E-Safety and Use of Social Media Policy

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Date: April 2021

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Section 1

Mayfield School E-Safety and Use of Social Media Policy

Mayfield School recognises that ICT and the internet are fantastic tools for learning and communication that can be used in school to enhance the curriculum, challenge pupils, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community but it is important that the use of the internet and ICT is seen as a responsibility and that pupils, staff and parents use it appropriately and practice good e-safety. It is important that all members of the school community are aware of the dangers of using the internet and how they should conduct themselves online.

E-safety covers the internet but it also covers mobile phones and other electronic communications technologies. We know that some adults and young people will use these technologies to harm children. The harm can range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations or actions online, webcam filming, photography or face-to-face meetings. There is a 'duty of care' on any persons working with children, and educating all members of the school community on the risks and responsibilities of e-safety falls under this duty. It is important that there is a balance between controlling access to the internet and technology and allowing freedom to explore and use these tools to their full potential. This policy aims to be an aid in regulating ICT activity in school and to provide a good understanding of appropriate ICT use that members of the school community can use as a reference for their conduct online both inside and outside of school hours. E-safety is a whole-school issue and responsibility.

Cyber-bullying by pupils will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures which are outlined in our **behaviour policy.**

1. Roles and responsibility

The School e-Safety Coordinator is Erika Anders, Assistant Headteacher.

The designated member of the governing body responsible for e-safety is Jason Crouch, Safeguarding Governor.

The network manager for the school is Paul Borer.

2. Communicating school policy

This policy is available from the school office and on the school website for parents, staff, and pupils to access when and as they wish. Rules relating to the school code of conduct when online, and e-safety guidelines, are displayed around the school. E-safety is integrated into the curriculum in any circumstance where the internet or technology are being used and during Personal Social Health Education lessons where personal safety, responsibility, and/or development are being discussed.

3. Making use of ICT and the internet in school

The internet is used in school to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our pupils with all the necessary ICT skills that

they will need in order to enable them to progress confidently into a professional working environment when they leave school.

Some of the benefits of using ICT and the internet in schools are:

For pupils:

- Unlimited access to worldwide educational resources and institutions such as art galleries, museums and libraries.
- Contact with schools in other countries resulting in cultural exchanges between pupils all over the world.
- Access to subject experts, role models, inspirational people and organisations. The internet can provide a great opportunity for pupils to interact with people that they otherwise would never be able to meet.
- An enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally; self-evaluation; feedback and assessment; updates on current affairs as they happen.
- Access to learning whenever and wherever convenient.
- Freedom to be creative.
- Freedom to explore the world and its cultures from within a classroom.
- Social inclusion, in class and online.
- Access to case studies, videos and interactive media to enhance understanding.
- Individualised access to learning.

For staff:

- Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
- Immediate professional and personal support through networks and associations.
- Improved access to technical support.
- The ability to provide immediate feedback to pupils and parents.
- Managing of class management, attendance records, schedule, and assignment tracking.

4. **Learning to evaluate internet content**

With so much information available online it is important that pupils learn how to evaluate internet content for accuracy and intent. This is approached by the school as part of digital literacy across all subjects in the curriculum. Pupils will be taught:

- To be critically aware of materials they read, and shown how to validate information before accepting it as accurate
- To use age-appropriate tools to search for information online
- To acknowledge the source of information used and to respect copyright. Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own. This is against the law and the school will take any intentional acts of plagiary very seriously. Pupils who are found to have plagiarised will be disciplined. If they have plagiarised in an exam or a piece of coursework, they may be prohibited from completing that exam.

The school will also take steps to filter internet content to ensure that it is appropriate to the age and maturity of pupils. If staff or pupils who discover unsuitable sites, then the URL must be reported to the Network Manager. Any material found by members of the school community that is believed to be unlawful will be reported to the appropriate agencies. Regular software and broadband checks will take place to ensure that filtering services are working effectively.

5. Managing information systems

The school is responsible for reviewing and managing the security of the computers and internet networks as a whole and takes the protection of school data and personal protection of our school community very seriously. This means protecting the school network, as far as is practically possible, against viruses, hackers and other external security threats. The security of the school information systems and users will be reviewed regularly by the Network Manager and virus protection software will be updated regularly. Some safeguards that the school takes to secure our computer systems are:

- Ensuring that all personal data sent over the internet or taken off site is encrypted
- Making sure that unapproved software is not downloaded to any school computers.
- Files held on the school network will be regularly checked for viruses

For more information on data protection in school, please refer to our **Data Protection Policy** which can be accessed on the school website.

6. School communication (such as emails and Microsoft Teams)

The school mainly uses email internally for staff and pupils, and externally for contacting parents, and is an essential part of school communication. As technology emerges other communication avenues may be used e.g. during school partial closures Microsoft Teams was used to deliver online lessons. It is also used to enhance the curriculum by:

- Initiating contact and projects with other schools nationally and internationally
- Providing immediate feedback on work, and requests for support where it is needed.

