E-Safety Policy

June 2023

Rationale:

Online safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology, and provides safeguards and awareness for users to enable them to control their online experiences.

The school's online policy will operate in conjunction with other policies including:

Safeguarding and Child Protection Policy

Behaviour Policy

Anti-bullying Policy

Computing Policy

Data Protection Policy.

This Online Safety policy recognises the commitment of our school to keeping staff and pupils safe online and acknowledges its part in the school's overall safeguarding policies and procedures. It shows our commitment to meeting the requirement to keep pupils safe when using technology. We believe the whole school community can benefit from the opportunities provided by the internet and other technologies used in everyday life. The Online Safety Policy supports this by identifying the risks and the steps we are taking to avoid them. It shows our commitment to developing a set of safe and responsible behaviours that will enable us to reduce the risks whilst continuing to benefit from the opportunities.

Teaching and learning

Why Internet use is important

- 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

- The school Internet access will be designed expressly 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
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

Pupils will be taught how to evaluate Internet content

- Internet derived materials by staff and by pupils must comply with copyright laws.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of online materials is a part of every subject.
- Pupils will be taught how to report unpleasant Internet content.

Managing Internet Access

Information system security

- If staff or pupils discover an unsuitable site, it must be reported to the class teacher who then is responsible for reporting to the school technician.
- Virus and Spyware protection will be installed and updated regularly.
- Login details must not be shared.
- SLT will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Email

- Pupils and staff may only use approved e-mail accounts in school.
- Pupils and staff must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Pupils and staff must treat emails with links or attachments as suspicious and not open any links unless they know they are safe.
- E-mails sent to an external organisation should be 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.
- Pupils will be taught how to report unpleasant Internet content.

Published content and the school web site

- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- A pupil's full name will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Social networking and personal publishing

- The school's filtering system will block access to inappropriate social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Staff must not communicate with students using public social networking sites such as Facebook, Twitter, tick,tock, snapchat etc.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.
- The inclusion of inappropriate language or images within text messages is difficult for staff to detect. Pupils may need reminding that such use is both inappropriate and conflicts with school policy. Abusive messages may be dealt with under the Bullying Policy.

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.

Protecting personal data

- Personal data will be protected following the legal requirements of the Data Protection Act 2018.

Use of phones / mobile phones

- Staff must use a school phone where contact with parents/pupils is required.
- Staff will keep personal phones in their locker. They are not to be used in teaching sessions, but can be used in the staffroom at break times.
- Staff will not use their personal phone for photos or the Internet while in teaching session.
- Pupils are not allowed a mobile phone in class. If they bring a mobile to school (which a parent must agree to) they have to leave it in a teacher's drawer at all times during the school day. There is a separate letter for parents to agree to this.

Policy Decisions

Authorising Internet access

- Pupils will be taught about the AUA. This will be displayed in classrooms.
- All staff must read and sign the Staff Information Systems Code of Conduct before using any school ICT resource.
- The school's IT technician will maintain a current record of all staff and pupils who are granted access to school ICT systems, which can be easily accessed by the school's online safety coordinator.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the size of the Internet, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

Handling online safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure, should an issue arise.

Communications Policy

Introducing this policy to pupils

- Pupils will be taught about their age group's AUA. This will be displayed in classrooms.
- Users will be informed that network and Internet use will be monitored.

Staff and this policy

- All staff will be given the school Online Safety Policy and have its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Filtering systems and monitoring of ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

- Parents' attention can be drawn to the school's Online Safety Policy in newsletters and on the school website.

Online Safety Rules for Staff

These rules help to protect the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.

- It is a criminal offence to use a computer or network for a purpose not permitted by the school.

- Irresponsible use may result in the loss of network or Internet access.

- Network access must be made via the user's authorised account and password, which must not be given to any other person.

- All network and Internet use must be appropriate to education.

- Copyright and intellectual property rights must be respected.

- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.

- Anonymous messages and chain letters are not permitted.

- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.

- The school's ICT systems may not be used for private purposes, unless the head teacher has given specific permission.

- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes, or for storing unauthorised or unlawful text, imagery or sound.

Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the Online Safety Policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.

- I will ensure that my information systems use will always be compatible with my professional role.

- I understand that school information systems may not be used for private purposes, without specific permission from the head teacher.

- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.

- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.

- I will not install any software or hardware without permission.

- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.

- I will respect copyright and intellectual property rights.

- I will report any incidents of concern regarding children's safety to the school's online safety lead or the designated child protection lead.

- I will ensure that any electronic communications with pupils are compatible with my professional role.

- I will promote online safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Staff Information Systems Code of Conduct.

Signed: Date:

KS2 Accessible Use Access (AUA)

Acceptable Use Agreement

- ✓ I will only access computing equipment when a trusted adult has given me permission and is present.
- ✓ I will not deliberately look for, save or send anything that could make others upset.
- ✓ I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- ✓ I will keep my username and password secure; this includes not sharing it with others.
- ✓ I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.
- ✓ I will always use my own username and password to access the school network and subscription services such as Purple Mash.
- ✓ In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.

- ✓ I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- ✓ I will use all communication tools such as email and blogs carefully. I will notify an adult immediately if I notice that someone who isn't approved by the teacher is messaging.
- ✓ Before I share, post or reply to anything online, I will T.H.I.N.K.

  - **T** = is it true?
  - **H** = is it helpful?
  - **I** = is it inspiring?
  - **N** = is it necessary?
  - **K** = is it kind?

- ✓ I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.

I understand this agreement and know the consequences if I don't follow it.
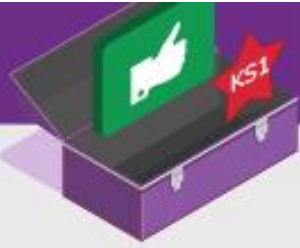
My Name:

Class:

Parent/Carer Signed:

Today's Date:

KS 1 Accessible Use Access (AUA)

Acceptable Use Agreement

✓ I always ask a teacher or suitable adult if I want to use the computers, tablets or cameras.

✓ I only open activities that an adult has told or allowed me to use.

✓ I know that I must tell an adult if I see something on a screen that upsets me, or I am unsure of.

✓ I keep my passwords safe and will never use someone else's.

✓ I know personal information such as my address and birthday should never be shared online.

✓ I know I must never communicate with strangers online.

✓ I am always polite when I post to our blogs, use our email and other communication tools.

I understand this agreement and know the consequences if I don't follow it.

My Name:

Class:

Parent/Carer Signed:

Today's Date:

Accessible Use Agreement EYFS (AUA)