



Todwick Primary School

E-Safety Policy September 2018

Approved and adopted by the Governing Body

Review Date: July 2021

Member of staff responsible: Head Teacher

School Governor: V. Chapman

1. Leadership and Management

1.1 Who will write and review the policy?

Our e-safety has been written by the school, building on the Wiltshire e-safety template policy and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed annually.

Created by: Esther Stones

Date: February 2015

To be revised: February 2016

Approved:

1.2 How will Internet access be authorised?

Internet access for pupils should be seen as an entitlement on the basis of educational need and an essential resource for staff.

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date; for instance if a pupil's access is withdrawn.
- At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved online materials.
- Parents will be informed that pupils will be provided with supervised Internet access

1.3 How will filtering be managed?

Despite careful design, filtering systems cannot be completely effective due to the speed of change of web content. Levels of access and supervision will vary according to the pupil's age and experience. Internet access must be appropriate for all members of the school community from youngest pupil to staff.

- As a school, we will work in partnership with parents to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (web address) and content will be reported to the Internet Service Provider via the E-safety lead.
- Website logs will be regularly sampled and monitored.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that we believe to be illegal must be referred to the Internet Watch.

1.4 How will the risks be assessed?

As the quantity and breadth of the information available through the Internet continues to grow it is not possible to guard against every undesirable situation. We will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system.

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. We will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Wiltshire Council can accept liability for the material accessed, or any consequences of Internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The head teacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

2. Teaching and Learning

2.1 Why is Internet use important?

The Internet is an essential resource to support teaching and learning. The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail and mobile learning. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill.

- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, well being and to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential part of everyday life for education, business and social interaction. As a school, we have a duty to provide students with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside school. Therefore it is essential they learn how to evaluate Internet information and to take care of their own safety and security.

2.2 How will Internet use enhance learning?

Benefits of using the Internet in education include:

- Access to worldwide educational resources including museums and art galleries;
- Inclusion in the National Education Network which connects all UK schools;
- Educational and cultural exchanges between pupils worldwide;
- 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;
- Collaboration across networks of schools, support services and professional associations;
- Improved access to technical support including remote management of networks and automatic system updates;
- Access to learning wherever and whenever convenient.

2.3 How will pupils learn to evaluate Internet content?

Information received via the web, e-mail or text message requires good information-handling and digital literacy skills. In particular it may be difficult to determine origin and accuracy, as the contextual clues may be missing or difficult to read. A whole curriculum approach is required.

Ideally, inappropriate material would not be visible to pupils using the web but this is not easy to achieve and cannot be guaranteed. Pupils and staff will therefore be given clear guidelines about what to do if they experience material that they find distasteful, uncomfortable or threatening.

- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will use age-appropriate tools to research Internet content.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

3. Communication and Content

3.1 Website content

We are increasingly publishing pupils work and photos of learning online. Publication of any information online should always be considered from a personal and school security viewpoint. Sensitive information may be better published in the school handbook or on a secure online area which requires authentication – this is an area that is currently being developed. Editorial guidance will help reflect the school's requirements for accuracy and good presentation.

- The point of contact on the school website should be the school address, school e-mail and telephone number. Staff or pupils' personal information will not be published.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website. Photographs will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- The nature of all items uploaded will not include content that allows the pupils to be identified.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright.

3.2 Learning Platforms (N/A at the moment)

In the future, we are hoping to offer an effective learning platform or learning environment which can offer a wide range of benefits to teachers, pupils and parents, as well as support for management and administration.

- *SLT and staff will regularly monitor the usage of the LP by pupils and staff in all areas, in particular message and communication tools and publishing facilities.*
- *Pupils/staff will be advised about acceptable conduct and use when using the LP.*
- *Only members of the current pupil, parent/carers and staff community will have access to the LP.*

- *All users will be mindful of copyright issues and will only upload appropriate content onto the LP.*
- *When staff, pupils etc leave the school their account or rights to specific school areas will be disabled or transferred to their new establishment.*

3.3 Managing e-mail

E-mail is an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools. However, the use of e-mail requires appropriate safety measures.

Teachers will need to determine the best approach for their circumstances, based upon pupil age and curriculum requirements.

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a responsible adult if they receive offensive e-mail.
- Staff will use official school provided email accounts.
- Pupils should use email in an acceptable way. Sending images without consent, messages that cause distress and harassment to others are considered significant breaches of school conduct and will be dealt with accordingly.
- E-mail sent to an external organisation should be written carefully and, where appropriate, authorised before sending, in the same way as a letter written on school headed paper.

3.4 On-line communications, social networking and social media.

On-line communications, social networking and social media services are filtered in school but are likely to be accessible from home.

All staff will be made aware of the potential risks of using social networking sites or personal publishing either professionally with students or personally. They should be made aware of the importance of considering the material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status.

Pupils will be encouraged to think about the ease of uploading personal information, the associated dangers and the difficulty of removing an inappropriate image or information once published. Schools have a key role to teach young people about the importance of keeping personal information safe.

- Pupils will be taught about how to keep personal information safe when using online services. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends/family, specific interests and clubs etc.
- Pupils must not reveal personal details of themselves or others in online communication, or arrange to meet anyone.
- 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 official blogs or wikis should be password protected and run with approval from the SLT.
- Personal publishing will be taught via age appropriate sites that are suitable for educational purposes. They will be moderated by the school where possible.
- 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. Pupils will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private.
- 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.

