

POLICY FOR E-SAFETY

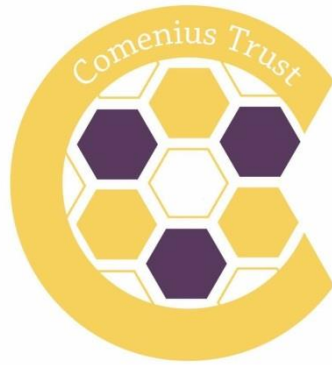
**The Comenius Trust have approved this
policy for use in**

**Name of school: Weston All Saints Primary
School**

**This policy is being adhered to by all schools
within the MAT.**

**Any named persons in this policy are
outlined below:**

Name	Role
Sharon Badger	Deputy Headteacher



POLICY FOR E-SAFETY

**The Comenius Trust have approved this
policy for use in**

Name of school: Abbott Alphege Academy

**This policy is being adhered to by all schools
within the MAT.**

**Any named persons in this policy are
outlined below:**

Name

Role

1. Introduction

E-Safety encompasses electronic and Internet technologies and communications such as mobile phones, tablets, games consoles and other technology. It highlights the need to educate children and young people about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experiences.

As with all risks it is impossible to completely eliminate them. It is therefore essential that we assist students, staff and parents in acquiring the skills with which they can remain safe while using technology.

The Comenius Trust has appointed an E-Safety Coordinator and Designated Safeguarding Leads. Our E-Safety Policy has been written by the trust in agreement from the senior management team and approved by The Board of Directors.

The E-Safety Policy will be reviewed as and when is required.

2. Aims and Objectives of Policy

The aim of the E-Safety policy is to promote the effective and safe use of technology throughout the Trust, preparing children to the modern world so that they are good digital citizens and can manage their access to and use of technology including the internet. Internet use is part of the curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our Trust has a duty to provide pupils with quality Internet access. Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

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;
- 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 the Local Authority;
- access to learning wherever and whenever convenient.

3. Main Body of Policy

Strategies

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the SWGFL including the effective management of content filtering.

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 Trust's management of information and administration systems.

- The school Internet access will be designed expressly for pupil use and therefore includes filtering appropriate to the pupils.
- As part of our computing lessons pupils are taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
 - The Trust will work in partnership with the Local Authority and SWGFL to ensure filtering systems are as effective as possible. SWGFL blocks/filters access to social networking sites and newsgroups unless a specific use is approved
 - The Trust 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 Trust nor LA can accept liability for the material accessed, or any consequences or Internet access.
 - The Trust will audit ICT use to establish if the E-Safety Policy is adequate and that the implementation of the E-Safety Policy is appropriate. School ICT systems capacity and security will be reviewed as and when is needed.
 - Virus protection will be installed and updated regularly and security strategies will be in line with the Local Authority.
- Emerging technologies will be examined for educational benefit before use in school is allowed.
- Use of personal mobile phones and other handheld devices for taking pictures and video footage by staff is discouraged but permitted providing staff upload and then delete the images from their phones and handheld devices, as we make required technologies available when possible.
- Pupils who are on our media alert will not have photographs published on the school website or have worked displayed with their surname on it. Photographs that include pupils will be selected carefully in line with our 'Media-Alert system and will not display pupil surnames.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Safe/ Acceptable Use

Pupils

- 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.
- Pupils are not permitted to have mobile phones in school unless consent is granted by the head teacher. In this instance the mobile phone must be handed in to the school office and collected at the end of the school day.
- Staff and pupils personal information will not be published by the Trust.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mails.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- All parents and pupils must read and sign the 'E-safety Pupil Contract'
- If pupils discover unsuitable sites, they must click on 'Hector the dolphin' and report

to a member of staff.

Cyberbullying/ Safeguarding

The Comenius Trust takes cyberbullying and incidents similar to this very seriously. The Trust, as much as is reasonable, has a responsibility to educate and regulate children in their online behaviour and any behaviours/ incidents that are brought into school. The Trust will follow our behaviour management and Anti- bullying policies when dealing with any incidents and consequences as appropriate.

Cyberbullying can occur through many forms and includes (but is not exclusively):

- Sending communication, posts, comments (including words, images, audio and video) that may be upsetting, threatening and/or abusive, through mobile phones, social media, chatrooms, emails and other technologies
- Sharing media content of an individual or group without their consent for negative or derogatory reasons
- Any persons using any technology to post unwanted communication (see bullet point 1) about The Comenius Trust, staff or pupils, thus bringing the Trust into disrepute, is a disciplinary offence and will be dealt with accordingly.

Staff

- Staff and pupils receive guidance relating to the use of Facebook and other social networking sites, personal safety and security; age appropriate material will be shared with them.
- Staff and pupils' personal information will not be published by the Trust.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- All staff have read and sign the 'Acceptable ICT Use Agreement' before using any Trust ICT resource.
- Staff should guide pupils before using any school ICT resource. If staff discover unsuitable sites, the URL (address), time, content must be reported to the SWGFL helpdesk via the E-Safety Coordinator.

Visitors

- Visitors are permitted to bring their own device (BYOD) on to school premises, they may be given access to the school guest network at the discretion of the appropriate staff member.
- When doing so visitors must be sure that their device is virus free and be aware that their use of the school network will be monitored inline with Trust policy.
- The Comenius Trust reserves the right to ask visitors to stop using their device and to remove any data collected or generated while on site.

Complaints/Misuse

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with the Trust child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- If materials that are deemed unsuitable by the policy are accessed the Trust will report this issue direct to the filtering provider and will be dealt with as a safeguarding matter.

Guidance

Further E-Safety guidance can be found on our websites www.abbot-alphege.org.uk www.wasp-trust.org.uk with several links to the latest E-safety guidance for pupils and

parents.

Communication of Policy

Pupils

- Rules for Internet access will be shared with pupils.
- Pupils will be informed that Internet use will be monitored.

Staff

- All staff will be given the relevant E-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents

- Parents' attention will be drawn to the relevant E-Safety Policy on the school websites.
 - Any persons using any technology to post unwanted communication (see bullet point 1 in cyberbullying section) about The Comenius Trust, staff or pupils, thus bringing the Trust into disrepute, is a disciplinary offence and will be dealt with accordingly.

4. Publication of Information

5. Review of Policy