Staff and pupils should be aware that school email accounts should only be used for school-related matters, ie for staff to contact parents, pupils, other members of staff and other professionals for work purposes. This is important for confidentiality. The school has the right to monitor school emails and check accounts and their contents but will only do so if it feels there is reason to.

6.1 School email accounts and appropriate use of electronic communications

Staff should be aware of the following when using email in school:

- Staff should only use official school-provided email accounts to communicate with pupils, parents or carers, businesses or professional bodies.
- Emails sent from school accounts should be professionally and carefully written. Staff and pupils are representing the school at all times and should take this into account when entering into any email communications.
- Staff must tell their manager or a member of the senior leadership team if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with them themselves.

- The forwarding of chain messages is not permitted on the school email system.

Pupils should be aware of the following when using email in school, and will be taught to follow these guidelines through the ICT curriculum and in any instance where email is being used within the curriculum or in class:

- In school, pupils should only use school-approved email accounts
- Excessive social emailing is a distraction and will be restricted
- Pupils should tell a member of staff if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with them themselves.
- Pupils must be careful not to reveal any personal information over email, or arrange to meet up with anyone who they have met online without specific permission from an adult in charge.

Pupils will be educated through the ICT curriculum to identify spam, phishing, and virus emails and attachments that could cause harm to the school network or their personal security or wellbeing.

For parents who have concerns about their children's email use or wish to communicate with the school more generally they should email those concerns, together with any images, links or screenshots to the Head of House (Seniors) or class teacher (Primary).

6.2 Complaints of misuse of photographs or video

Parents should follow standard school complaints procedure if they have a concern or complaint regarding the misuse of school photographs. Please refer to our **Complaints Policy** for more information on the steps to take when making a complaint. Any issues or sanctions will be dealt with in line with the school's **Child Protection and Safeguarding Policy** and **Behaviour Policy**, both available on the school's website**.**

6.3 Social networking, social media, gaming and personal publishing

Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programmes and online gaming is an activity in which many children and many adults get involved. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are most vulnerable to being contacted by a person who may pose a risk. It is important that we educate pupils so that they can make their own informed decisions and take responsibility for their conduct online. Pupils are not allowed to access social media sites in school. We have taken this position following advice from the police as well as our own experiences of the pain and damage that can so easily be caused.

There should always be a professional distance between staff and pupils. This includes the online world. This policy stipulates that teachers should not "be friends" with pupils on Social Networking sites until the pupils have left school and reached the age of 18. On-going contact with pupils is possible through a teacher's **school** email account.

Social media sites have many benefits for both personal use and professional learning; however, both staff and pupils should be aware of how they present themselves online. Pupils are taught through the ICT programme, Assemblies and PSHE lessons about the risks

and responsibility of uploading personal information and the difficulty of taking it down completely once it is out in such a public place. The school follows general rules on the use of social media and social networking sites in school:

- Pupils are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the school's code of conduct regarding the use of ICT and technologies and behaviour online.
- The school's Internet is provided by Portsmouth County Council which provide a level of risk assessment and filtering to reduce the risk of unsuitable material being viewed. IT technical staff also monitor what is being viewed and teaching staff are required to be vigilant when the Internet is being used.
- Official school blogs created by staff or pupils/year groups/school clubs as part of the school curriculum will be password-protected and run from the school website with the approval of a member of staff and will be moderated by a member of staff.
- Staff should not participate in discussions on social forums that may bring the School into disrepute and should not give advice or information that they know to be contrary to the School's policies or interests.
- Staff should not engage in chat or post comments which embarrass, misrepresent or convey an unjust or unfavourable impression of the School or its business affairs, employees, suppliers, pupils or their families.
- Safe and professional behaviour of staff online will be discussed at staff induction.
- If for any reason a member of staff is 'friends' with a student under the age of 18 they must declare this to the Designated Safeguarding Lead (DSL).

7. Published content and the school website

The school website is viewed as a useful tool for communicating our school ethos and practice to the wider community. It is also a valuable resource for parents, pupils, and staff for keeping up-to-date with school news and events, celebrating whole-school achievements and personal achievements, and promoting school projects.

The website is in the public domain, and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the school community, copyrights and privacy policies. No personal information on staff or pupils will be published, and details for contacting the school will be for the school office only. Any concerns about or suggestions for the website should be sent to Matt Stedman, Director of Business Operations.

7.1 Policy and guidance of safe use of children's photographs and work

Colour photographs and pupils work bring our school to life, showcase our pupils' talents, and add interest to publications both online and in print that represent the school. However, the school acknowledges the importance of having safety precautions in place to prevent the misuse of such material.

Under the Data Protection Act 2018 images of pupils and staff will not be displayed in public, either in print or online, without consent. On admission to the school parents/carers will be asked to sign a photography consent form. The school does this to prevent repeatedly asking parents for consent over the school year, which is time-consuming for both parents and the school. The terms of use of photographs never change, and so consenting to the use of photographs of a child over a period of time rather than a one-off

incident does not affect what parents are consenting to. This consent form will outline the school's policy on the use of photographs of children, including:

- How and when the photographs will be used
- How long parents are consenting the use of the images for

Parents will be contacted for consent.

