

# Vernon Primary School



## E-Safety Policy

*'Nobody else is quite like me'*

## **Rationale**

The internet and other digital technologies are considered to be essential aspects of life in a modern technological society. Internet use is part of the National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning.

This e-safety policy considers the use of both the fixed and mobile internet, PCs, laptops, tablets, webcams, digital video equipment, mobile phones, camera phones and portable media players. It will be revised to incorporate new and emerging technologies. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

The school will ensure that all members of the school community are aware of the e-safety policy and the implications for the individual. E-safety depends on staff, governors, parents/carers and, where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies.

## **The purpose and scope of this policy**

- This policy applies to all pupils, all teaching staff, all support staff, all governors and volunteers.
- This policy will be reviewed biannually
- This policy will form a basis of good E- Safety within the school.

## **What is E – Safety?**

E-safety encompasses the use of technologies such as the internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The school's e-safety policy will also run in conjunction with the Child Protection and Safeguarding, Behaviour, Anti-Bullying and Acceptable Use policies.

## **Guidance**

### **End to End e-Safety**

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.(Overseen by Computeam)
- Safe and secure broadband Network including the effective management of website filtering. (Overseen by Computeam)
- National Education Network standards and specifications.

## **Teaching and learning**

### **Why the internet use is 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Where Internet activities are part of the curriculum they will be planned so that they enrich and extend the learning activities. Staff will guide pupils through on-line activities that will support the learning

*'Nobody else is quite like me'*

outcomes planned for the age and maturity of the pupils. All websites used for specific activities will have been approved by the school.

### **Internet use will enhance learning**

- The school Internet access is designed for pupils and family use and includes filtering appropriate to the age of pupils.
- Pupils and families will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The children access the internet to make use of the school's learning platform, collaborative work e.g. shared documents whilst learning about safe and secure use of the internet, messaging, forums and personal web pages. These will be closely monitored by staff and the teaching of safe practice online will feature in every online lesson.

### **Pupils will be taught how to evaluate Internet content**

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law. (As further guidance is available the school will update practice).

### **Managing Internet Access**

#### **Information system security**

- School ICT systems and security will be reviewed regularly.
- Virus protection will be installed on every computer and will be set to update automatically.

#### **E-mail and Messaging**

- Pupils may only use approved and monitored messaging through Google Classroom.
- Pupils must not reveal personal details of themselves or others in any communication via Google
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper. (Staff)
- If staff use email as a means of communicating with other agencies or colleagues in other schools, this should be done so through their school's email account. Any emails being sent regarding pupils names or private or identifying information will be sent securely through Egress.

#### **Published content and the school web site**

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published on the website or on the public content area.

#### **Publishing pupil's images and work**

- Photographs that include pupils will only be displayed with parental consent.
- Pupils' full names will not be used anywhere on the Website or newsfeed in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website. This is done annually via a school spider communications survey.

#### **Social networking and personal publishing**

- The school will block/filter access to social networking sites.

*'Nobody else is quite like me'*

- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents/carers are advised that the use of a range of social networking sights outside school are inappropriate for primary aged pupils.
- Staff are advised that they should consider the consequences and possible repercussions of any information that they make available online, for example on a social networking sites. Particular care should be taken in the posting of photographs, videos and information related to the school, school life, staff and pupils and they should refer the Staff Acceptable Use Policy.
- Regular internet safety talks are delivered to the children in an age appropriate manner. This includes external visitors including the local Police and Safeguarding Children in Educational Settings Team.

### **Managing filtering**

- The school will work with the LA, DFE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the computing lead who should be known to all members of the school community and then the issue should be referred to Computeam.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **Managing 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 are handed to a member of staff on arrival at school and are secured throughout the day only being returned to children at the end of the school day. The sending of abusive or inappropriate text messages is forbidden.
- Staff will not use personal equipment or non school personal electronic accounts when contacting students or parents. They will be issued with a school phone where contact with pupils is required. For further guidance, staff should refer to their Acceptable Use Policy.

