



E-Safety Policy

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On behalf of:	The Palmer Academy
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Introduction

At the Palmer Academy, we strive to ensure that ICT (Information and Communications Technology) is central to all aspects of learning. As per the National Curriculum, students must receive

“A high-quality computing education which equips pupils to use computational thinking and creativity to understand and change the world. Computing has deep links with mathematics, science and design and technology, and provides insights into both natural and artificial systems. The core of computing is computer science, in which pupils are taught the principles of information and computation, how digital systems work and how to put this knowledge to use through programming. Building on this knowledge and understanding, pupils are equipped to use information technology to create programs, systems and a range of content. Computing also ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas through, information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.” *Department for Education (DfE, 2014)*

Because Computing is now an integral part of the curriculum in an rapidly growing field, we understand the responsibility to educate our pupils in e-Safety issues. In KS1, they will be taught to use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies. This will be built upon and embedded in KS2, where they will learn to use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

ICT in the 21st Century plays an important role in the everyday lives of children, young people and adults. It is part of the statutory curriculum and a necessary tool for learning. At the Palmer Academy, we work to build in the use of these technologies in order to equip our young people with the skills to access lifelong learning and employment. The purpose of internet use in our computing curriculum is to raise educational standards and to promote pupil achievement.

Roles and Responsibilities

It is the duty of all staff to:

- Read, understand and help promote the school's e-Safety policies and guidance
- Be aware of e-safety issues related to the use of mobile phones, cameras and handheld devices and that they monitor their use and implement current school policies with regard to these devices
- Man awareness of current e-Safety issues and guidance e.g. through CPD
- Model safe, responsible and professional behaviours in their own use of technology
- Ensure that any digital communications with pupils should be on a professional level and only through school-based systems, never through personal mechanisms, e.g. email, text, mobile phones etc.

It is the duty of all pupils to:

- Read, understand, sign and adhere to the Pupil Acceptable Use Policy
- Conduct research safely on the Internet and be aware of copyright laws
- Know what action to take if they or someone they know feels worried when using online technology
- Know and understand school policy on the use of mobile phones, digital cameras and handheld devices.
- Take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home

It is the duty of all parents/carers to:

- Provide consent for the pupil to use the Internet, as well as other technologies, as part of the IT agreement form at time of their child's entry to the school
- Discuss with the pupil the need to be safe online and what to do in instances where they might feel vulnerable
- To consolidate the e-safety lessons by speaking with the pupil about any online concerns they may have and to, as much as possible, monitor the use of ICT within the household
- To be aware of the school's policy on use of mobile devices within the school as well as the policy on taking photographs of children within the school

E-Safety Curriculum

At the Palmer Academy, we follow the Common Sense scheme of learning. These lessons on Digital Citizenship provide the students with the tools that they need to work safely online as well as strategies that they can use, should they ever encounter any of the risks. Within each unit, the importance of speaking to an adult they trust is stressed when encountering any dangers on the Internet.

The following outlines the different lessons that students will learn throughout the course of the year.

YEAR 1:

- Safe Internet Websites
- Pause and Think Online
- Crediting other people's work online
- How Technology makes us feel

YEAR 2:

- Keeping information private
- Being safe/responsible online
- Digital footprint
- Cyberbullying
- Online community

YEAR 3:

- Creating and protecting passwords
- Responsibilities online
- Digital Citizenship

- Managing time online

YEAR 4:

- Personal and Private information
- Word choice online
- Copyright laws
- Digital Citizenship

YEAR 5:

- Protecting passwords
- Making friends online
- Cyberbullying
- Fake news and stories

YEAR 6:

- Digital Citizenship
- Sharing Personal Information
- Chatting Safely
- Gender Stereotypes
- Cyberbullying

Cyberbullying

Cyberbullying is the use of technology to bully a person, typically by sending messages of an intimidating nature. At the Palmer Academy, we take measures to prevent cyberbullying against students by educating them on the different forms and the impact that these actions can have on their peers. It is important that the students understand what cyberbullying is and what they can do if they feel that they are a victim. Support will be given to the students in accordance with our behaviour policy and all instances will be investigated. The Palmer Academy will work in partnership with the parents and pupils in order to ensure that all students feel safe when using online devices.

