



# *E-Safety Policy*



Date	Review Date	Coordinator	Nominated Governor
Sept 2021	Sept 2022	Chair of the Governors	Rachel Bain

<b>Headteacher:</b>	Pamela Acheson	<b>Date:</b>	Sept 2021
<b>Responsible Governor:</b>	Rachel Bain	<b>Date:</b>	Sept 2021

## Status of Policy:

The Governing Body of the Federation of Grewelthorpe and Fountains C of E Primary Schools adopted this policy in September 2021. It will be reviewed in September 2022.

## 1. Introduction

Our e-Safety Policy has been written by the federation. It has been discussed with staff, agreed by the senior management and approved by Governors. It will be reviewed annually. It is the duty of the federation to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to federation's physical buildings.

This Policy document is drawn up to protect all parties: the students, the staff and the federation and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

## 2. Context and Background

The technologies ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and the sharing of information. Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet – World Wide Web
- e-mail

- Instant messaging (often using simple web cams) e.g. Instant Messenger)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs and Micro-blogs (e.g. Twitter)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access

Our whole federation approach to the safe use of ICT Creating a safe ICT learning environment includes three main elements in this federation:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities
- E-Safety teaching is embedded into the school curriculum and schemes of work

### 3. Roles and Responsibilities

e-Safety is recognised as an essential aspect of strategic leadership in this federation and the Head, with the support of Governors, aims to embed safe practices into the culture of the federation.

#### **Leadership team**

The SLT ensures that the Policy is implemented across the federation via the usual federation monitoring procedures.

#### **e-Safety Co-ordinator**

Our federation e-Safety Co-ordinator is Lynsey Rogers. She is responsible for keeping up to date on all e-Safety issues and ensuring that staff are updated as necessary.

#### **Governors**

The Federation Governing body is responsible for overseeing and reviewing all policies, including the e-Safety Policy.

#### **School Staff**

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. Staff should ensure they are familiar with the federation e-Safety policy, and ask for clarification where needed. They should sign the Staff Acceptable Internet Use agreement annually Class teachers should ensure that pupils are aware of the e-Safety rules, introducing them at the beginning of each new school year.

#### **Pupils**

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with e-Safety issues, both at home and

school. They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school

### **Parents**

Parents are given information about the federation's e-safety policy at the Admission interview. They are given copies of the pupil for information, and asked to support these rules with their children.

## **4. Technical and Hardware Guidance**

### **School Internet provision**

The federation used the standard LA Internet Service Provider.

### **Content filter**

The LA use a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

- All pupils and staff have been issued with clear guidelines on what to do if this happens, and parent will be informed where necessary.
- Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document. Downloading files and applications The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.
- Pupils are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member. Portable storage media
- Staff are allowed to use their own portable media storage (USB Keys etc). If use of such a device results in an anti-virus message they should remove the device and immediately report to the ICT Administrator.

### **Security and virus protection**

The federation subscribes to the LA Antivirus software program.

The software is monitored and updated regularly by the school technical support staff

- Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICT Administrator

## **5. E-safety for pupils**

We believe it is our responsibility to prepare pupils for their lives in the modern world, and ICT is an integral part of that world. At our federation we are committed to teaching pupils to use the ICT effectively and appropriately in all aspects of their education. Internet access at school

Use of the Internet by pupils Internet access is carefully controlled by teachers according to the age and experience of the pupils, and the learning objectives being addressed. Pupils are always actively supervised by an adult when using the Internet, and computers with Internet access are carefully located so that screens can be seen at all times by all who pass by.

## 6. Using the internet for learning

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials.

Using the Internet for learning is now a part of the Computing Curriculum (Sept 2014) We teach all of our pupils how to find appropriate information on the Internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focussed and using appropriate and relevant materials.
- Children are taught how to use search engines and how to evaluate Internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.
- They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
- They are taught how to carry out simple checks for bias and misinformation
- They are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

## 7. Teaching safe use of the internet and ICT

We think it is crucial to teach pupils how to use the Internet safely, both at school and at home, and we use the Kidsmart safety code to support our teaching in this area: Kidsmart has been developed by the Childnet charity, and is endorsed by the DfES <http://www.kidsmart.org.uk>

The main aspects of this approach include the following five SMART tips:

Safe - Staying safe involves being careful and not giving out your name, address, mobile phone no., school name or password to people online...

Meeting someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they are present...

Accepting e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages...

Remember someone online may be lying and not be who they say they are. If you feel uncomfortable when chatting or messaging end the conversation...

Tell your parent or carer if someone or something makes you feel uncomfortable or worried...

