



South Hiendley Primary School

E-Safety Policy

E-safety Co-ordinator: C. Jackson

Date: September 2018

Next Review: September 2019



Introduction

The Aim of this policy is:

- *to set out the key principles expected of all members of the school community at South Hiendley Primary School (SHS) with respect to the use of ICT-based technologies.*
- *to safeguard and protect the children, parents and staff of SHS.*
- *to set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational*
- *to establish the consequences of unacceptable behaviour.*

Scope of Policy

This policy applies to the whole school community including South Hiendley Primary School's pupils, Senior Leadership Team (SLT), Local Governing Body (LGB), and all staff employed directly or indirectly by the school. South Hiendley Primary School's SLT and LGB will ensure that any relevant or new legislation that may impact the provision for e-safety within school will be reflected within this policy. The school will clearly record its management of incidents within this policy, associated behaviour and anti-bullying policies and will, where known, inform parents and carers of incidents of inappropriate e-safety behaviour that take place out of school.

Review and Ownership

The school has appointed an e-safety coordinator who is responsible for ensuring that the e-safety policy is current and appropriate for its intended audience and purpose. The school's e-safety policy has been agreed by the SLT and approved by Governors, and will be reviewed every year or when any significant changes occur with regard to the technologies in use within the school. All amendments to the school e-safety policy will be discussed in detail with all members of teaching staff, and will be recorded. Governors are kept informed of any changes.

Communication of Policy

South Hiendley Primary School's SLT will be responsible for ensuring that all members of the staff and all pupils are aware of the existence and contents of the school e-safety policy. This will be done by:

- *ensuring that all staff are aware of, and have access to the e-safety policy. It is expected that all staff have read and made themselves familiar with its contents.*
- *including and embedding e-safety in the Computing curriculum. Pertinent points from the school e-safety policy will be reinforced across the curriculum and across all subject areas when using IT equipment within school.*
- *introducing e-safety to the pupils at the start of each school year.*

- *displaying e-safety posters around the school.*

Responsibilities

We believe that e-safety is the responsibility of the whole school community, and everyone has a responsibility to ensure that all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. The following individuals and groups have responsibilities and these responsibilities are shared and agreed upon through the Acceptable Use Agreements (Please see Appendix One).

- *The SLT*
- *The e-safety Coordinator*
- *Teachers and support staff*
- *Technical staff*
- *Pupils*
- *Parents and carers*
- *Local Governing board*
- *Designated Safeguarding Lead*
- *External groups*

Managing Digital Content

Unless parents/carers opt-out in writing at the start of the year, or on entry to the school, permission for the use of photographs of pupils in the following areas will be given:

- *On the school website*
- *On the class blog*
- *In the school prospectus and other printed promotional material, e.g. newspapers*
- *In display material that may be used within and outside the school*

We will remind pupils of safe and responsible behaviours when creating, using and storing digital images, video and sound. Pupils will be made aware of the risks of inappropriate use of digital images, video and sound in their online activities both at school and at home.

Pupils and staff will only use school equipment to create digital images, video and sound. In exceptional circumstances, personal equipment may be used with permission from the head teacher provided that any media is transferred solely to a school device and deleted from any personal devices.

Pupils' names will not be published alongside their image and vice versa on the school website, class blogs, mobile app or any other school based publicity materials. Parents may take photographs at school events. However, they must ensure that any images or videos taken involving children other than their own are for personal use and will not be published on the internet including social networking sites.

The Computing Co-ordinator, the technical support engineer or the school's Senior Teaching Assistant (STA) have the responsibility of deleting the images when they are no longer required.

Teaching and Learning

As a school, we provide many opportunities for children to learn about e-safety. Pupils will be taught how to keep safe online through the computing scheme of work (Rising Stars: Switched on Computing), the class blogs and also through planned events throughout the year. The teaching of e-safety focuses on helping children to recognise inappropriate content, conduct, contact and commercialism and helps them learn how to respond or react appropriately.

Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues. Pupils know how to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/carer, teacher/trusted staff member (learning mentor), or an organisation such as Childline/ CEOP report abuse button.

Staff Training

Our staff receive regular information and training on e-safety issues in staff meetings or via e-mail. As part of the induction process, all new staff receive information and guidance on the e-safety policy and the school's Acceptable Use Policy. All staff will be made aware of individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.

