



"Happy together in God's family,
we love, grow and learn."

E-SAFETY POLICY

Academic Year 2020 - 2022

Introduction

The purpose of internet access in school is to raise the achievement of pupils, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the Internet is a necessary tool for all staff and students irrespective of gender, race, religion, culture or ability. It is an entitlement for students who show a responsible and mature attitude.

The appropriate use of the Internet can now provide a number of benefits to the school.

Online safety is an integral part of safeguarding and requires a whole school, cross-curricular approach and collaboration between key school leads. Accordingly, this policy is written in line with 'Keeping Children Safe in Education' 2020 (KCSIE), 'Teaching Online Safety in Schools' 2019, statutory RSHE guidance 2019 and other statutory documents. Any issues and concerns with online safety must follow the school's safeguarding and child protection procedures.

Online-safety risks are traditionally categorised as one of the 3 Cs: Content, Contact or Conduct. These three areas remain a helpful way to understand the risks and potential school response, whether technological or educational. They do not stand in isolation, however, and it is important to understand the interplay between all three.

In past and potential future **remote learning and lockdowns**, there is a greater risk for grooming and exploitation (CSE, CCE and radicalisation) as children spend more time at home and on devices.

Aims

- To provide pupils with their entitlement for computing, support teaching and learning.
- To use the Internet safely, effectively and responsibly.
- To prepare children for the risks and opportunities of today's and tomorrow's digital world.
- To protect the school from undesirable content.
- To access the school website.
- To raise the awareness of staff and students to the benefits of Internet access whilst ensuring that the use of digital technology is in line with the standards and expectations of the school.
- To support the children in their home learning.

Objectives

- To develop strategies to use the Internet.
- To encourage suitable use through the implementation of a contract with users.
- To promote the use of the Internet as a learning tool.
- To establish clear structures by which online misdemeanours will be treated in line with the other school policies (Child Protection, Behaviour and Anti-Bullying).

Guidelines

Parental involvement

Due to the increased use of the Internet in homes, the school will try to increase the involvement of parents/ guardians in developing safe Internet practices through:

- Parents / guardians information and links / alerts around E safety via the school newsletter, the website and communications with parents.
- Suitable educational and leisure activities that make responsible use of the internet will be developed with parents.
- The website has links to useful pages from CEOP, NYCC Safeguarding Children Board and other organisations.

Pupil involvement

Pupils will be taught to:

- Validate information before accepting that it is necessarily accurate;
- Examine the information and how it is displayed compared to other media;
- Validate whether the Internet resource is more or less appropriate than resources from other places;
- Acknowledge the source of information, when using Internet material for their own use;
- Show awareness that the writer of an e-mail or the author of a web page might not be the person claimed;
- Encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Understand why Internet use will be supervised and sites selected will be monitored;
- Understand the importance of regular training on E Safety.
- Inform the class teacher if their password is being used by another person or has been lost;

- Report unsuitable sites to the teacher; the URL (address) and content will be reported to Connect Up Support.

Responsibilities

Role of the Academy Council

To ensuring that the statutory requirements of current 'Keeping Children Safe in Education ' document (September 2020) are complied with.

In relation to online safety this includes:

- Ensuring that online safety training for staff and pupils is considered as part of the overarching safeguarding approach.
- Ensuring that pupils are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- Ensure that the school has appropriate systems and safeguards in place so that children are safeguarded from potentially harmful and inappropriate online material.
- Ensure that regular monitoring of online safety incident logs occurs that any incidents are respond to appropriately.
- Ensure that there is an appropriate e-safety policy in place that is updated alongside government recommendations.

Role of the Headteacher

To ensure that all staff are:

- Given opportunities to discuss the issues associated with Internet access and develop appropriate teaching strategies;
- Given effective and regular training about online safety and a log is kept of the staff who complete the training;
- Aware that monitoring of Internet access takes place both for staff and pupils;
- Provided with or have access to the ICT Acceptable Use Policy, and its importance explained;

To ensure that:

- A culture of safeguarding is fully integrated into whole school teaching, learning and safeguarding.
- Governors are supported to ensure compliance with the online safety aspects of the current 'Keeping Children Safe in Education September 2020' documentation. Governors are invited to take part in online safety training and awareness sessions.

- Effective communication takes place with parents/ carers about safe practices when using online technologies and support them in talking to their children about these issues.
- Parents' attention will be drawn to the E-Safety Policy in newsletters and on the school website;
- New facilities will be thoroughly tested before pupils are given access;
- Internet access in school has an appropriate filtering, monitoring and security systems are in place.
- There are effective procedures in place in the event of an online safety allegation which are known and understood by all members of staff.
- The school's Designated Safeguarding Lead should be trained in online safety issues and be aware of the potential for serious child protection issues that could arise through the use of ICT.

