



# **E-SAFETY POLICY**

## **Monitoring and Review**

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New technologies have become integral to the lives of children in today's society. The internet and other digital and information technologies are powerful tools which open up new opportunities. The greater use of these tools has meant that we must all unite to ensure children and staff are protected from harm it may cause.

"Children and young people need to be empowered to keep themselves safe – this isn't just about a top-down approach. Children will be children – pushing boundaries and taking risks. At a public swimming pool we have gates, put up signs, have lifeguards and shallow ends, but we also teach children how to swim."

Dr Tanya Byron Safer children in a digital world: The report of the Byron Review

### **Introduction**

This E-Safety Policy is part of the ICT Policy and provides a method to review practice, in this case the use of a major technology and its benefits and risks. The requirement to keep children safe online is part of the wider duty of care to which all who work in Ravensdale Primary School is duty bound.

- The school has appointed an ICT leader who works in conjunction with the designated lead for safeguarding in relation to E-Safety.
- Our E-Safety Policy has been written by the school, building on the Council E-Safety Policy and government guidance. It has been agreed by the leadership team and approved by governors.
- The E-Safety Policy and its implementation will be reviewed bi-annually.

### **Teaching and learning**

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

The rapid developments in electronic communications are having many effects, some profound, on society. Only ten years ago we were asking whether the Internet should be used in all schools.

Now every pupil is younger than the World Wide Web and many use it more than their teachers. Nevertheless, it is important to state what we are trying to achieve in education through ICT and Internet use. Use of the internet and its tools in school and at home has been shown to raise education standards, however, the use of these technologies can put young people at risk. Possible statements:

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.
- Internet use is part of the statutory curriculum and a necessary tool for learning.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st century 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.
- Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

### **How does Internet use benefit education?**

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between pupils world-wide;
- vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational
- materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with Coventry Local Authority and the DFE;
- access to learning wherever and whenever convenient.

### **How can Internet use enhance learning?**

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. At Ravensdale, we use LA filtering services as one level of filtering of internet web pages.

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

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils. Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

### **How will pupils learn how to evaluate Internet content?**

- The schools will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils in year 5 & 6 will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- The evaluation of on-line materials is a part of every subject.

### **How will information systems security be maintained?**

#### **Impero**

Impero software is a highly interactive **management tool** that plays a key role in helping to deliver and maintain a school wide ethos of safety behaviour. It allows Ravensdale to reinforce their Acceptable Use Policy and helps to enforce it responsibly and sensitively with the correct levels of monitoring and reporting applied to each group of network users. The service helps to monitor, manage, and eradicate E-Safety issues such as:

- Cyber Bullying
- Cyber Slacking
- Abusive and threatening language used in documents, emails or chat sessions
- Racial or Sexual Harassment
- Inappropriate web site access
- Gambling, unethical or illegal practices

### **Console Users**

The deputy head and ICT technician will be 'console users' with permission to access data for children. The head teacher will be the only person with access to staff data; other console users should know the pupils well. Any 'captures' of data will be viewed in the context of the school and knowledge of the user.

### **Other System Maintenance**

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Use of portable media such as memory sticks and CD-ROMs will be reviewed.
- Files held on the school's network will be regularly checked.

### **How will e-mail be managed?**

Pupils may only use approved e-mail accounts.

Pupils must immediately tell a teacher if they receive offensive e-mail.

Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

Whole-class or group e-mail addresses should be used in primary schools.

### **2.3.3 How will published content be managed?**

The school has a website which celebrates pupils, promotes the school, is informative for parents and all stakeholders and publishes resources for projects. Publication of information will be considered from a personal and school security viewpoint.

- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils personal information must not be published.
- E-mail addresses will be published carefully, to avoid spam harvesting.
- The deputy head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the school's guidelines for publications including respect for intellectual property rights and copyright.

### **Can pupil's images or work be published?**

Still and moving images and sounds add liveliness and interest to publications, particularly when pupils can be included. Ravensdale regards the security of staff and pupils as paramount. When possible, personal photographs will be replaced with self-portraits or images of pupils' work or of a team activity. Pupils in photographs should be appropriately clothed. Images of a pupil will not be published without the parent's or carer's written permission. Ravensdale asks permission to publish images of work or appropriate personal photographs once per year (in September). Images that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

Written permission from parents or carers will be obtained before images of pupils are electronically published.

**How will social networking and personal publishing be managed?**

The school will block/filter 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 and /or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc. School will advise parents about social network spaces and direct to information to keep children safe.

**How can emerging technologies be managed?**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. If pupils or staff discover inappropriate sites it must be reported to ICT leader or SLT immediately.

This policy will also work in conjunction with the mobile phone policy. Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden. Ravensdale will continue to work with Coventry City Council servers to ensure systems are in place to protect pupils and these are reviewed and improved.

