

Policy created: January 2010  
Policy reviewed: October 2014  
Policy reviewed: May 2016

## **St Berteline's CE (Aided) Primary School**

### **E-Safety Policy Document**

**This policy needs to be read in conjunction with other safeguarding documents, in particular: Policy for Preventing Radicalisation & Extremism Safeguarding & Child Protection Policy**

#### **Introduction**

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. The school e-safety policy should help to ensure safe and appropriate use. The implementation of such a strategy should involve everyone concerned in a child's education from the headteacher and governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the students / pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil / student achievement.

However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is used in conjunction with other school policies (eg behaviour and discipline, anti-bullying, child protection and safeguarding policies).

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

St Berteline's has provided the necessary safeguards to help ensure that everything that could reasonably be expected has been done to manage and reduce these risks. The e-safety policy that follows explains how this is done, whilst addressing wider educational issues in order to help pupils (and their parents / carers) to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

## **Development of the E-Safety Policy**

This e-safety policy has been developed by a working group made up of:

- *School E-Safety Coordinator / Computing Coordinator*
- *Headteacher*
- *Teachers*
- *Support Staff*
- *Computing Technical staff*
- *Governors*

## **Scope of the E-Safety Policy**

This policy applies to all members of the school community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school Computing systems, both in and out of school.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that takes place out of school.

## **Responsibilities for E-Safety**

### *Governors:*

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. A member of the Governing Body has taken on the role of *E-Safety Governor*. The role of the E-Safety Governor will include:

- *regular meetings with the E-Safety Co-ordinator*
- *regular monitoring of filtering / change control logs*
- *reporting to relevant Governors committee / meeting*

### *Headteacher and Senior Leaders:*

- The Headteacher is responsible for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the *E-Safety Co-ordinator / Officer*.
- The Headteacher / Senior Leaders are responsible for ensuring that the E-Safety Coordinator / Officer and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues, as relevant
- The Headteacher / Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Headteacher and Deputy Headteacher should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

## **E-Safety Coordinator**

- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority
- liaises with school Computing technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- meets regularly with E-Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- attends relevant Governors meetings
- reports regularly to Senior Management

## **Infrastructure Security**

*Psifix (service level agreement support), the Computing Co-ordinator and the Headteacher are responsible for ensuring:*

- ~ that the school's Computing infrastructure is secure and is not open to misuse or malicious attack
- ~ that the school meets the e-safety technical requirements outlined in the SWGfL Security Policy and Acceptable Usage Policy and any relevant Local Authority E-Safety Policy and guidance
- ~ that users may only access the school's networks through a properly enforced password protection policy, in which passwords are regularly changed
- ~ Halton Borough Council is informed of issues relating to the filtering applied by the Grid
- ~ that they are kept up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- ~ that the use of the Virtual Learning Environment (VLE), remote access and email is regularly monitored in order that any misuse / attempted misuse can be reported to the E-Safety Co-ordinator for investigation / action / sanction.
- ~ that monitoring software / systems are implemented and updated as agreed in school policies.

## **Teaching and Support Staff**

are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- they have read and understood the school Internet Access Policy Document and Conditions on Internet Use Agreement
- they report any suspected misuse or problem to the E-Safety Co-ordinator and/or Headteacher) for investigation / action / sanction
- digital communications with students / pupils (email / Virtual Learning Environment (VLE) / voice) should be on a professional level and only carried out using official school systems
- e-safety issues are embedded in all aspects of the curriculum and other school activities
- students / pupils understand and follow the school e-safety and acceptable use policy
- students / pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor Computing activity in lessons, extra curricular and extended school activities
- they are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices

- in lessons where internet use is pre-planned students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

### **Designated Child Protection Officer**

should be trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

### **Pupils**

- are responsible for using the school Computing systems in accordance with the School Internet Access agreement (yellow cards placed by all Computing equipment).
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.

### **Parents / Carers:**

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of Computing than their children. The school will therefore take every opportunity to help parents understand these issues through *parents' evenings, newsletters, letters, website / VLE and information about national / local e-safety campaigns / literature*. Parents and carers will be responsible for:

- supporting the Student / Pupil Internet Access agreement
- accessing the school website / VLE / on-line student / pupil records in accordance with the relevant school Acceptable Use Policy.