### **Protecting personal data**

- All personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018 (DPA 2018).  
This policy applies to all personal data, regardless of whether it is in paper or electronic format. Please refer to the Data Protection Policy for more details.

### **Policy Decisions**

#### **Internet access**

- All staff must confirm that they have read and understood the 'Acceptable Use Policy' before using any school ICT resource.
- All parents must confirm that they have read and understood the school's 'Acceptable Use Policy'. This is completed annually via a spider survey.
- Within the Primary school, access to the Internet will be supervised. Throughout the school, all internet use is through on-line materials.

## Assessing risks

- The school 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 the local authority can accept liability for the material accessed, or any consequences of Internet access.
- The school will regularly audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

## Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff and in line with the school's complaint policy.
- Any complaint about staff misuse must be referred to the head teacher.
- Complaints of a safeguarding or child protection nature must be referred to the Designated Safeguarding Lead who will work within the schools safeguarding and child protection procedures.

## Introducing the e-safety policy to pupils

- Pupils will be informed that network and Internet use will be monitored. Pupils will be taught to follow the 10 rules for staying safe on-line as outlined below:
  1. ***Don't give out personal information***
  2. ***Tell an adult you trust if you find something that is not right***
  3. ***Don't agree to meet people***
  4. ***Never send your picture***
  5. ***If some one says something mean online tell a grown up***
  6. ***Don't do things online you know are wrong***
  7. ***Check before you download anything***
  8. ***Don't give out your password***
  9. ***Set up rules for going on line***
  10. ***Show your Parents and Carers how you use the internet.***

## Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- All staff and governors with access to ICT equipment or learning platform will be given the Acceptable Use Policy.

## Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters and on the school Web site.
- Parents will be asked to talk to their children about the school's Acceptable Use Policy and staying safe on-line before signing and returning it to school

## Guidance in response to an incident of concern

Internet technologies and electronic communications provide children and young people with the opportunity to broaden their learning experience and develop creativity in and out of school. However, it is also important to consider the risks associated with how these technologies are used.

Any e-Safety Policy should also 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 other users.

These risks to e-safety are, of course, 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. Incidents will vary from the prank or unconsidered action to occasional extremely concerning incidents that may involve Designated Safeguarding Lead or the Police.

This section will help staff determine what action they can take within the school and when to hand the issue over to the school-based Designated Safeguarding Lead, the senior leadership team or the Police.

**What does electronic communication include?**

- Internet collaboration tools: social networking sites such as Facebook, Instagram and Tik Tok and other blogs and vlogs.
- Internet Research: web sites, search engines and Web browsers
- Mobile Phones and Tablets
- Internet communications: e-Mail, video calls including facetime, instant messaging
- Webcams and video calls including applications such as Google Classroom, Skype or Zoom.