- Concerns regarding students' 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 students' underage use of sites.
- 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.
- In line with, 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' it will not be considered appropriate for staff to engage in personal online communications with children and young people, parents or carers. Express care is also to be taken regarding the use of social networking sites.

3.5 Mobile phones and personal devices

Mobile phones and other internet enabled personal devices can be used to communicate in a variety of ways with texting, camera phones and internet accesses all common features. Staff will be given clear boundaries on professional use.

Children are prohibited from bringing mobile phones to school however, if done so in error or for reasons of personal safety when travelling to/from school, the mobile should be handed in to the office for the duration of the school day. Due to the widespread use of personal devices it is essential that we take these steps to ensure mobile phones and devices are used responsibly and that they do not impede teaching and learning.

- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community.
- School staff may confiscate a phone or device. If there is suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation.
- Electronic devices of all kinds that are brought in to school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work-provided equipment for this purpose.

3.6 Video Conferencing

Videoconferencing enables users to see and hear each other between different locations. This 'real time' interactive technology has many potential benefits in education.

- Staff must refer to the internet consent agreements prior to children taking part in videoconferences.
- All videoconferencing equipment in the classroom must be switched off when not in use and not set to auto answer.
- Pupils will ask permission from a teacher before making or answering a videoconference call.
- Videoconferencing will be supervised by the class teacher at all times when involved in video conferencing.

3.7 Emerging Technologies

Many emerging communications technologies offer the potential to develop new teaching and learning tools, including mobile communications, Internet access, collaboration and multimedia tools. A risk assessment needs to be undertaken on each new technology for effective and safe practice in classroom use to be developed. The safest approach is to deny access until a risk assessment has been completed and safety has been established.

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Final approval will be with the Head teacher or Deputy.

3.8 Cyber bullying

Many young people and adults find that using the internet and mobile phones is a positive and creative part of their everyday life. Unfortunately, technologies can also be used negatively. It is essential that all our stakeholders understand how cyber bullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety.

Cyber bullying can be defined as “The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone”

Cyber bullying (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.

- All incidents or allegations of Cyber bullying will be fully investigated by an appropriate member of staff.
- Support will be provided for anyone in the school community affected by cyber bullying.
- All incidents of cyber bullying reported to the school will be recorded.
- 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.
- 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.

3.9 Data Protection

The quantity and variety of data held on pupils, families and on staff is expanding quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused. The Data Protection Act 1998 gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information.

See Date protection and privacy notices implemented following GDPR rules and regulations May 2018

4 Implementation

4.1 Introducing the Policy to Pupils

Many pupils are very familiar with Internet use and the culture that surrounds it. As part of the school’s e-safety teaching and awareness-raising it is important to discuss the key features with children as appropriate for their age. Children may need to be reminded of the school rules at the point of Internet use.

- All users will be informed that network and Internet use will be monitored.
- An e–Safety programme is established across the school to raise the awareness and importance of safe and responsible internet use amongst children.
- Pupil instruction regarding responsible and safe use will precede Internet access.
- An e–Safety units are taught every term as part of our PSHE and/or ICT programmes covering both safe school and home use.
- E-Safety rules are posted in all rooms with Internet access.
- Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas.

4.2 Consulting with Staff

It is important that all staff feel confident to use new technologies in teaching and the School e–Safety Policy is only effective if all staff subscribe to its values and methods. All our staff are aware of the need to find opportunities to discuss any issues and develop appropriate teaching strategies.

All staff must understand that the rules for information systems misuse for Rotherham Borough Council employees are specific and that instances resulting in disciplinary procedures and dismissal have occurred. If a member of staff is concerned about any aspect of their ICT or internet use either on or off site, they should discuss this with their line manager to avoid any possible misunderstanding.

Particular consideration must be given when members of staff are provided with devices by the school which may be accessed outside of the school network. Schools must be clear about the safe and appropriate uses of their school provided equipment and have rules in place about use of the equipment by third parties. Staff must be made aware of their responsibility to maintain confidentiality of school information.

- The e-Safety Policy has been formally provided to and discussed with all members of staff.
- Staff discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff.
- 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.

4.3 Parents and E-Safety

Parents need to be aware of the potential dangers that are associated with online communications, social networking sites and mobile technologies to help ensure their children are not putting themselves at risk.

- Parents' attention will be drawn to the School E-Safety Policy in newsletters and on the school Website.
- A partnership approach with parents will be encouraged. This will include offering parent evenings, demonstrations, practical sessions and suggestions for safe Internet use at home on an annual basis.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

4.4. How will complaints be handled?

Prompt action is required if a complaint is made. The facts of the case will need to be established, for instance whether the Internet use was within or outside school. A minor transgression of the rules may be dealt with by the teacher as part of normal class discipline. Other situations could potentially be serious and a range of sanctions will be required, linked to the school's behaviour policy. All record of the incident should be kept, e.g. e-mails saved or printed, text messages saved etc. Complaints of a child protection nature must be dealt with in accordance with the LA Child Protection procedures.

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.