### **Community Users:**

Community Users who access school Computing systems / website / VLE as part of the Extended School provision will be expected to comply with the School Internet Access Agreement.

## **Policy Statements**

### **Education – Pupils**

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-Safety education will be provided in the following ways:

- A planned e-safety programme should be provided as part of the curriculum and should be regularly revisited – this will cover both the use of Computing and new technologies in school and outside school
- Key e-safety messages should be reinforced as part of a planned programme of assemblies and pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Students / pupils should be helped to understand the need for the pupil *acceptable use* and encouraged to adopt safe and responsible use of Computing, the internet and mobile devices both within and outside school
- Students / pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Conditions of Internet Use Agreement will be posted in all rooms (yellow cards placed by all Computing equipment).
- Staff should act as good role models in their use of Computing, the internet and mobile devices.

### **Education – Parents / Carers**

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report). The school will therefore seek to provide information and awareness to parents and carers through:

- Letters, newsletters, web site, VLE
- Parents evenings

### **Education and Training – Staff**

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal e-safety training will be made available to staff. An audit of the e-safety training needs of all staff will be carried out regularly.
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Conditions of Internet Use Agreement
- The E-Safety Coordinator (or other nominated person) will receive regular updates through attendance at Halton Borough Council training sessions and by reviewing guidance documents released by BECTA / HBC and others.
- This E-Safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.
- The E-Safety Coordinator will provide advice / guidance / training as required to individuals as required

### **Training – Governors**

Governors should take part in e-safety training / awareness sessions, with particular importance for those who are members of any sub committee involved in Computing / e-safety / health and safety / Child Protection. This may be offered in a number of ways:

- Attendance at training provided by the HBC / National Governors Association or other relevant organisation.
- Participation in school training / information sessions for staff or parents.

### **Technical – infrastructure / equipment, filtering and monitoring**

The school will be responsible for ensuring that the school infrastructure is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- School Computing systems will be managed in ways that ensure that the school meets the e-safety technical requirements outlined in any relevant Halton Borough Council E-Safety Policy and guidance
- There will be regular reviews and audits of the safety and security of school Computing systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school Computing systems.
- All users of the Virtual Learning Platform (VLP) will be provided with a username and password. The E-Safety Coordinator will keep an up to date record of users and their usernames.
- Users will be made responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.
- The school maintains and supports the managed filtering service provided by HBC.
- Any filtering issues should be reported immediately to HBC.
- School Computing technical staff regularly monitor and record the activity of users on the school Computing systems and users are made aware of this.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc from accidental or malicious attempts which might threaten the security of the school systems and data.
- all staff and “guests” – eg. students / supply staff - are to be made aware of the technical safeguards outlined in this policy.

## **Curriculum**

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of Computing across the curriculum.

- in lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, eg using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

## **Use of digital and video images – Photographic and Video**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff and pupils need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
- Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Parents / Carers will be informed about the use of pupils' work and or unnamed photographs on the school web-site or presentation monitor in the school entrance when their child is admitted to the school. They can reserve all rights to 'opt out' of this procedure.

## **Data Protection**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, USB stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected (many memory sticks / cards and other mobile devices cannot be password protected)
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

***Please see separate Data Protection Policy document***

## **Communications**

When using communication technologies the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored.
- Users need to be aware that email communications may be monitored
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and students / pupils or parents / carers (email, chat, VLE etc) must be professional in tone and content.
- Students / pupils should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

## **Unsuitable / Inappropriate Activities**

St Berteline's school believes that certain activities would be deemed inappropriate, and quite possibly illegal, in a school context (or otherwise) and that users should not engage in these activities in school or outside school when using school equipment or systems. These might include:

- On-line gaming or gambling
- Use of social network sites
- Promotion of any form of discrimination – religious / political / racial

- Pornography
- any activity which may be offensive to colleagues or which breaches the integrity of the ethos of the school or brings the school into disrepute

### **Responding to incidents of misuse**

It is hoped that all members of the school community will be responsible users of Computing, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:

If any apparent or actual misuse appears to involve illegal activity ie.

- child sexual abuse images
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials

Such infringements will be viewed with the utmost gravity and the sanctions which ensue will comply with HBC guidelines.