### **Suitable material.**

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

### **Non-Education materials**

We believe it is better to support children in finding their way around the Internet with guidance and positive role modelling rather than restrict Internet use to strict curriculum based research. As well as Internet material directly related to the curriculum, we encourage children to visit appropriate entertainment and child-oriented activity sites that have interesting and relevant activities, games and information, in free time at out-of-hours provision, and at home. There is a selection of links to such resources available from on the school websites, and in the shared pupil folders on the school networks.

### **Unsuitable material**

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT Administrator
3. Logging the incident – ICT Incident Log Book in the school offices
4. Discussion with the pupil about the incident, and how to avoid similar experiences in future.

## **8. Using e-mail at school**

E-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail, and how to use it appropriately and effectively.

- We teach the use of e-mail as part of our ICT curriculum, and use appropriate pupil email accounts where necessary
- Pupils are not allowed to access personal e-mail using school Internet facilities.

## **9. Chat, discussion and social networking sites**

These forms of electronic communication are used more and more by pupils out of school, and can also contribute to learning across a range of curriculum areas. Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for young people, and there have been some serious cases highlighted in the media.

We use the resources, guidelines and materials offered by Kidsmart, as outlined above in the Safe use of the Internet section to teach children how to use chat rooms safely. All commercial Instant Messaging and Social Networking sites are filtered as part of the LA Internet policy.

Pupils may take part in discussion forums or post messages on bulletin boards that teachers have evaluated as part of specific lesson activities. Individual pupil names or identifying information will never be used

## **10. Internet enabled mobile phones and hand-held devices**

More and more young people have access to sophisticated new internet-enabled devices such as SMART mobile phones, tablets and music players.

It is important that whilst the federation recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted to a website or weblog.

Pupils will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites etc and how the data protection and privacy laws apply.

- Pupils are not allowed to have personal mobile phones or other similar devices in school. Parents may request that such devices are kept at the School Offices for pupils who may need them on their journey to and from school.

## **11. Cyber bullying**

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on pupils. Our federation has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. These include:

- No access to public chat-rooms, Instant Messaging services and bulletin boards.
- Pupils are taught how to use the Internet safely and responsibly, and are given access to guidance and support resources from a variety of sources. We encourage pupils to discuss any concerns or worries they have about online bullying and harassment with staff, and have a range of materials available to support pupils and their families.
- Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy.
- Complaints related to child protection are dealt with in accordance with school child protection procedures.

## **12. Contact details and privacy**

As specified elsewhere in this policy, pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

Pupils are taught that sharing this information with others can be dangerous – see Teaching the Safe Use of the Internet.

### **13. School and pupil website – pictures and pupil input**

As part of the ICT and wider curriculum, pupils may be involved in evaluating and designing web pages and web-based resources. Any work that is published on a public website and attributed to members of our federation community will reflect our federation, and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content. Pupils may design and create personal web pages. These pages will generally only be made available to other school users, or as part of a password protected network or learning platform. Where pupil websites are published on the wider Internet, perhaps as part of a project with another school, organisation etc, then identifying information will be removed, and images restricted.

### **14. Deliberate misuse of the internet facilities**

All pupils have discussed the rules for using the Internet safely and appropriately. These rules should be displayed in each classroom and the ICT suite. Where a pupil is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse.

Sanctions will include:

Unsuitable material (e.g. online games, celebrity pictures, music downloads, sport websites etc) Initial warning from class teacher

Banning from out of school hours Internet facilities

Report to Headteacher

Letter to parent/carer

Offensive material (e.g. pornographic images, racist, sexist or hate website or images etc)

Incident logged and reported to Head teacher

Initial letter to parent/carer

Removal of Internet privileges/username etc

Meeting with Parent/Carer to re-sign Internet use agreement

Removal of Out of School Hours access to Internet

Subsequent incidents will be treated very seriously by the Headteacher, and may result in exclusion and/or police involvement.

### **15. Complaints**

It is the duty of the federation to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings. international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee

that unsuitable material will never appear on a school computer or mobile device. Neither the federation nor the Local Authority can accept liability for material accessed, or any consequences of Internet access. Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- All incidents will be recorded
- Interview/counselling by class teacher, Senior Management Team, e-Safety Coordinator and Headteacher;
- informing parents or carers;
- removal of Internet or computer access for a period,
- referral to LA / Police. Our e-Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

<b>Policy:</b>	<b>E-Safety Policy</b>
<b>Signed Chair of Governors:</b>	<i>R Bain</i>
<b>Date Signed:</b>	<b>September 2021</b>
<b>Governors Meeting Ratified:</b>	<b>September 2021</b>
<b>Review Date:</b>	<b>Autumn 2022</b>
<b>Review schedule</b>	<b>Annually</b>