Managing IT systems and access

To ensure that access to any equipment and the use of the internet is as safe and secure as is reasonably possible and that all risks relating to any type of IT equipment usage have been identified and properly managed, we will:

- *make sure that staff are clear on how access to IT equipment is granted and controlled within school so that access is safe and secure.*
- *make sure that servers and other key hardware or infrastructure are located securely with only appropriate staff permitted access.*

- *keep servers, workstations and other hardware and software updated as appropriate. This includes virus protection on all appropriate hardware.*
- *ensure that pupils have supervised access to the internet and will be taught how to use this successfully.*
- *use a suitable filtered internet service. Our filtering system is provided by Smoothwall, which is appropriate to the age of pupils.*
- *report any inappropriate content found on the internet to the e-safety Coordinator, STA and a ticket should be opened on the Alamo helpdesk. The school will report such incidents to appropriate agencies including the filtering provider, the local authority, Inspire Partnership Multi-Academy Trust (IPMAT), CEOP or the Internet Watch Foundation (IWF).*

Emerging technologies

As a school, we will keep abreast of new technologies and consider both the benefits for teaching and learning and also the risks from an e-safety point of view. We will regularly amend the e-safety policy to reflect any new technology that we use, or to reflect the use of new technology by pupils which may cause an e-safety risk.

Email

Staff should only use approved email accounts allocated to them by the school and should be aware that any use of the school email system will be monitored. The school gives all staff their own email account to use for all school business as a work-based tool. This is to minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed. E-mails containing personal data or any sensitive information must be encrypted. This includes any e-mails containing children's names or other information. Under no circumstances should staff contact pupils, parents or conduct any school business using personal email addresses or social media. Any inappropriate use of the school email system or receipt of any inappropriate messages from another user should be reported to a member of the senior leadership team immediately.

Mobile Phones in School

The school allows staff to bring in personal mobile phones and devices for their own use during designated times outside of the classroom. These are not to be used at any time whilst children are present. The school is not responsible for the loss, damage or theft of any personal mobile device. Pupils are not permitted to bring a mobile phone into school. Any mobile devices that are brought into school by a pupil must be held in a secure place (locked drawer or school office) until the end of the day.

Data protection, Information security and Asset management

All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's e-safety Policy.

When accessing, amending and saving any data or information, relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations 2018.

Management of assets.

Details of all school-owned hardware/software will be recorded in a hardware/software inventory. All redundant IT equipment will be disposed of through an authorised agency. This will include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data. All redundant IT equipment that may have held personal data will have the storage media overwritten multiple times to ensure the data is irretrievably destroyed. Alternatively, if the storage media has failed, it will be physically destroyed. The school will only use authorised companies who will supply a written guarantee that this will happen. Disposal of any IT equipment will conform to The Waste Electrical and Electronic Equipment Regulations 2006 and/or The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007. (Further information can be found on the Environment Agency website).

Appendix One: Acceptable Use Policy

Class / Teacher :

Pupil Acceptable Use Agreement

- ✓ I will only use ICT in school for school purposes.
- ✓ I will not tell other people my passwords for the school network or for other learning websites.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT related contact with other children and adults is appropriate and polite.
- ✓ I will not deliberately look for, save or send anything that could offend others.
- ✓ If I accidentally find anything inappropriate on the internet I will tell my teacher or other responsible adult in school immediately.
- ✓ I will not give out my personal details such as my name, phone number, home address or school.
- ✓ I will be responsible for my behaviour when using ICT in school or at home because I know that these rules are to keep me safe.
- ✓ I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ If somebody that I do not know contacts me, I will speak to an appropriate adult immediately.
- ✓ I know that my use of ICT can be checked and that my parent or carer contacted if a member of school staff is concerned about my safety.

Signature Pupil.....

Signature Parent..... Date

Staff, Governor and Visitor Acceptable Use Agreement

IT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is to help ensure that all staff are aware of their professional responsibilities when using any form of IT and to help keep staff, governors and visitors safe. All staff are expected to sign this policy confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with the Computing Co-ordinator.

- I will only use the school's email / Internet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Local Governing Board.
- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number or personal email address, to pupils.
- I will only use the approved email system for any communications with pupils, parents and other school related activities.
- I will ensure that personal data (such as data held on the administration system) is kept secure and is used appropriately. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Local Governing Board, with appropriate levels of security in place.
- I will not install any hardware or software on school equipment without the permission of the Computing Co-ordinator, the Alamo technical support engineer or the school's Senior Teaching Assistant for IT.
- I will report any accidental access to inappropriate materials immediately to the Headteacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with data protection policy and with consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher in line with data security policy.
- I understand that all my use of the Internet and other related technologies can be monitored and is logged and can be made available to the Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will not become 'friends' with current or past pupils (up to the age of 16, excluding family members), or any parents (excluding current members of staff or family members) on any form of social media. Eg. Facebook, Twitter.
- I will support and promote the school's e-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this acceptable use policy and to support the safe use of ICT throughout school

Signature

Date

Full Name

Role