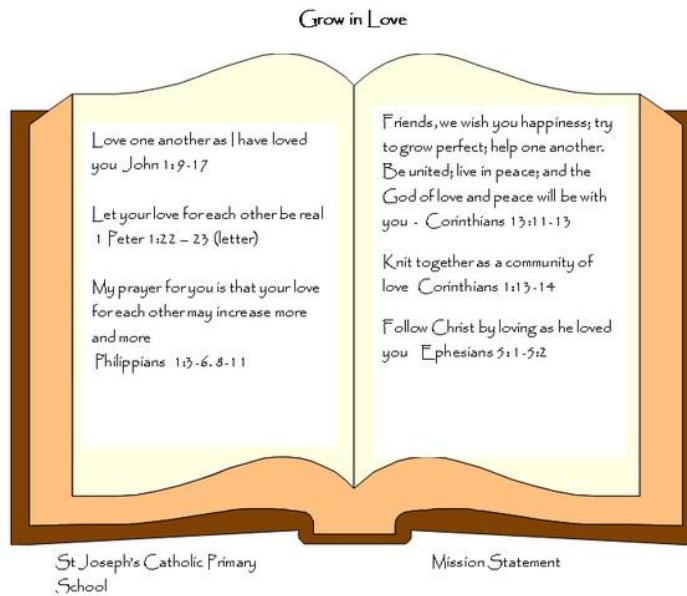




# 21. e-Safety policy

**Policy Valid until Autumn 2024**

**Policy owned by ICT Curriculum Postholder**



**For and on behalf of the**

**Board of Governors** .....

**Headteacher** .....

**Date:** .....

## **Policy status**

Statutory with Annual Review

## **Consultation**

This policy was established and reviewed by the all school staff in consultation with the governing body.

## **Purpose**

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.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build students' / 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

The e-Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection

## **Roles and responsibilities**

### ***The Governing Body***

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy.

### ***The Headteacher***

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*.

### ***E-safety coordinator:***

The school's e-Safety Co-ordinator is Mr. James Wilkinson.

The 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/arranges training and advice for staff

- Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- Reports to Senior Management Team & Governors as required

### ***School Personnel***

- Are responsible for promoting and supporting safe behaviours with pupils and e-Safety procedures;
- Will ensure that the use of Internet derived materials complies with copyright law

### ***Pupils***

- Be critically aware of the materials they read;
- Validate information before accepting its accuracy;
- Acknowledge the source of information used;
- Use the Internet for research;
- Respect copyright when using Internet material in their own work;
- Report any offensive e-mail or content witnessed

### ***Parents***

- make their children aware of the e-Safety policy

## **Teaching and Learning**

### ***Why Internet use is important***

- The Internet is an essential element throughout daily 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.
- Internet use will enhance learning

The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of the pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Teachers will be responsible for planning purposeful and suitable activities according to the ages of the pupils who are using the Internet, with specific set tasks, with definite direction, to promote the learning objectives.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. 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.

Pupils will be taught to be critically aware of the materials they read and the importance of cross-checking information before accepting its accuracy.

Pupils will be taught to report unpleasant Internet content immediately to a member of staff.

### **Managing Internet Access**

#### ***Information system security***

- School ICT systems capacity and security are reviewed regularly.
- Virus protection and filtering is provided by the education authority
- Security strategies will be discussed with Conwy IT.

#### ***E-mail***

- Pupils may only use the approved hwb e-mail accounts on the school system.
- Pupils must immediately tell a member of staff if they receive offensive e-mail.
- Pupils must not reveal their personal details or those of others in e-mail communication, or arrange to meet anyone without specific permission.
- Access to external personal e-mail accounts is blocked by the school system.
- E-mail sent to an external organisation should be written carefully and authorized before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

#### ***Published content and the school website***

- Staff or pupils personal contact information will not be published.
- The Head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

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

- Parents will be required to sign forms relating to use of photographs on an annual basis.
- Pupils' full names will not be used and no names will be associated with images.
- Parents are clearly informed of the school policy on image taking and publishing. The school will fully respect the wishes of parents who request that no images of their children are published in accordance with the above policy.

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

- The school blocks/filters access to social networking sites.
- Newsgroups are blocked unless a specific use is approved.
- Pupils are advised never to give out personal details of any kind which may identify them or their location.

- Pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils. This is reinforced through the use of educational materials.

### ***Managing filtering***

The school will work with Conwy County Borough Council to ensure systems to protect pupils are subject to regular checks to ensure that filtering methods are appropriate, effective and reasonable.

If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Co-ordinator who will ensure it is blocked.

### ***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 not to be used in school by pupils.

Staff may use a mobile phone when emergency contact is necessary whilst away from the main school site or for purposes relating to their work

### ***Protecting personal data***

Personal information will be held and processed by the School for those purposes contained in the School's Privacy Notice, and in accordance with the provisions of the General Data Protection Regulation (GDPR). Personal information provided may be shared with third parties as and when necessary in order to verify the information, for the prevention or detection of crime and/or for the purposes of discharging any statutory or administrative function as required by law.

## **Policy Decisions**

### ***Authorising Internet access***

All parents must read and sign the 'Acceptable ICT Use Agreement' before pupils are allowed to use the Internet.

At both the Foundation Phase and Key Stage 2, access to the Internet will be by directly supervised access to specific, approved on-line materials.

The school will maintain a current record of all staff and pupils who are forbidden access to the Internet.

All staff must read and sign the 'Conwy Staff Code of Conduct for ICT' before using any school ICT resource.

### ***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 CCBC can accept liability for the material accessed, or any consequences of Internet access. Methods to identify, assess and minimize risks will be reviewed regularly.

The school will audit ICT provision to establish if the e-Safety policy is adequate and that its implementation is appropriate and effective.

### ***Handling e-Safety complaints***

Complaints of Internet misuse will be dealt with by the Headteacher/e-Safety Coordinator

Responses to Internet misuse may include

- Informing parents/carers
- Removal of Internet/computer access for a set period

Any complaint about staff misuse will be referred to the Head teacher.

Complaints of a child protection nature will be dealt with in accordance with school child protection procedures.

### ***Community use of the Internet***

The school will be sensitive to Internet related issues experienced by pupils outside of school, e.g. social networking sites. Appropriate advice and guidance on safe use will be given to pupils in Key Stage 2.

### ***Communications Policy***

Parents will sign that their child is aware of the eSafety policy annually

Pupils will be informed that Internet use will be monitored.

Training in e-Safety and education on the importance of safe and responsible Internet use will be embedded in the ICT scheme of work and/or the PSHE curriculum.

### ***Distance Learning***

General

- Pupils in Foundation Phase will use SeeSaw and KS2 pupils will use Google Classroom as their main Distance Learning platform
- Pupils will abide by the 'Acceptable Use Agreement' and the Behaviour Policy when using these platforms
- Microsoft Teams will be used for 'Catch Up Sessions' with groups of learners and for some teaching sessions (not compulsory). Staff, parents and learners will read the relevant policy guidance and abide by the terms of the 'User Agreement'

Loan of devices

- Pupils without access to a device may loan a school Chromebook to access Distance Learning
- They will sign the County Device Loan Agreement

**This policy is available on the school website, and in translation, on request**