**How should personal data be protected?**

The Data Protection Act 1998 ("the Act") gives individuals the right to know what information is held about them and it provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information. Under the Act every organisation that processes personal information (personal data) must notify the Information Commissioner's Office, unless they are exempt. The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals. The Act sets standards (eight data protection principles), which must be satisfied when processing personal data (information that will identify a living individual). The Act also gives rights to the people the information is about i.e. subject access rights lets individuals find out what information is held about them.

The eight principles are that personal data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individuals rights
- Kept secure
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

**Policy Decisions**

**How will Internet access be authorised?**

Ravensdale provides Internet access for staff and pupils on the basis of educational need. The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.

All staff must read and sign the Staff Information Systems Code of Conduct before using any school ICT resource.

Parents will be asked to sign and return a consent form for pupil access.

**How will risks be assessed?**

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Ravensdale cannot accept liability for the material accessed or any consequences resulting from Internet use. Staff and children will be made aware of the E-Safety policy alongside the child protection policy and its importance explained. Children will sign a copy of the school policy of using Ravensdale computers safely in their welcome pack. Staff will be made aware of the captures which are reported termly to the ICT leader and SLT through policy central.

**How will parents be supported?**

Parents will be drawn to the E-Safety policy through newsletters and the website. Parents will also be contacted if it has been brought to school's attention that children are vulnerable or have misused the internet. School will inform parents regularly through newsletters and workshops how they can put restrictions on their internet access and signs to look for if there are safeguarding issues. School will also signpost parents to further support and will also refer to the correct agency in line with the safeguarding policy where there is a concern.

**How will E-Safety complaints be handled?**

Complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the head teacher.

**Agreements**

Children, parents and staff must sign an internet use agreement.

Appendix 1: Children and Parents Agreement

Appendix 2: Staff Internet use agreement

**At Ravensdale, we have a secure firewall to protect all school users as far as possible.**

### **Using the Computers**

- I will only access the computer system with the login and password I have been given and I will keep this a secret;
- I will not access other people's files without their permission;
- I will not bring in memory sticks or CDs from outside school and try to use them on the school computers.

### **Using the Internet**

- I will ask permission from a teacher before using the internet;
- I will tell my teacher if an internet site makes me feel uncomfortable or worried;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, home address, telephone number, school name or my picture to anyone using the internet;
- I will not try to buy things even if they seem to be free or are a prize;
- I will not click on things if I am not sure what will happen.

### **Using E-mail**

- I will ask permission from a teacher before checking an e-mail;
- I will tell my teacher about any unpleasant messages that are sent to me;
- The messages I send will be polite and responsible;
- I will only e-mail people I know or that my teacher has said are ok;
- I will only send an e-mail when it has been checked by my teacher.

I have read and understand the school rules on Responsible Internet Use. I will use the computer and the Internet in a responsible way and follow these rules at all times.

### **Child's Agreement**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

These guidelines will also support you in using the computers and the internet safely at home.

**Parent/Carer Consent**

I have read and understand the school rules on Responsible Internet Use and give my permission for my child to access the Internet at school. I understand that the school will take all reasonable precautions to ensure my child cannot access inappropriate materials. I understand that neither Ravensdale Primary School nor Coventry City Council can be held responsible for the nature of content or materials accessed through the Internet and, as such, are not liable for any damages arising from the use of the Internet. Ravensdale uses internet filtering systems that are certified by the Local Authority.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Child's Name and Class: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 2**

**Acceptable Use Statement for staff and adult users**

The computer systems within school are made available to pupils, staff, and other adults to further their education and to enhance professional activities including teaching, research, administration and management. The school's Acceptable Use Policies have been drawn up to protect all parties - the pupils, the staff, other adults and the school and are reviewed on a regular basis. Staff and other adults wishing to use the schools computer systems, email or Internet should sign a copy of this Acceptable Use statement and return it to the head teacher or safeguarding coordinator.

- All Internet activity should be appropriate to the pupil's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems or activity that attacks or corrupts other systems is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- If you access any site on the internet which you feel is inappropriate, report it in writing as soon as possible to the identified member of staff and retain a copy of the report.

Misuse of school's computer equipment, email service or the Internet are serious offences. ICT use within school, including the use of the e-mail and Internet services can be monitored and this information may be recorded and may be used in disciplinary procedures if necessary. The Council and the school reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request.

**Acceptable Use Agreement**

I have read the statement above and agree to abide by the conditions. I understand that misuse of the school's computer systems, email service or the Internet are serious offences and could lead to disciplinary procedures, up to and including dismissal

Full name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Head teacher: \_\_\_\_\_

Date: \_\_\_\_\_