

# Oakridge Community Primary School

## E Safety Policy

### Introduction

This policy has been written based on North Yorkshire e-safety guidance in conjunction with BECTA and CEOP materials. It has been adapted to reflect the schools own decisions on balancing educational benefit with potential risks. This e-safety policy will be used in conjunction with policies relating to curriculum, data protection, anti-bullying, safeguarding children, security and home-school agreements.

The headteacher has identified **Mrs Hilary Thompson** as the e-safety co-ordinator. **The Governing Body and headteacher will also act as E-Safety coordinators although the overall responsibility is that of the 'safeguarding persons'.**

### Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning.

### Scope

This policy applies to all pupils, all teaching staff, all support staff, all governors and all volunteers.

### Aims

Our aims are to ensure that all pupils, including those with special educational needs:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

### Internet use will support, extend and enhance learning

- Pupils will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters.
- Internet use will be embedded in the curriculum.

### Pupils will develop an understanding of the uses, importance and limitations of the internet

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate information on the internet.
- Pupils will be taught how to report inappropriate web content.

### Pupils will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.

- Pupils will use the internet to enhance their learning experience.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

### Pupils will use existing technologies safely

- Pupils will be taught about e-safety.

### Data Protection

- There is a separate Data Protection policy.

### Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal 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

- Photographs that include pupils will be selected carefully.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

### E-mail

- Pupils and staff will only use approved e-mail accounts when using the school network and email usage should be supervised and monitored by a staff member.

- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Pupils will tell a member of staff if they receive inappropriate e-mail communications.
- Pupils will only use e-mail for approved activities.

### **Internet Access and Learning Platform**

- Staff will read and sign the e-safety and acceptable use policies before using any school ICT resource.
- Parents will read and sign an internet access consent form and Acceptable Use Policy before their children are given access to internet resources (including the Learning Platform).
- Pupils internet access during school hours will be supervised by a member of staff.

### **Mobile Phones and other handheld technology**

- Pupils are not permitted to have mobile phones or other personal handheld technology in school. Such items can be confiscated by school staff if they have reason to think that they are being used to compromise the wellbeing and safety of others (*Education and Inspections Act 2006, Sections 90, 91 and 94*).

### **Systems Security**

- ICT systems security will be regularly reviewed with support from Schools ICT.

### **Web Filtering**

- The school will work with Schools ICT to ensure that appropriate filtering is in place.
- Pupils will report any inappropriate content accessed to the e-safety co-ordinator.

### **Communication of the e-safety policy to pupils**

Pupils will be told about the Acceptable Use Policy on the website before using these resources.

- E-safety rules will be posted in each room where a computer is used.
- Pupils will be informed that internet and Learning Platform use will be monitored.

### **Communication of the e-safety policy to staff**

- The e-safety and acceptable use policies will be given to all new members of staff as part of the staff handbook.
- The e-safety and acceptable use policies will be discussed with, and signed by, all staff.
- Staff will be informed that internet and Learning Platform use will be monitored.

### **Communication of the e-safety policy to parents/carers**

- The acceptable use policies will be available in the school prospectus and on the school website.
- The Learning Platform will include a list of e-safety resources and information for parents to access alongside their children.
- Parents will be asked to sign a home-school agreement when their children join the school. This will include acceptable use policies relating to the internet, Learning Platform and other digital technologies.
- The school will communicate and publicise e-safety issues to parents through the school newsletter and website.

### **E-safety Complaints**

- Instances of pupil internet or Learning Platform misuse should be reported to, and will be dealt with by, the e-safety co-ordinator or headteacher.
- Instances of staff internet or Learning Platform misuse should be reported to, and will be dealt with by, the headteacher.
- Pupils and parents will be informed of the consequences of internet and/or Learning Platform misuse.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

### **Whole-School Responsibilities for Internet Safety**

#### **Headteacher**

- Responsible for e-safety issues within the school but may delegate the day-to-day responsibility to a Senior Leader as the e-safety co-ordinator.
- Ensure that the e-safety co-ordinator is given appropriate time, support and authority to carry out their duties effectively.
- Ensure that developments at Local Authority level are communicated to the e-safety co-ordinator.
- Ensure that the Governing Body is informed of e-safety issues and policies.
- Ensure that appropriate funding is allocated to support e-safety activities throughout the school.

#### **E-safety co-ordinator**

- Primary responsibility: establish and maintain a safe ICT learning environment (under the direction of Senior Management).
- Establish and maintain a school-wide e-safety programme.
- Respond to e-safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and maintain an incident log.
- Establish and maintain a staff professional development programme relating to e-safety.
- Develop a parental awareness programme.
- Develop an understanding of relevant legislation.

#### **Governing Body**

- E-Safety will be reviewed as part of the regular review of child protection and health and safety policies.

- Support the headteacher and/or designated e-safety co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for e-safety solutions, training and other activities as recommended by the headteacher and/or designated e-safety coordinator (as part of the wider remit of the Governing Body with regards to school budgets).

### **Teaching and Support Staff**

- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Embed e-safety education in curriculum delivery.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within & outside school.
- Take responsibility for their professional development in this area.

### **Wider School Community**

#### **As a school we aim to encourage:**

- This group includes: non-teaching staff; volunteers; student teachers; other adults using school internet, Learning Platform or other technologies.
- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

### **Parents and Carers**

#### **As a school we aim to encourage:**

- Contribute to the development of e-safety policies.
- Read acceptable use policies and encourage their children to adhere to them.
- Adhere to acceptable use policies when using the school internet and/or Learning Platform.
- Discuss e-safety issues with their children, support the school in its e-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the school if they suspect, or have identified, that their child is conducting risky behaviour online.

**Adopted: Summer Term 2022**

**Review:** This policy will be reviewed in the **Summer Term 2023**