior management and approved by the governors. The e-Safety Policy and its implementation will be reviewed annually.

### Definition

E-Safety refers to 'all fixed and mobile technologies that children, young people and adults may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their wellbeing and safety'.

Source: BECTA

### 1. Teaching and Learning

Why the internet and digital communications are important

- . The Internet is a part of everyday 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.
- . 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.

#### **Benefits of using the Internet in education include:**

- . access to world-wide educational resources including museums and art galleries;
- . educational and cultural exchanges between pupils world-wide;
- . vocational, social and leisure use in libraries, clubs 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;
- . communication and collaboration with support services, professional associations and colleagues;
- . improved access to technical support including remote management of networks and automatic system updates;
- . exchange of curriculum and administration data with the LA and DCSF;
- . access to learning wherever and whenever convenient.

#### **Internet use will enhance learning**

- . The school Internet access will be designed to enhance and extend education.
- . Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

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- . The school will ensure that the copying and subsequent use of internet-derived materials by staff and pupils complies with copyright law.
- . Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of the pupils.
- . 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 to acknowledge the source of information used and to respect copyright when using internet materials in their own work.

#### Evaluation of Internet content

- . Pupils will use age-appropriate tools to research Internet content.
- . Pupils will be taught the importance of cross checking information before accepting its accuracy.
- . Pupils will be taught how to report internet content they recognise as inappropriate e.g. using Hector Protector.
- . The evaluation of online materials is a part of teaching and learning in every subject and will be reviewed as a whole-school requirement across the curriculum.

## **2. Managing Information Systems**

#### Information system security

- . The security of the school information systems and users will be reviewed regularly.
- . Virus protection will be updated regularly.
- . Portable media, such as memory sticks and CD-ROMs, may not be used without specific permission followed by an anti-virus/malware scan.
- . Unapproved software will not be allowed in work areas or attached to e-mail.
- . Files held on the school's network will be regularly checked.
- . The ICT co-ordinator/technician will review system capacity regularly.

#### E-mail

The government encourages the use of e-mail as an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects. However, unregulated e-mail can provide a means of access to a pupil that bypasses the traditional school boundaries. In the school context, therefore, e-mail is not considered private and is monitored by staff, whilst trying to achieve a balance between monitoring that is necessary to maintain the safety of pupils and the preservation of human rights, both of which are covered by recent legislation.

- . Pupils may only use approved e-mail accounts for school purposes.
- . Pupils must immediately tell a teacher if they receive inappropriate or offensive e-mail.
- . In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- . Whole -class or group email addresses will be used in primary schools for communication outside of the school.

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- . Staff will only use official school provided email accounts to communicate with pupils and parents/carers, as approved by the Senior Leadership Team.
- . Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- . Access in school to external personal email accounts may be blocked.
- . E-mail sent to an external organisation is written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- . The forwarding of chain letters is not permitted.
- . The sending of abusive or inappropriate email messages is forbidden.
- . Staff should not use personal email accounts for professional purposes.

#### Published content and the school website

The school website celebrates pupils' work and promotes the school.

The point of contact on the website is the school address, school e-mail and telephone number. Staff or pupils' personal information is not published.

- . Email addresses will be published carefully online, to avoid being harvested for spam (e.g. by replacing '@' with 'AT'.)
- . The headteacher and ICT Co-ordinator 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 pupil's images and work

- . Images or videos that include pupils will be selected carefully and will not provide material that could be reused. These images will also ensure that all children, including those with particular or distinct disabilities, are sympathetically composed to show them at their best.
- . Pupils' full names are not used anywhere on the website or other online space, particularly in association with photographs.
- . Written permission from parents or carers is obtained before photographs of pupils are electronically published. . Work can only be published with the permission of the pupil and parents/carers.
- . Written consent will be kept by the school where pupils' images are used for publicity purposes, until the image is no longer in use.
- . The copyright of all material is held by the school, or is attributed to the owner where permission to reproduce has been obtained.
- . Pupil image file names will not refer to the pupil by name.
- . Please refer to the school code of conduct regarding the use of photographic images and videos of children which outlines policies and procedures

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## Social networking and personal publishing

- . Ideally pupils will only use moderated social networking sites, e.g. Radio waves.
  - . The school will forbid access to other social networking sites, but will consider how to educate pupils in their safe use. E.g. Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications. Pupil will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private.
  - . Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils. Concerns regarding a pupil's 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 pupils' underage use of sites.
  - . Pupils and parents/carers will be reminded regularly that for most social networking sites the advisory age for use is 13 years old.
  - . Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
  - . Pupils will be advised to use nicknames and avatars when using social networking sites.
  - . All members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.
  - . Newsgroups will be blocked unless a specific use is approved.
- Staff wishing to use Social Media tools with students as part of the curriculum will risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate. Staff will obtain documented consent from the Senior Leadership Team before using Social Media tools in the classroom.
- . Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour will be outlined in the school Acceptable Use Policy.

## *Managing filtering*

- . The school's broadband access will include filtering appropriate to the age and maturity of pupils.
- . The school will have a clear procedure for reporting breaches of filtering. All members of the school community (all staff and all pupils) will be aware of this procedure.
- . If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-safety Coordinator who will then record the incident and escalate the concern as appropriate.
- . Changes to the school filtering policy will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the Senior Leadership Team.
- . Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- . Any material that the school believes is illegal must be reported to appropriate agencies such as the Internet Watch Foundation (IWF) or CEOP: Child Exploitation and Online Protection Centre.
- . The school's access strategy will be designed by educators to suit the age and curriculum requirements of the pupils, with advice from network managers.

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## *Managing emerging technologies*

- . Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- . The senior management team 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.
- . Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.
- . Staff will be issued with a school phone where contact with pupils is required or where mobile phones are used to capture photographs of pupils. Personal cameras, video cameras and mobile phones should not be used. . The appropriate use of Learning Platforms will be discussed as the technology becomes available within the school.

## *Protecting personal data*

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

## **3. Policy Decisions**

### *Authorising Internet access*

- . The school maintains a current record of all staff and pupils who are granted access to the school's ICT systems.
- . All staff must read and sign the School Acceptable Use Policy policy before using any school ICT resource.
- . Parents will be asked to read the School Acceptable Use policy for pupil access (e-safety rules) and discuss it with their child, where appropriate.
- . All visitors to the school site who require access to the schools network or internet access will be asked to read and sign this e-safety policy and an Acceptable Use Policy.
- . At EYFS and Key Stage 1 pupils' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials.
- . At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary.
- . Parents are informed that pupils will be provided with supervised Internet access appropriate to their age and ability and are asked to return a consent form.
- . When considering access for vulnerable members of the school community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).

### *Assessing risks*

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

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material will never appear on a computer connected to the school network. Neither the school nor RCC can accept liability for any material accessed, or any consequences of Internet access.

Methods to identify, assess and minimise risks will be reviewed regularly. The headteacher will ensure that the e-Safety policy is adequate and that the implementation of the e-safety policy is appropriate.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the police.

#### Responding to incidents of concern

. All members of the school community will be informed about the procedure for reporting e-Safety concerns. The e-Safety co-ordinator will record all reported areas.

. Prompt action is required if a complaint regarding the inappropriate use of the Internet on school devices during school hours is made.

. The school will manage e-Safety incidents in accordance with the school Behaviour, Discipline and School Rules policy where appropriate. . The school will inform parents/carers of any incidents of concerns as and when required. After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required.

. Complaints of a child protection nature must be referred to the school Designated Child Protection Coordinator and dealt with in accordance to school safeguarding procedures

. Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Children's Safeguard Team or e-Safety officer and escalate the concern to the Police

. If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the Area Children's Officer or the County e-Safety Officer.

#### *Handling e-Safety Complaints*

. Complaints about internet misuse will be dealt with under the school's complaints procedure.

. Any complaint about staff misuse must be referred to the headteacher.

. All e-Safety complaints and incidents will be recorded by the school, including any actions taken.

. Pupils and parents will be informed of the complaints procedure (see school complaints policy)

. Parents and pupils will need to work in partnership with staff to resolve issues.

. Any issues (including sanctions) will be dealt with according to the school's disciplinary, behaviour and 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.

. As with other safeguarding issues, there may be occasions when the police must be contacted.

#### **4. Cyberbullying**

. 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.

. There are clear procedures in place to support anyone in the school community affected by cyber bullying.

. All incidents of cyber bullying reported to the school will be recorded.

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- . There will be clear procedures in place to investigate incidents or allegations of Cyber bullying, which occur on school devices and in school time.
- . Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- . Pupils, staff and parents/carers will be required to work with the school to support the approach to cyber bullying and the school's e-Safety ethos.
- . The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- . Sanctions for those involved in cyber bullying may include:
  - . The bully will be asked to remove any material deemed to be inappropriate or a service provider may be contacted to remove content if the bully refuses or is unable to delete content.
  - . Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the schools anti-bullying, behaviour policy or Acceptable Use Policy.
  - . Parent/carers of pupils will be informed.
  - . The Police will be contacted if a criminal offence is suspected.

## **5. Communications Policy**

### Introducing the e-Safety policy to pupils

- . E-Safety rules will be posted in rooms where computers are used and discussed with the pupils regularly.
- . Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- . A programme of training in e-Safety is delivered at the start of each academic year using the materials from CEOP.
- . Instruction in responsible and safe use will precede Internet access.
- . E-Safety training will be embedded within the ICT scheme of work.
- . Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas.
- . Particular attention to e-Safety education will be given where pupils are considered to be vulnerable.

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

- . All staff will be given the e-Safety policy and its application and importance explained.
- . To protect all staff and pupils, the school will implement Acceptable Use Policies.
- . Staff should be aware that network and Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- . The monitoring of Internet use is a sensitive matter. Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.
- . Staff will use a child friendly safe search engine when accessing the web with pupils.
- . The School will highlight useful online tools which staff should use with children in the classroom. These tools will vary according to the age and ability of the pupils.

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. 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.

### *Enlisting parent/carer support*

Internet use in pupils' homes is increasing rapidly, encouraged by offers of free access and continual media coverage. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school may be able to help parents plan appropriate, supervised use of the Internet at home. Parents are also advised to check if pupils' use elsewhere, such as libraries, is covered by an appropriate use policy.

- . Parents'/Carers' attention will be drawn to the school's e-safety Policy in newsletters, the school brochure and on the school website.
- . Internet issues will be handled sensitively, and parents/carers will be advised accordingly.
- . A partnership approach with parents will be encouraged.
- . Parents will be encouraged to read the school's e-safety rules for pupils and discuss its implications with their children.
- . 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 on the school website.
- . The school will ask new parents to sign the parent/pupil agreement when they register their child within the school.

### Inclusion and Equality Statement

The mission statement of our school:

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reflects our ethos of valuing individuality and diversity. We are committed to equality of opportunity regardless of gender, race, cultural background, ability, religious beliefs, sexual orientation, or any physical or sensory disability. We believe that all pupils have a right to experience a real environment in which they can learn that people are not all the same. We believe that inclusion and equality is about the school fitting in around the child.

**Date reviewed: March 2016**

**Please read in conjunction with the Anti-Bullying Policy**

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