



PRESTON & WINGHAM PRIMARY SCHOOLS FEDERATION

E-Safety Policy

APPROVAL & ADOPTION

This policy was formally agreed and adopted by the Governing Body on:

19th May 2014

Chair of Governors

Signed: 

UPDATE SCHEDULE

Version	Date	Reason for Update
1		Existing policies of both schools reviewed as part of Federation review process.

INTRODUCTION

Materials on the Kent Trust Website have been used to inform this policy. (www.kenttrustweb.org.uk.esafety)

This policy has been developed to ensure that all adults at Preston and Wingham Primary Schools are working together to safeguard and promote the welfare of children and young people.

E-Safety is a safeguarding issue not an ICT issue and all members of the School community have a duty to be aware of e-safety at all times, to know the required procedures and to act on them.

This document aims to put into place effective management systems and arrangements which will maximise the educational and social benefit that can be obtained by exploiting the benefits and opportunities of using ICT, whilst minimising any associated risks. It describes actions that should be put in place to redress any concerns about child welfare and safety as well as how to protect children and staff from risks and infringements.

The Executive Head teacher or, in their absence, the Head of School/Inclusion Leader has the ultimate responsibility for safeguarding and promoting the welfare of pupils in their care. However, within the federation the ICT leader and ICT Curriculum Support Technician have the day to day responsibility for ensuring all aspects of the federation's ICT provision conforms to the highest safeguarding protocols.

This policy complements and supports other relevant School and Local Authority policies.

ETHOS

It is the duty of the schools to ensure that every child in its care is safe. The same 'staying safe' outcomes and principles outlined in other Federation policies apply equally to the 'virtual' or digital world. This expectation also applies to any voluntary, statutory and community organisations that make use of the School's ICT facilities and digital technologies.

All staff members have a responsibility to support e-Safety practices in the schools and all pupils need to understand their responsibilities in the event of deliberate attempts to breach e-safety protocols.

E-safety is a partnership concern and is not limited to school premises, school equipment or the school day.

Bullying, harassment or abuse of any kind via digital technologies or mobile phones will not be tolerated and complaints of cyber bullying will be dealt with in accordance with each school's Behaviour Policy.

Complaints related to child protection will be dealt with in accordance with the federation's Safeguarding Policy.

The Governing Body of the Federation will ensure that:

- i. There is a senior member of the federation's leadership team who is designated to take the lead on E-Learning/Safety within the School by working closely with the ICT leader.
- ii. Procedures are in place for dealing with breaches of e-safety and security and are in line with Local Authority procedures.
- iii. All staff and volunteers have access to appropriate ICT training.

Teaching and learning

The purpose of internet use in school is to help raise educational standards, promote pupil achievement, support the professional work of staff as well as enhance the federation's management information and business administration systems.

Why Internet and digital communications are important

- The Internet is an essential element in 21st century life for education, business and social interaction. The federation has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the curriculum and a necessary tool for staff and pupils.
- The federation's Internet access is provided by Kent County Council and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet
- Pupils will be shown how to publish and present information appropriately to a wider audience.
- Pupils will be taught how to evaluate Internet content
- The federation will seek to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content e.g. using the CEOP Report Abuse icon or Hector Protector.

MANAGING INTERNET ACCESS

The federation's ICT systems security will be reviewed regularly

- Virus protection will be updated regularly
- Security strategies will be discussed with the Local Authority

Developing good practice in internet use as a tool for teaching and learning is essential. The federation's internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the children and young people.

- Pupils will be taught what internet use is acceptable and what is not and be given clear objectives for internet use. Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupil's age and maturity.
- Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT Leader.
- The federation 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 as well as how to validate information before accepting its validity.

MANAGING E-MAIL

- Pupils and staff may only use approved e-mail accounts on the schools' system. Staff will only use official school provided email accounts to communicate with pupils, parents/carers and other professionals as approved by the Senior Leadership Team.
- Pupils must immediately tell a teacher if they receive offensive e-mail and a hard copy will be requested.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.

- Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The federation will consider how e-mail from pupils to external bodies is presented and controlled.

Published content and the school web sites

- The contact details on the Web sites should be the school's address, email and telephone number. Staff or pupils personal information will not be published.
- The Governing Body will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing photographs, images and work

- Photographs that include pupils will be selected carefully and may enable individual pupils to be clearly identified.
- Full names will be avoided on the Web sites or learning platforms, as appropriate, including in blogs, forums or wikis, particularly in association with photographs.
- Written permission from parents or carers will be obtained for the use of photographs or images of pupils as they initially start school.
- Written permission from adults will be obtained before their names, photographs or images of themselves are published.
- Parents should be clearly informed of the federation policy on image taking and publishing, both on school and independent electronic repositories

SOCIAL NETWORKING AND CHAT ROOMS

The federation will control access to moderated social networking sites and educate pupils in their safe use.

- Pupils will not access social networking sites e.g. 'My Space', 'Facebook' or 'Bebo'.
- Pupils will be taught the importance of personal safety when using social networking sites and chat rooms.
- Pupils will not be allowed to access public or unregulated chat rooms.
- Pupils will only be allowed to use regulated educational chat environments and use will be supervised.
- Newsgroups will be blocked unless an educational need can be demonstrated.
- Pupils will be advised to use nick names and avatars when using social networking sites.
- Staff will not exchange social networking addresses or use social networking sites to communicate with pupils.
- Should special circumstances arise where it is felt that communication of a personal nature between a member of staff and a pupil is necessary, the agreement of a senior manager should always be sought first and language should always be appropriate and professional.

MOBILE PHONES

Mobile phones will not be used during lessons or formal times in school. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden and will be dealt with in accordance with the School's Anti-Bullying and Behaviour Policies. As stated in the section of photographic, video and audio technology staff should never use personal mobile phones or other technology (including tablets) to capture images of children.

Managing filtering

- The school will work in partnership with Kent County Council 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 nominated member of staff.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

AUTHORISING INTERNET ACCESS

All staff and volunteers must read and sign the federation's 'Acceptable/Responsible Use of ICT Agreement' before using any school ICT resources or accessing the internet from either school.

- Each school will maintain a current record of all staff and pupils who are allowed access to the school's ICT systems.
- Each school will maintain a record of pupils whose parents/carers have specifically requested that their child be denied internet or e-mail access.
- Parents/carers will be asked to sign and return the school's form stating that they have read and understood the school's 'Acceptable Use' document and give permission for their child to access ICT resources.
- Staff will supervise access to the internet from the school site for all pupils.

PHOTOGRAPHIC, VIDEO AND AUDIO TECHNOLOGY

- When not in use all video conferencing cameras will be switched off and turned towards the wall.
- It is not appropriate to use photographic or video technology in changing rooms or toilets.
- Staff may use photographic or video technology provided by the school to capture appropriate curriculum activities. The use of personal mobile phones should not be used for this purpose at any time.
- Videoconferencing and webcam use will be appropriately supervised for the pupil's age.

ASSESSING RISKS

- The federation 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 schools, federation nor KCC can accept liability for the material accessed, or any consequences of Internet access.
- The federation will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective.

DEALING WITH COMPLAINTS

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Executive Headteacher.
- Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding (Executive Headteacher) and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

PARENTS/CARERS SUPPORT

Parents/carers will be informed of the federation's Internet Policy which may be accessed on each school's website.

- Parents' and carers attention will be drawn to the federation E-safety Policy in newsletters and on the schools' web sites.

- Parents and carers will from time to time be provided with additional information on E-safety. A partnership approach will be encouraged with parents/carers and this may include practical sessions as well as suggestions for safe internet use at home

COMMUNITY USE

School ICT resources may be increasingly used as part of the extended school agenda.

- All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.