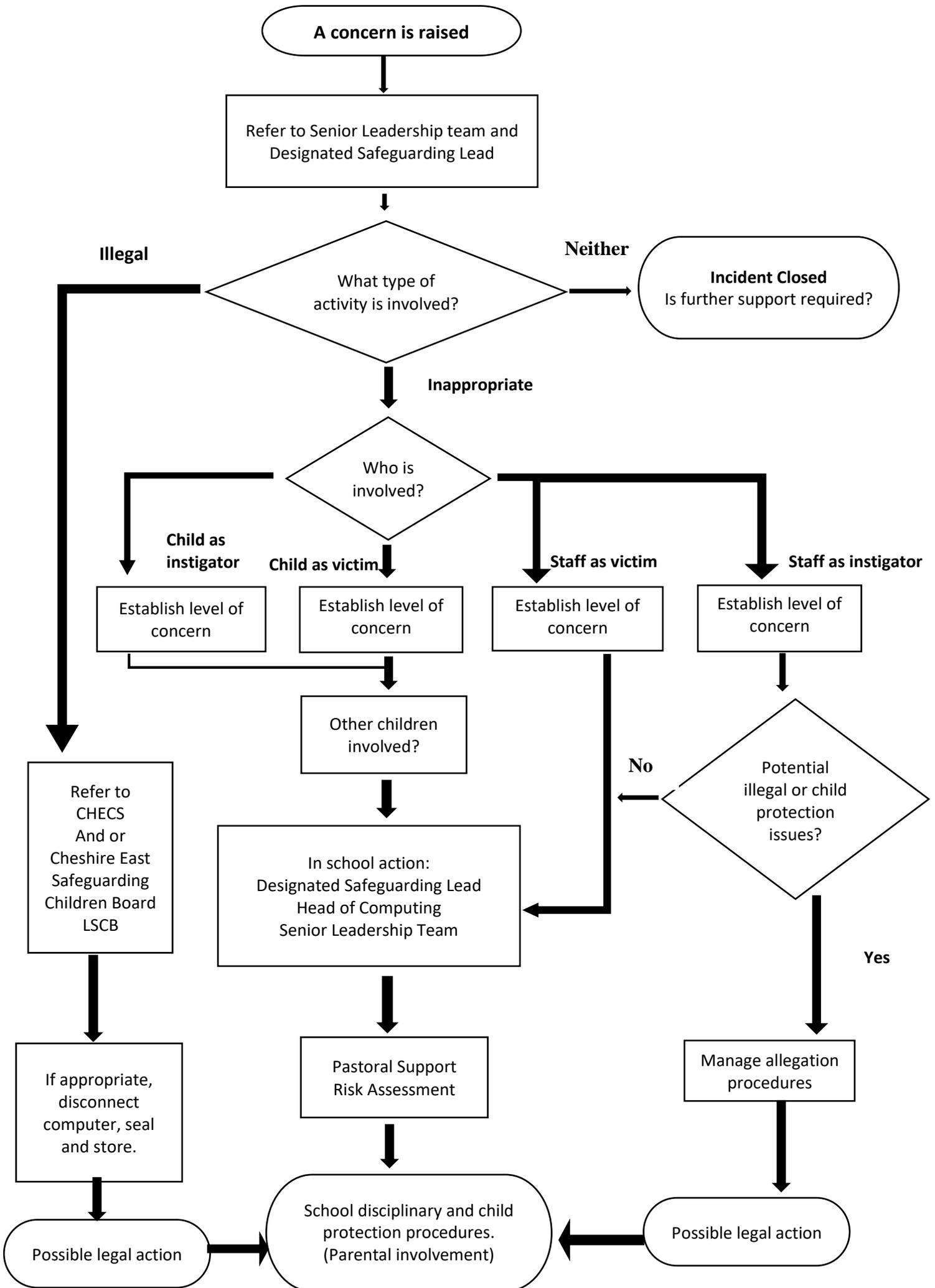
**What are the risks?**

Receiving inappropriate content	Publishing and sharing inappropriate content
Online grooming	Online gambling
Requests for personal information	Misuse of computer systems
Viewing ‘incitement’ sites	Publishing personal information and images
Bullying and threats – Peer on peer abuse	Hacking and security breaching
Identify theft	
PREVENT concerns linked to radicalisation	Links to Child Sexual Exploitation and Child Criminal Exploitation.

**How do we respond?**

The E-Safety concern flowchart (Appendix 1) illustrates the approach to investigating an incident of concern. This diagram should not be used in isolation and should involve the senior leadership team and designated safeguarding lead. As previously stated schools should ensure that relevant policies (Acceptable Use Policy, Child Protection and Safeguarding Policy, Behaviour Policy and Anti Bullying Policy), are referenced and are considered when dealing with the issues identified.

Policy date – September 2021  
 Review Date – September 2023  
 Ratified by Governors – September 2021



*'Nobody else is quite like me'*