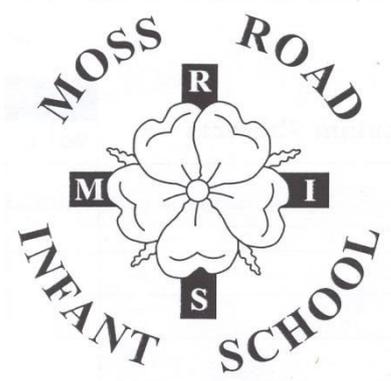


# ASKERN MOSS ROAD INFANT SCHOOL

## E Safety Policy



## **E-Safety Policy**

To be read alongside our policies on Health, Safety and Welfare, Behaviour & Discipline and Safeguarding

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## **Introduction**

E-Safety can be defined as ensuring that children and young people are protected from harm and supported to achieve the maximum benefit from new and developing technologies without risk to themselves or others.

The aim of promoting e-safety is to protect young people from the adverse consequences of access or use of electronic media, including from bullying, inappropriate sexualised behaviour or exploitation.

Askern Moss Road Infant School takes the safety of all children and adults very seriously. This policy is written to protect all children and adults. We recognise that E-Safety encompasses not only Internet technologies, but also electronic communications such as mobile phones and wireless technology.

Internet technologies and electronic communications provide children and young people with opportunities to broaden their learning experiences and develop creativity in and out of school. However, it is also important to consider the risks associated with the way these technologies can be used. This e-Safety Policy should recognise and seek to develop the skills that children and young people need when communicating and using these technologies properly, while keeping safe and secure, and acting with respect for others. These risks to e-safety are caused by people acting inappropriately or even illegally. Any potential issue must be dealt with at a personal level. Teachers are the first line of defence; their observation of behaviour is essential in detecting danger to pupils and in developing trust so that issues are reported.

## **Aims and Objectives**

All of the children within Askern Moss Road Infant School should feel safe at all times and know what to do if they ever have concerns about any aspect of their safety. The children should feel respected and the overall ethos of the school should promote a climate where children feel supported and encouraged to do their best. We provide opportunities that enable our children to take and make decisions for themselves. We promote the emotional intelligence of our children so that they are aware of their own emotions and the effect their actions have on others.

The aims and objectives of this policy are to ensure that all our staff promote an environment where children can learn in a safe, caring, stimulating and positive school and where their social, physical, moral and emotional development is given our highest priority.

All pupils should be valued as individuals and their concerns should be taken seriously and addressed sensitively by the adults who care for them. The adults should always show due care, consideration and dignity to all of the children within their care. They should not cause undue distress to any child. This policy sets out the roles and responsibilities of all adults who work in or support our school and provides guidance on how we can make sure our school is a safe and caring place for all our pupils.

We will ensure that this school works effectively with a wide range of agencies involved in the promotion of the safety of children.

This policy also outlines the procedures we expect to happen if an incident of concern is identified with any child in our school. It also sets out how adults record and communicate concerns and how we will monitor incidents if and when they occur.

### **Staff Responsibilities**

**It is the responsibility of the Head Teacher to ensure all of the following:**

- The school has appointed an e-Safety Coordinator.
- The e-Safety Policy and its implementation will be reviewed annually to ensure that it is current and considers any emerging technologies.
- Our e-Safety Policy has been written by the school, building government guidance.
- Our School Policy has been agreed by the Senior Leadership Team and approved by governors and other stakeholders.
- The Governing Body adopts appropriate policies and procedures to safeguard children in the school.
- These policies are implemented by all staff;
- Sufficient resources and time are allocated for staff to carry out their responsibilities effectively.
- All staff and adult helpers in the school are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe.
- The e-Safety coordinator should maintain the e-Safety Policy, manage e-Safety training and keep abreast of local and national e-safety awareness campaigns.
- Positive E-Safety practice is deeply embedded throughout the curriculum and is taught explicitly as part of the e-safety curriculum to ensure that every pupil has been educated about safe and responsible use. Pupils need to know how to control and minimise online risks and how to report a problem.

**All staff have a responsibility to report to the Head Teacher or E-Safety co-ordinator any concern they have about the safety of any child in their care. If staff or pupils discover unsuitable sites, the URL must be reported immediately to the E-Safety Coordinator or .Headteacher**

## **Teaching and Learning**

Links directly with our safeguarding policy

Developing effective practice in Internet use for teaching and learning is essential.

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. The Internet use is part of the statutory curriculum and a necessary tool for learning. 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. Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security. The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils;

- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity;
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

## **Managing Information Systems**

Virus protection for the whole network is installed, current and updated regularly.