Role of the Designated Safeguarding Lead

The DSL will handle referrals to local authority and deal with issues related to Child Protection . They should be trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- Sharing of personal data;
- Access to illegal / inappropriate materials;
- Inappropriate on-line contact with adults / strangers;
- Cyber-bullying.

Role of the Staff

To ensure that:

- They know the rules for Internet access;
- They have all accessed the online safety training as suggested in KCSiE 2020
- There is equality of access within the classroom;
- They inform the designated person of any problems when they arise;
- They supervise pupils' when they access the Internet;
- They use the Internet in a responsible manner, in line with local and national guidance.
- They maintain a secure password for their school network login.
- They understand the importance of data and data protection, and will not carry photos or sensitive files on their memory sticks or hard drive that are not password protected.
- They maintain a secure password for their school network login.

- They understand that if they use personal equipment in school, school has the right to inspect and monitor that equipment at any time – at the discretion of the headteacher.
- Will maintain a responsible and professional attitude when using any social media, such as Facebook, Twitter and Instagram. Information and comments about school should never be shared via social media.
- They do not 'be-friend' any pupil or pupil family member on social media in a social context whilst the pupil is at the school.
- They have read, understood and signed the Staff Acceptable Use of ICT Policy.
- They report any suspected misuse or problem to the Headteacher for investigation or action.
- in lessons where internet use is pre-planned, 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.
- They appropriately support children with home learning where contactable platforms such as Microsoft Teams or Purple Mash are used.

Role of the Pupils

- To read and understand the Rules for Responsible Use guidance or have them explained by a teacher where necessary. Rules for Internet access will be posted near computer systems (rules are there to protect legitimate use).
- To access the internet in a sensible manner.
- To report to an adult any material which they receive that they consider offensive or inappropriate.
- To refrain from giving their name, address, contact numbers or personal information to any person without permission from a parent, carer or teacher.
- To use safe search, and other resources in a responsible and fair manner.
- Should not share their password with another pupil / sibling and inform staff immediately if passwords are traced or forgotten.
- To refrain from, and understand the dangers of, cyber bullying.
- Understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online 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. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, and the website.

Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of digital and video images taken at school events.

Mobile phones and other devices

Children are not permitted to bring mobile phones or other electronic devices into school without express permission from their teacher or the Headteacher. Any devices must be handed into the class teacher at the start of the day and collected at the end of the day and not kept in school bags. The school accepts no responsibility for any devices brought into school, however they are kept.

Off-site behaviour

The Education and Inspections Act 2006 empowers the Headteacher to regulate and where necessary impose disciplinary penalties for inappropriate behaviour the behaviour of pupils when they are off the school site. This is pertinent to incidents of cyber-bullying or other online safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school. The school should deal with such incidents within the procedures set out in the online policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that takes place out of school.

Home learning

- If interacting with other pupils or staff online, students should always be kind and respectful to each other and respectful and obedient to staff, remembering always that staff are not 'friends' with, or peers to, pupils.
- Students should never attempt to contact staff via social media or make comments about staff on social media platforms.
- Any inappropriate comments to staff online, via email or Microsoft Teams, or any other platform will be taken very seriously. This is also the case for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.

Use of digital and video images

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, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take

place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. 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 e.g. on social networking sites.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website or for local press.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use. To respect everyone's privacy and in some cases protection, these images should not be published or made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the images.

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. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.

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.

Pupil's work can only be published with the permission of the pupil and parents or carers.

Equal Opportunities

To make sure that all pupils receive their curriculum entitlement, it is essential that opportunities are provided for pupils to access the internet regardless of gender, race, religion, ethnic group, culture or ability. It is equally important that all staff are given opportunity to access the internet.

Special Needs

Computing and ICT can be a positive tool for children with Special Educational Needs. Access to the internet is therefore a vital link with which communication to the outside world can be achieved. Access to the internet can also stimulate children to develop their ideas and research independently.

Resources

It is expected that resources will be used from the internet for teaching and learning materials. Copyright will need to be acknowledged where necessary.

Neither the school nor the Council will be liable under any circumstances for any injury, distress, loss or damage to the pupil or parents which may arise directly or indirectly from the pupil's use of the internet facilities, the use of e-mail, or from other pupils unauthorised use of those facilities or e-mail.