Managing use of Internet

At the Palmer Academy, pupils may only use approved email accounts on the school system - Teams accounts. These accounts have been created by the school with additional safeguarding measures in place to ensure pupils remain safe when communicating with each other. Although several measures have been taken to prevent this, when online, pupils must immediately tell a teacher if they receive offensive messages. They must not reveal personal details of themselves or others in email communication or arrange to meet anyone.

To ensure safe use of devices in school, pupils must not access others pupil's accounts or files and work in a respectful manner to all. They must carefully listen to their teacher's guidance and be responsible for their behaviour on the internet. They must uphold the values of the Palmer Academy and ensure any communication they have is in a respectful manner. This includes:

- Not deliberately seeking out offensive materials. Any instances of this must be reported to a teacher so that further access can be blocked by the school IT team
- Not using any rude or offensive language in their communications
- Only using devices for schoolwork and homework unless permission has been given otherwise

- Not downloading files from the internet to the computer, to prevent corruption of data and to avoid viruses
- Using safe search engines whilst online for school based tasks

Risks to Students

At the Palmer Academy, the following risks are present to students when working online:

- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyberbullying
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Exposure to violence associated with often racist/foul language
- Exposure to inappropriate content, including online pornography
- Data breach
- Hate sites, sites inciting radicalisation and/or extremism
- Grooming
- Identity theft and sharing passwords
- Digital footprint and online reputation
- Health and well-being (amount of time spent online (internet or gaming))
- Inappropriate Messaging

As such, our E-safety curriculum aims to share these risks with the students and provide them with strategies on how to best deal with any risks that they encounter while online. Although it is impossible to completely eliminate these risks while the students are online, at the Palmer Academy we aim to teach students how to manage these risks and to deal with them in a safe and respectful manner. We aim to provide them with the skills and confidence that they require in order to deal with these risks.

E-Safety Complaints

Should a parent/carer have a concern regarding E-safety or the content of the curriculum at the Palmer Academy, they must bring this to the attention of a member of the senior leadership team. Should the concern regard any safeguarding issues, this will be dealt with in accordance with the school's safeguarding policy. All instances regarding safeguarding whilst online will be referred to the designated safeguarding lead. The E-safety policy will be reviewed in order to suit the needs of the school.



Pupil Acceptable Use of ICT Agreement

The Palmer Academy Policy

This Acceptable Use Agreement is intended to ensure:-

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That The Palmer Academy ICT (computers and iPads) systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Policy Agreement

I understand that The Palmer Academy will monitor my use of The Palmer Academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety I understand that:-

- I will not share my username, password, personal information, address, phone number or school name with anyone, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger" when I am communicating on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I will not use the systems for personal use unless I have permission to do so.
- I will not make large downloads or uploads
- I will not use computers or iPads for online gaming, shopping, file sharing, or video broadcasting (e.g. You Tube) unless I have permission from a member of staff to do so.

I will act with respect:-

- I will always carry laptops and iPads with two hands. I will never leave devices unattended, unless authorised to do so, and will always assist The Palmer Academy in locking devices away.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not use chat and social networking in school even if I can access, unless as above and I have express permission.
- I must not try to access any material that makes myself or others feel uncomfortable.

When using the internet for research or recreation, I recognise that:-

- I should ensure that I have permission to use the original work of others in my own work – I must not copy work or images that are not my own.
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of The Palmer Academy:

- I understand that The Palmer Academy also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of The Palmer Academy and where they involve my membership of The Palmer Academy community (examples should be cyber-bullying, use of images or personal information).

I have read and understand the above and agree to follow the Acceptable Use Agreement:

Signed by:

Name of Pupil Signed.....Date

Witnessed by:

Name of Parent/Carer SignedDate