

E-safety Policy 2019-20



Black Firs School

It is the duty of the school to ensure that every child in their 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.

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

The technologies

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

- The Internet
- Smart phones & tablets with internet functionality and cut down 'Office' applications.
- Mobile phones with camera and video functionality
- Mobile technology (e.g. games consoles) that are 'internet ready'.
- Instant messaging often using webcams
- Social networking sites
- e-mail
- Blogs (an online interactive diary)
- Podcasting (radio / audio broadcasts)
- Video broadcasting sites
- Chat Room Gaming Sites
- Music download sites

Whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- E-safety education programme within ICT lessons.

Roles and Responsibilities

E-safety is recognised as an essential aspect of strategic leadership in this school and the Head-teacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Head-teacher ensures that the E-safety Policy is implemented and monitored.

Our School E-safety Coordinator is the Computing Coordinator (**AM**) supported by the Safeguarding Lead (**PW**).

Our E-safety Coordinator ensures they keep up to date with e-safety issues and guidance through organisations such as Becta and The Child Exploitation and Online Protection (CEOP). The school's

E-safety coordinator ensures the Head-teacher, senior management and Governors are updated as necessary.

Governors need to have an overview understanding of e-safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance on e-safety and are updated at least annually on policy developments.

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.

All staff should be familiar with the schools' Policy including:

- Safe use of e-mail;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- publication of pupil information/photographs and use of website;
- e-Bullying / Cyberbullying procedures;
- their role in providing e-safety education for pupils.

Staff are reminded / updated about e-safety matters at least once a year.

Schools should include e-safety in the curriculum and 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.

Schools should ensure that they make efforts to engage with parents over e-safety matters.

Communications

How will the policy be introduced to pupils?

Discussion: Many pupils are very familiar with the culture of new technologies, they can be involved in designing the School E-safety Policy, possibly through the school council. Pupils' perceptions of the risks may not be mature; the e-safety rules may need to be explained or discussed.

Consideration must be given as to the curriculum place for teaching e-safety. Is it a Computing lesson activity, part of the pastoral programme or part of every subject? Or all of these?

Possible statements:

- An e-safety training programme will be introduced to raise the awareness and importance of safe and responsible internet use.
- Instruction in responsible and safe use should precede Internet access.
- An e-safety module will be included in the PSHE, Citizenship, KiVa or Computing programmes covering both school and home use.

How will the policy be discussed with staff?

Discussion: It is important that all staff feel confident to use new technologies in teaching. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies.

Staff must understand that the rules for information systems misuse. If a member of staff is concerned about any aspect of their ICT use in school, they should discuss this with their line manager to avoid any possible misunderstanding.

ICT use is widespread and all staff including administration, caretaker, governors and helpers should be included in appropriate awareness raising and training. Induction of new staff should include a discussion of the school's E-safety Policy.

Possible statements:

- Staff should be aware that Internet traffic is monitored and can be 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.
- Staff training in safe and responsible Internet use and on the school E-safety Policy will be provided as required.

How will parents' support be enlisted?

Discussion: Internet use in pupils' homes is increasing rapidly. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school may be able to help parents plan appropriate supervised use of the Internet at home.

Possible statements:

- Internet issues will be handled sensitively, and parents will be advised accordingly.
- A partnership approach with parents will be encouraged. This could include parent evenings with demonstrations and suggestions for safe home Internet use.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

How will complaints regarding e-safety be handled?

The School will take all reasonable precautions to ensure e-safety. However, owing to the 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 School nor CmaT 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:

- Interview by E-safety Coordinator / Head-teacher.
- 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.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with School / LA child protection procedures.