



Buckland Primary School E-Safety Policy



The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation; technology often provides the platform that facilitates harm. An effective approach to online safety empowers a school to protect and educate the whole school in their use of technology and establishes mechanism to identify, intervene in and escalate any incident where appropriate (Keeping Children Safe in Education).

The internet access is provided by BT under name UNICORN. This offers web filtering and reporting using Smoothwall systems.

Teaching and Learning

Internet use is a supportive tool in delivering Computing, which is a part of the statutory curriculum.

Internet use enhances learning

- Pupils are taught what internet use is acceptable and what is not and given clear objectives.
- Pupils will be educated in the effective use of the internet for research, including the skills of knowledge location, retrieving and evaluating information.

Pupils will be taught how to evaluate Internet content

- The school will seek to ensure that the use of internet derived materials by staff and by pupils complies with copyright laws.
- Pupils should be taught to be aware of the accuracy of the materials they read. They will be shown how to validate information before accepting its accuracy.
- Pupils will be taught how to report unpleasant internet content.

Managing Internet Access

Systems Security

- The schools anti-virus system is updated daily and managed centrally on the server. When a laptop is switched on it updates. We use Webroot Antivirus.
- The schools anti-virus system is managed centrally and viewed weekly. Virus notifications are emailed out if a laptop is infected and the user is notified.

E-mail

- Staff may only use the approved e-mail accounts on the school system.

- In-coming e-mail should be treated as suspicious and attachments not opened unless the author is known.

Publishing content on the school website

- The contact details on the website should be the school address, e-mail and telephone number. Staff and pupils personal information will not be published.
- The head teacher and named member of staff will take overall editorial responsibility and ensure that the content is accurate and appropriate.

Publishing pupils' images and work

- Individual photographs that include pupils will never contain the child's name or class details.
- Pupils' full names will not be published on the school website.
- Written permission from parents/carers will be obtained before photographs of pupils are published on the school website (permission will be obtained as part of the induction process).

Filters and monitoring

- The school will work in partnership with BT and Smoothwall to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-safety/Computing co-ordinator.
- Filtering systems are place to ensure the school are doing all they reasonably can to limit children's exposure to child sexual exploitation; radicalisation and sexual predation and other issues surrounding safeguarding.
- All staff with access to the internet and shared systems in school login via an individual username and password, this means all internet activity is filtered and monitored.
- Pupils do not have individual usernames and passwords therefore we cannot monitor individuals. Laptops all have user numbers which are filtered and monitored. This coupled with a timetable of groups using laptops would enable the school to locate any inappropriate use to groups of users.
- The computing technician will ensure that checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Weekly checks will be carried out by the computing technician and a report log completed.

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.
- Games machines that have internet access which may not be filtered will be used with care within the school.

Protecting Personal Data

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

Authorising Internet Access

- All staff are granted access to the school's computing systems.
 - All (pupils') internet access will be adult demonstrated with directly supervised access to specific, approved on-line material.
 - To pupils
- * Pupils need to agree to comply with the pupil AUP in order to gain access to the school IT systems and to the internet.
- * Pupils will be reminded about the contents of the AUP as part of their e-safety education.

(See appendix) Parents will be asked to sign and return a consent form (see code of conduct).

- Any person not directly employed by the school will be asked to sign an 'acceptable use policy' before being allowed to access the internet from the school site.

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate materials. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor SCC can accept liability for the material accessed.
- The school will review Computing annually to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

Handling e-safety complaints

- Complaints of internet misuse will be dealt with by the head teacher.
- Any complaints about staff misuse must be referred to the head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of consequences for pupils misusing the internet.

Community use of the Internet

- All use of the internet connection by the community and other organisations shall be in accordance with the e-safety policy.

Communications Policy

- Appropriate elements of the e-safety policy will be shared with pupils.
- E-safety rules will be posted in all classrooms and on each individual laptop/computer.
- Pupils will be informed that internet use will be monitored.
- Curriculum opportunities to gain awareness of e-safety issues and how best to deal with them will be provided for pupils through computing lessons and PSHE.

Staff and the e-safety policy

- All staff will be given the school e-safety policy and its importance explained.
- Staff will be aware of/carry out data handling guidance set outline by Becta and Surrey County Council.
- Staff will be asked to sign and return an acceptable use policy. (See appendix).

Social media

• Staff and students working in the school are only expected to communicate with pupils and parents using official school systems. Any such communication will be professional in tone and manner. All staff and students working in school have agreed to conduct their activity on social networking sites with the highest of professionalism. It has been agreed that:

- No inappropriate photographs, status updates or conversations will be uploaded.
- No member of staff/student will be linked on-line to parents of pupils in school.
- No member of staff /student will linked on-line with pupils.
- Staff/ students will not comment on school related issues, nor engage in school related conversations.
- Staff/ students will not up-load photographs or images of colleagues, pupils or any school related business.

Photographs

- All teaching staff are issued with a school camera and SD (secure digital) card. It has been agreed that staff will not use personal SD cards to take pictures and store images of pupils.
- Under no circumstances should mobile phones be used to take photographs of pupils.

Mobile Phones

- Staff and students working in school will ensure that mobile phones are switched off or turned to silent mode during lessons (ensuring phones do not ring/ vibrate). Staff and students should never use mobile phones for making/receiving calls and sending/receiving text messages and emails when children are present. Staff and students need to use their professional judgement to determine if it is appropriate to make/receive calls and send/receive messages at lunchtime and after school, taking into consideration their location in school and the presence of children. Staff and students have been asked not to walk through school talking on mobile phones and to keep mobiles out of sight of children (for example, not left on desks in the classroom).

- Continued vigilance in school is important; everyone is responsible for the safe guarding of children and must ensure mobile phones are used in-line with this policy (everyone is accountable; if you see someone using a mobile phone, which breeches the policy this needs to be challenged).

Enlisting parents' support

- Parents' and carers' attention will be drawn to the school e-safety policy in newsletters, the school prospectus and on the school web site.
- Parents and carers will from time to time be provided with additional information on e-safety.
- The school will ask all new parents to sign the parent code of conduct as part of the induction process.

Parents taking photographs

- In the light of emerging, mobile technology and the ease of uploading photographs onto social media sites, it has been agreed that parents may take photographs at s assemblies and similar school events. However, parents will be asked to use photographs for personal use only and not to upload onto social media sites. A message will be given out at every class assembly or similar event.
- “We understand that you would like to take photographs of your child, however some parents wish for their children not to be photographed. For this reason and the safety of all children we ask that photographs are for personal use only and not uploaded onto social media sites”.
- Parents taking photographs at school events will be reviewed in-line with the annual e-safety review or sooner if the school feels that photographs are not being used appropriately (i.e. being up-loaded onto social media sites).

Parents using mobile phones

- Whilst it is recognised that mobile phones are an important part of modern life; parents have been asked not to use mobile phones in school for making and answering call, sending and receiving messages.

Agreed:

Review date: