



E-Safety Policy

WRAY COMMON PRIMARY SCHOOL

E-Safety Policy

Governors' Committee Responsible:	Teaching and Learning Committee
Governor Lead:	Tori Perrot
Nominated Lead Member of Staff:	Alban Squires (Sep 2015)
Status & Review Cycle:	Statutory & Annual
Next Review Date:	Spring 2018

Aims:

- To ensure all staff adopt safe practices in the use of the internet and in the teaching of internet use to children
- To educate children to be responsible and informed internet users
- To inform and support parents in keeping their children safe on the internet at home, on PCs or other internet-enabled devices, e.g. consoles, smartphones and tablets

E-safety is part of the school's safeguarding responsibilities. This policy relates to other policies including those for behaviour, safeguarding, anti-bullying, data handling and the use of images. It also relates to the Staff and Governor Acceptable Use Agreement and Computing Code of Conduct.

Using this policy

- The school will form an e-safety committee and will appoint an e-safety co-ordinator
- Our e-safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by senior management and approved by governors
- The e-safety policy was revised by: 28th November 2016
- The e-safety policy covers the use of all technology which can access the school network and the internet or which facilitates electronic communication from school to beyond the bounds of the school site. This includes but is not limited to workstations, laptops, mobile phones, tablets and hand held games consoles used on the school site
- The e-safety policy recognises that there are differences between the use of technology as a private individual and as a member of staff / pupil

Managing access and security

The school will provide managed internet access to its staff and pupils in order to help pupils to learn how to assess and manage risk, to gain the knowledge and understanding to keep themselves safe when using the internet and to bridge the gap between school IT systems and the more open systems outside school.

- The school will use a recognised internet service provider or regional broadband consortium
- The school will ensure that all internet access has age appropriate filtering provided by a recognised filtering system which is regularly checked to ensure that it is working, effective and reasonable
- The school will ensure that its networks have virus and anti-spam protection
- Access to school networks will be controlled by personal passwords which are changed every three months
- Systems will be in place to ensure that internet use can be monitored and a log of any incidents will be kept to help to identify patterns of behaviour and to inform e-safety policy
- The security of school IT systems will be reviewed regularly
- The school will ensure that access to the internet via school equipment for anyone not employed by the school is filtered and monitored
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Internet Use

The school will provide an age-appropriate e-safety curriculum that teaches pupils how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others' safety. As part of the curriculum, pupils are advised not to give out personal details or information which may identify them or their location and to ensure privacy settings are turned on for social media websites and apps.

- They will be taught how to interact appropriately with the Wray Common learning platforms and suggested content sites.
- Pupils will be taught how to recognise unpleasant internet content and the procedures for reporting to adults
- All communication between staff and pupils or families will take place using school equipment and/or school accounts

E-mail

- Pupils and staff may only use approved e-mail accounts on the school IT systems. For pupils this will be using the tools within Purple Mash.
- Staff email accounts must not be used for personal reasons.
- All school communication must only take place via the school email system.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known

Published content eg school website, school social media accounts

The contact details will be the school address, email and telephone number. Pupils' personal information will not be published and staff names only will be published

The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupils' images and work

Written permission will be obtained from parents or carers before photographs or names of pupils are published on the school website or any school run social media as set out in Surrey Safeguarding Children Board Guidance on using images of children.

Use of social media including the school learning platform

- The school will block access to social networking sites
- Newsgroups will be blocked unless a specific use is approved
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils

Staff and pupils should ensure that their online activity, both in school and out takes into account the feelings of others and is appropriate for their situation as a member of the school community.

Response to sexting and youth produced sexual imagery

- Our safeguarding policy states the school's response to how it will deal with any identification that an incident of sexting and/or youth produced sexual imagery may have occurred.
- Additionally, the safeguarding policy alongside the behaviour policy states the set procedures and sequences that must be initiated should staff suspect either sexting or youth sexual imagery.

Use of personal devices

- Personal equipment may be used by staff to access the school IT systems provided their use complies with the e-safety policy and the relevant Code of Conduct
- Mobile phones must be password protected by a code-lock
- Staff must not take images of pupils or store pupil personal data on personal devices
- The school cannot be held responsible for the loss or damage of any personal devices used in school or for school business
- Children in Years 5 and 6 are allowed to bring mobile phones to school. This requires a written request from their parents. These requests are considered by the Head Teacher who may or may not grant permission. Mobile phones must be handed into the office at the beginning of the day and collected at the end. Permission can be withdrawn for improper use such as 'Sexting.'

Protecting personal data

The school has a separate Data Handling Policy. It covers the use of biometrics in school, access to pupil and staff personal data on and off site, remote access to school systems. Off-site access is available for all staff via the Remote Access system which is password protected. Pupil information may be stored on encrypted USB keys, supplied by the school, but not on home computer systems.

Policy Decisions

Authorising access

- All staff (including teaching assistants, support staff, office staff, midday supervisors, student teachers, work experience trainees, ICT technicians and governors) must read and sign the 'Staff Code of Conduct' before accessing the school IT systems
- The school will maintain a current record of all staff and pupils who are granted access to school IT systems

- At Key Stage 1, access to the internet will be by adult demonstration with supervised access to specific, approved on-line materials via the Wray Common Learning Zone
- At Key Stage 2, access to the internet will be with teacher permission with increasing levels of autonomy
- Parents will be asked to sign and return a consent form to allow use of technology by their pupil

Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate material. 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 Surrey County Council can accept liability for the material accessed, or any consequences of internet access.

Handling e-safety complaints and issues arising from it

- E-Safety incidents recorded by designated safeguarding lead DSL.
- Complaints of internet misuse will be dealt with according to the school behaviour policy.
- 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 and sanctions for pupils misusing the internet and this will be in line with the school's behaviour policy.

Raising profile

- E-Safety day to share with pupils good E practice.
- Parent workshops available annually.
- Promotion of E-safety literature and relevant resources.
- Reference to Home Learning Journal.
- Staff provided with point of contact and signposted to resources.

Communication of the Policy

Website

- Website will provide information and suitable links for our stakeholders to reference.
- Policy will be available via the website and hardcopies available on request from the school office.

To pupils

- Pupils need to agree to comply with the pupil Computing Code of Conduct in order to gain access to the school IT systems and to the internet.
- Pupils will be reminded about the contents of the Code of Conduct as part of their e-safety education

To staff

- All staff will be shown where to access the e-safety policy and its importance explained
- All staff must sign and agree to comply with the staff Code of Conduct in order to gain access to the school IT systems and to the internet
- All staff will receive e-safety training on an annual basis including PREVENT (Protecting children from extremism and radicalisation)

To parents

- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school
- Home Learning Journals will have a section for parents and children to sign.
- Parents' and carers' attention will be drawn to the School e-safety Policy in newsletters, the school brochure and on the school website
- Parents will be offered e-safety training annually

This policy also links to our policies on:

Behaviour,

Staff Behaviour Policy / Code of Conduct

Whistleblowing,

Anti-bullying,

Health & Safety

Allegations against staff,

Parental concerns,

Teaching and Learning

PSHE

Sex and Relationships Education

Safeguarding Policy

Child Protection