Name of Policy:

E-Safety and Acceptable Use Policy

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Person responsible for updating policy	E-Safety Coordinator/SLT

Version number	Date	Author
1.1	15/09/21	CD
1.2	21/09/21	SC
1.3	28/02/22	CD

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What is this policy?

Online safety is an integral part of safeguarding and requires a whole school, cross-curricular approach and collaboration between key school leads. Accordingly, this policy is written in line with 'Keeping Children Safe in Education' 2021 (KCSIE) and other statutory documents. Any issues and concerns with online safety must follow the school's safeguarding and child protection procedures.

Policy Aims

This policy aims to:

- Set out expectations for all Wallace Fields Junior School community members' online behaviour, attitudes and activities and use of digital technology
- Help all stakeholders to recognise that online/digital behaviour standards (including social media activity) must be upheld beyond the confines of the school gates and school day, and regardless of device or platform
- Facilitate the safe, responsible and respectful use of technology to support teaching & learning, increase attainment and prepare children and young people for the risks and opportunities of today's and tomorrow's digital world, to survive and thrive online
- Help school staff working with children to understand their roles and responsibilities to work safely and responsibly with technology and the online world:
    - for the protection and benefit of the children and young people in their care, and
    - for their own protection, minimising misplaced or malicious allegations and to better understand their own standards and practice
    - for the benefit of the school, supporting the school ethos, aims and objectives, and protecting the reputation of the school and profession
- Establish clear structures by which online misdemeanours will be treated, and procedures to follow where there are doubts or concerns.

Roles and Responsibilities

- Wallace Fields Junior School is a community and all members have a duty to behave respectfully online and offline, to use technology for teaching and learning and to prepare for life after school, and to immediately report any concerns or inappropriate behaviour, to protect staff, pupils, families and the reputation of the school. We learn together, make honest mistakes together and support each other in a world that is online and offline at the same time.
- The school's appointed E-safety coordinators are the **Headteacher** and the **Computing subject leader**.
- Our E-safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by senior management.
- The E-safety Policy and its implementation will be reviewed annually.

Keeping Children Safe in Education: Online Safety

It is essential that children are safeguarded from potentially harmful and inappropriate online material. Online Safety covers a breadth of issues including **content**, **contact**, **conduct** and **commerce**. These areas remain a helpful way to understand the risks and potential school response, whether technological or educational. They do not stand in isolation, however, and it is important to understand the interplay between all areas. Staff are updated about these explicit areas of online safety through Safeguarding updates and by reading Keeping Children Safe in Education. Children are taught about them (in a manner relevant for their year group) through dedicated E-safety lessons as well as safety reminders each time the internet is used in a lesson.

Teaching and learning

Why Internet and digital communications are important

- The Internet is an essential element in 21st 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 to equip them for safe internet use as they progress through education and into the working world.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Children are encouraged to use the internet as a resource when carrying out research work across the curriculum, for both home and school work.
- The school Internet access is provided by a **Talk Straight** contract and includes filtering appropriate to the age of pupils.
- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval, evaluation and filtering.
- Pupils are shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content

- The school seeks to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- ***Pupils are taught how to report unpleasant Internet content.***

Managing Internet Access

Information system security

- School ICT systems security are reviewed regularly
- Virus protection is updated regularly
- Security strategies are discussed with the Local Authority.

E-mail

- Pupils and staff may only use approved e-mail accounts on the school system.
- Pupils 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.
- Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

Published content and the school website

- The contact details on the Website should be the school address, e-mail and telephone number. Staff or pupils' personal information are not to be published.
- The **Headteacher** takes overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupils' images and work

- Photographs that include pupils will be selected carefully. The school seeks to use group photographs rather than full-face photos of individual children.
- Pupils' full names should be avoided on the Website or learning platform, as appropriate, including in blogs, forums or wikis, particularly in association with photographs.
- Written permission from parents or carers are checked and/or obtained before photographs of pupils are published on the school Website.
- Parents are clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

Social networking and personal publishing on the school learning platform

- The school controls access to social networking sites, and considers how to educate pupils in their safe use e.g. use of passwords.
- Pupils are advised never to give out personal details, whether their own or belonging to other people, of any kind which may identify them or their location.
- Pupils must not place personal photos on any social network space provided in the school learning platform.
- Pupils and parents are advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Pupils are advised to use nicknames and avatars when using social networking sites.

Managing filtering

- The school works in partnership with Surrey County Council to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the E-safety Coordinator and/or the DSL.

- The DSL get reports and/or screenshots of inappropriate typed content through our filtering system.
- Senior staff ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing video conferencing

- Video conferencing can use the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils will only be involved in a video conference if an adult is present with them. COVID-19 is slightly different with remote learning.
- Video conferencing is appropriately supervised for the pupils' age.

Managing emerging technologies

- Emerging technologies are examined for educational benefit and a risk assessment is carried out before use in school is allowed.
- Mobile phones and associated cameras are not permitted during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff should use a school phone where contact with pupils is required.
- The appropriate use of Learning Platforms is discussed as the technology becomes available within the school.

Protecting personal data

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

Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Staff Code of Conduct for Computing' before using any school computing resource.
- The school maintains a current record of all staff and pupils who are granted access to school computing systems.
- Parents are asked to sign and return a consent form at the beginning of their child's formal education within the school.
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' before being allowed to access the Internet from the school site.

Assessing risks

- The school takes all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor SCC can accept liability for the material accessed, or any consequences of Internet access.
- The school regularly audits ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective.

Handling E-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 Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents should be aware of the complaints procedure.
- Pupils and parents have been informed of consequences for pupils misusing the Internet.

Community use of the Internet

- All use of the school Internet connection by community and other organisations should be in accordance with the school E-safety policy.

Communications Policy

Introducing the E-safety policy to pupils

- Appropriate elements of the E-safety policy are shared with pupils every half term.
- E-safety rules are posted in suitable locations, for example the computing suite.
- Pupils are informed that network and Internet use are monitored.
- Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them are provided for pupils when applicable.

Staff and the E-safety policy

- All staff have been given the School E-safety Policy and its importance explained.
- All staff to have read Keeping Children Safe in Education and updates are read regularly in accordance with Safeguarding updates. In line with Keeping Children Safe in Education (2021), *"all staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face."*
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor computing use are supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

- Parents' and carers' attention is drawn to the School E-safety Policy by regular announcements in newsletters, the school brochure and on the school website.
- Parents and carers are from time to time provided with additional information on E-safety.
- The school asks all new parents to sign the parent/pupil agreement when they register their child with the school.