Access by wireless devices and other portable media and 'guest' devices must be managed, agreed by the Computing co-coordinator and through the 'Guest' account on the network which offers limited privileges including blocking access to work areas, network documents and pupils work followed by a virus check

Whole class or group email addresses will be used in school for communication outside of the school.

Pupils are educated to never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.

### **School Website**

The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils personal information must not be published. 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 and copyright.

### **Use of Images**

Images that include pupils 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. Written permission from parents or carers is obtained before images of pupils are electronically published. Videos that include pupils will be selected carefully and will not provide material that could be reused.

### **Filtering**

The school's broadband access includes filtering appropriate to the age and maturity of pupils. We use Sophos Web Filter that is additionally monitored by CBC.

The school will work with CBC to ensure that systems to protect pupils are regularly reviewed and improved.

**If staff or pupils discover unsuitable sites, the URL must be reported immediately to the E-Safety Coordinator or Headteacher.**

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **Emerging Technologies**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Mobile phones will not be used anywhere in school or formal school time.

## **Personal Data**

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

## **Internet Access**

The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications. All staff must read and sign the 'Acceptable Use Policy' before using any school ICT resource.

At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

The school takes all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Askern Moss Road Infant School cannot accept liability for the material accessed, or any consequences resulting from Internet use. The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- All children will be taught to use the internet safely and the role of CEOP to monitor and report abuse.
- Any complaint about staff misuse must be referred to the Head Teacher, unless it is the Head Teacher where complaints will be sent to the Chair of Governors.
- Parents and pupils will need to work in partnership with staff to resolve issues.

## **Introducing the Policy**

- Pupils will be informed that network and Internet use will be monitored.
- E- Safety training will be conducted regularly to all members of staff to raise the awareness and importance of safe and responsible internet use.
- Instruction in responsible and safe use should precede Internet access.
- All staff will be given the School e-Safety Policy and its application and importance explained.
- 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 ICT use will be supervised by senior management and have clear procedures for reporting issues.
- Parents' attention will be drawn to the school's e-Safety Policy in newsletters, the school brochure and on the school website.
- Internet issues will be handled sensitively, and parents will be advised accordingly.

### **How to respond to an incident**

- All members of staff are informed about the procedure for reporting e-safety concerns including misuse, cyberbullying, breaches of filtering, illegal content etc.
- Any member of staff who discovers an unsuitable site or image should immediately report the incident, the URL will be reported to the School e-Safety Coordinator who will then record the incident in the school e-safety log and escalate the concern as appropriate.
- The member of staff will make notes as soon as possible (within the hour), writing down as exactly as possible what was seen or accessed, putting and giving the time and location.
- Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. All records must be signed and dated clearly.
- All records of a child protection nature (hand written or typed) will be given to the Head Teacher for safekeeping.
- The Designated Child Protection Coordinator will be informed of any e-Safety incidents involving Child Protection concerns, which will then be escalated appropriately.
- The school will manage e-Safety incidents in accordance with the school discipline/ behaviour policy where appropriate.
- The school will inform parents/carers of any incidents of concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required.

- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Children's Safeguard Team or e-Safety officer and escalate the concern to the Police
- If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the Local Authority.

### **Staff Recruitment and Continuing Professional Development**

Askern Moss Road Infant School is committed to supporting and training all staff in matters of child protection. The Governors will ensure that all staff receive e-safety training and child protection awareness training as part of their induction.

As an academy we will follow the good practice guidance as outlined in 'Safeguarding Children and Safer Recruitment in Education'.

Our school will ensure that safe recruitment practices are in place and all staff and volunteers are checked to ensure the suitability to work with our children.

This policy is reviewed annually by the Governing Body.

## **E-Safety Code of Conduct for Staff, Governors and Visitors**

ICT and related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

- ⊕ I will only use the school's e-mail / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- ⊕ I will comply with the ICT 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 only use the approved, secure e-mail system(s) for any school business.
- ⊕ I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body.
- ⊕ I will not install any hardware or software without permission of 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 school policy and with written 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.
- ⊕ I understand that all my use of the Internet and other related technologies can be monitored, logged and can be made available, on request, to my line manager or 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 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.

### School Equipment

- ⊕ I accept that when school laptops, digital cameras etc are taken home, they must be covered by the householder's home contents insurance policy.

- ⊕ I understand that if it is necessary to leave school equipment in the car for a brief period (not overnight), it must be out of sight and the car must be locked. Otherwise the staff member will be liable for the full replacement costs as the item will not be covered by the school's insurance.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_(Printed)

Job Title \_\_\_\_\_