Using photographs of individual children

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

Only images created by or for the school will be used in public and children may not be approached or photographed while in school or doing school activities without the school's permission. The school follows general rules on the use of photographs of individual children:

- Parental consent must be obtained. Consent will cover the use of images in:
  o all school publications
  o on the school website
  o in newspapers as allowed by the school
  o in videos made by the school or in class for school projects
  o through social media forums.
- Electronic and paper images will be stored securely.
- Names of stored photographic files will not identify the child.
- Images will be carefully chosen to ensure that they do not pose a risk of misuse. This includes ensuring that pupils are appropriately dressed. Photographs of activities which may pose a greater risk of potential misuse (for example, swimming activities), will focus more on the sport than the pupils (ie a student in a swimming pool, rather than standing by the side in a swimsuit).
- Events recorded by family members of the pupils such as school plays or sports days must be used for personal use only.
- Pupils are encouraged to tell a member staff if they are concerned or uncomfortable with any photographs that are taken of them or they are being asked to participate in.
- Any photographers that are commissioned by the school will be fully briefed on appropriateness in terms of content and behaviour, will wear identification at all times, and will not have unsupervised access to the pupils. For more information on safeguarding in school please refer to our **School Child Protection and Safeguarding Policy** available on the school's website**.**

8. **Mobile phones and personal devices**

While mobile phones and personal communication devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are:

- They can make pupils and staff more vulnerable to cyberbullying

- They can be used to access inappropriate internet material
- They can be a distraction in the classroom
- They are valuable items that could be stolen, damaged, or lost
- They can have integrated cameras, which can lead to child protection, bullying and data protection issues such as sexting and upskirting.

The school takes certain measures to ensure that mobile phones and personal devices are used responsibly in school. Some of these are outlined below.

- The school will not tolerate cyberbullying. Sending inappropriate, suggestive or abusive messages is forbidden and anyone who is found to have sent a message of such content will be disciplined, regardless of where or when it was sent. For more information on the school's disciplinary sanctions read the **School Behaviour Policy.**
- Members of staff are instructed to confiscate mobile phones and have them delivered to the Reflection Room for collection at the end of the day, unless this has happened on numerous occasions.
- Any device can be searched by a member of the leadership team if there is reason to believe that there may be evidence of harmful or inappropriate use on the device.
- Mobile phones must be switched off in school and kept in pupils' bags or pockets
- Personal devices must not be used in school
- Any pupil who brings a mobile phone or personal device into school is agreeing that they are responsible for its safety. The school will not take responsibility for personal devices that have been lost, stolen, or damaged.

8.1 Mobile phone or personal device misuse

Pupils
- Pupils who breach school policy relating to the use of personal devices will be disciplined in line with the school's behaviour policy. Their mobile phone or personal device will be confiscated.
- Pupils are under no circumstances allowed to bring mobile phones, e-watches or personal devices into examination rooms with them. If a pupil is found with these items in their possession it will be confiscated. The breach of rules will be reported to the appropriate examining body and may result in the pupil being prohibited from taking that exam.

Adults (including all staff, volunteers, Governors, Contractors and visitors)
- Under no circumstances should staff use their own personal accounts / numbers to contact pupils or parents either in or out of school time.
- Staff are not permitted to take photos or videos of pupils on personal devices. If photos or videos are being taken as part of the school curriculum or for a professional capacity, then school equipment should be used for this.
- The school expects staff to lead by example. Personal mobile phones should be switched off or on 'silent' during school hours, except to summon assistance in an emergency.
- If for any reason a member of staff has a phone number of a Mayfield pupil under the age of 18 they must declare this to the DSL.

9. Cyberbullying

Cyberbullying, as with any other form of bullying, is taken very seriously by the school. Information about specific strategies or programmes in place to prevent and tackle bullying is set out in the **Anti-Bullying Policy.** The anonymity that can come with using the internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of the school community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- Take it seriously
- Act as quickly as possible to establish the facts. It may be necessary to examine school systems and logs or contact the service provider in order to identify the bully
- Record and report the incident
- Provide support and reassurance to the victim
- Make it clear to the alleged bully that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the school will make sure that they understand what they have done and the impact of their actions.

If a sanction is used, it will correlate to the seriousness of the incident and the bully will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published and the service provide may be contacted to do this if they refuse or are unable to remove it. They may have their internet access suspended in school.

10. Managing emerging technologies

Technology is progressing rapidly and new technologies are emerging all the time. The school will risk-assess any new technologies before they are allowed in school and will consider any educational benefits that they might have. The school keeps up to date with new technologies and is prepared to quickly develop appropriate strategies for dealing with new technological developments.

11. Breaches of this Policy

Any breach of school policy by members of staff may result in disciplinary action against that member of staff. More information on this can be found in the **Child Protection and Safeguarding Policy**, or in the staff contract of employment.

Breaches of this policy by pupils will be dealt with at an appropriate level in line with the School's **Behaviour Policy** which is available on the school's website.

Approved by: