

# **Two Village C of E Primary School**



## **E-Safety Policy**



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This Policy must be read with the Code of Conduct Policy

### **1. Vision**

At Two Village Church of England Primary School, within a safe and happy environment, we work together to encourage, support and challenge our school community to achieve their dreams and never give up on their goals. Through our Christian values and curriculum, we aim to provide our children with the essential skills that they will require to live in their future world, as well as a love of learning.

#### **Our Christian Vision**

*'Sowing the Seeds for Success – With God All Things Are Possible'* (Matthew 19:26)

Through our Vision we aim to:

- raise aspirations for our whole school community, by challenging everyone to aim high, persevere and achieve their goals
- work in close partnership with our families, our church and the wider community
- prepare our children for life in the future and the wider world by supporting them in developing essential life skills which will enable them to succeed in all that they do
- teach our children to be open-minded, tolerant, fair, respectful and responsible citizens who embrace equality and are eager to contribute to local and global communities
- provide a stimulating, creative, broad and balanced curriculum for our pupils which enables them to be enquiring, creative, courageous and to solve problems

Our vision and aims are central to our E Safety Policy. We want our children to be happy and safe during their time at Two Village, both online and offline. We work alongside our families to prepare our pupils for life in the future, including in the way that they conduct themselves online, whilst providing the opportunity for them to fully develop their skills in the use of Information and Communication Technology (ICT) within and across a broad curriculum.

### **2. Overview**

We are committed to using ICT and all it offers to promote learning in the most effective and appropriate way at our school - for the benefit of our pupils, staff and community. We have developed this policy to provide safeguards and ensure that all members of our school community understand the benefits, risks and what is expected of them when they use ICT in the learning environment.

### **3. Aims**

Through our policy we aim to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

### **4. Responsibilities**

The school's Computing Subject Leader will also act as the E-Safety Coordinator. The E-Safety Policy and

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its implementation will be reviewed at least annually to ensure that it remains fit for purpose. The E Safety Coordinator is responsible for monitoring the teaching of E Safety and E Safety incidents

As a school we recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using Two Village's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

### **5. Why Internet Use is Important**

We believe the internet is an essential element in the 21st century life for education, business and social interaction.

The school recognises its duty to provide children with quality Internet access as part of their learning experience.

Using the internet and ICT in general is a part of the statutory curriculum and a necessary tool for staff and pupils.

Pupils are increasingly using the internet and a range of ICT devices outside of school life and therefore need to learn how to evaluate information and to take care of their own safety and security.

### **6. Using the Internet in the Classroom**

We teach all of our pupils how to find appropriate information on the internet and how to ensure, as far as possible, that they understand who has made this information available and how accurate and truthful it is.

Teachers carefully plan all internet-based teaching and lessons to ensure that pupils are focused and using appropriate and relevant materials.

Children are taught how to use search engines and how to evaluate internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.

Pupils are taught what internet use is acceptable and what is not and given clear objectives for internet use.

Pupils are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils in Key Stage 1 will not be permitted to 'free-surf' the web. In Key Stage 1 and typically in Key Stage 2, pupils' internet access will be through a selection of evaluated sites suitable for the purposes of the task.

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Processes are in place for dealing with any unsuitable material that is found during internet use (see section on managing filtering).

Where pupils are allowed to freely search the internet, e.g. using search engines, staff are vigilant in monitoring the content of the websites the young people visit. Pupils who need to search individually will be in the upper primary years. Teachers, wherever possible, will have viewed the content prior to use to check its relevance and suitability.

The school's internet access includes filtering appropriate to the age of our pupils which is provided by an approved supplier.

The school may enable the pupils to access the internet at lunchtime as part of a range of activities for young people. There are clear guidelines (see appendix 1) as to what is accessed and it is monitored by the Senior Leadership Team, regulated in access by the teaching staff and supported by specialist ICT support staff.

### **7. E Safety Curriculum**

At Two Village pupils are taught about how to keep safe online primarily through the computing curriculum and RSHE curriculum. It is important that pupils learn what positive, healthy and respectful online relationships look like, that they understand the effects of their online actions on others and know how to recognise and display respectful behaviour online. Curriculum lessons will also be supplemented by additional E Safety days/weeks during the year when children will revisit this aspect of the curriculum.

### **8. Evaluating Internet Content**

The school will ensure that staff and pupils are mindful of copyright regulations when copying, downloading and representing materials from the internet. Web-based resources have similar copyright status to printed and recorded materials, such as books, films and music, and this must be taken into consideration when using them.

Pupils will 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 carry out simple checks for bias and misinformation. Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

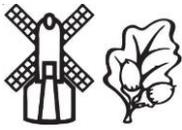
### **9. Internet Use by Staff**

We understand that the internet is a valuable resource for staff. It provides a wealth of resources, teaching materials and information that we can use to support and enhance learning. It allows staff to share resources with other schools, and to engage in debate and discussion on educational topics and news.

There are increasing opportunities for staff to access INSET and Continuing Professional Development activities using the Internet and e-learning resources.

We are committed to encouraging and supporting our staff to make the best use of ICT and all the opportunities it offers to enhance our teaching and support learning.

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Staff use of the internet on school computers will be responsible and legal at all times and in keeping with their professional role and responsibility. Misuse of the internet and school computer systems will be rigorously investigated.

Further guidance can be found in the Code of Conduct Policy and the Staff Acceptable Use Policy.

### **10. E-Mail**

E-mail is one of the many modes of communication which plays an important role in many aspects of our lives today. We teach the use of e-mail as part of our ICT curriculum by means of safe sites, providing a secure means of children communicating with children in other schools. Open email contact is not possible. This provides a limited facility and yet it gives all the structure of using actual email.

In spite of this not being an open facility the opportunity is taken to educate children to be aware of the benefits and risks and how to be safe and responsible users as part of our e-safety provision.

Pupils are taught strategies to deal with inappropriate emails and are reminded of the need to write emails clearly and correctly, not including any unsuitable or abusive material.

Pupils are taught not to reveal personal details about themselves or others in e-mail communication, nor to arrange to meet anyone without specific permission.

Staff must use the school email service and accounts that are available to them. These are more secure and are easier to access by a third party should the need for scrutiny arise. Personal web-based email accounts are not permitted for professional communications.

Staff should always ensure that they represent the school in a professional and appropriate way when sending e-mail, contributing to online discussions or posting to public websites. Failure to do so could lead to disciplinary action being taken.

Further guidance can be found in the Code of Conduct Policy.

### **11. Publishing Pupils' Images and Work**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images and video that they have recorded themselves or downloaded from the internet. However, staff and pupils need to be aware of the risks associated with sharing images and with posting digital images / video on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm.

Staff are allowed to take digital / video images to support educational aims, but must follow the school policy concerning the sharing, distribution and publication of those images which states that:

- Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute or danger;
- Nobody should take, use, share, publish or distribute images of others without their permission;
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images;

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- Pupils' full names will not be used anywhere on the website or learning platform in association with photographs;
- Photographs of pupils or work that identifies a pupil must not be used on staff personal social media accounts.
- Parents or carers are informed of our policy on publishing and are able to opt their children out.

### **12. Communication Technologies**

Most of these modes of electronic communication are restricted in the school however they are being used more frequently by pupils and staff outside of school.

We acknowledge social networking sites, blogs, instant messenger services, chat rooms and forums are beneficial for communication, learning and research. They also present a range of personal safety and privacy issues.

In school time, pupils and staff are not permitted to access social networking sites, public chat rooms, discussion groups and forums etc. using school resources. Most are blocked by the filtering service used by the school.

### **13. Mobile Phones**

We anticipate that more and more of our pupils will have access to internet-enabled devices such as mobile phones or other hand held devices which are capable of browsing and uploading to the internet, accessing email and social networking services, as well as taking photos and recording video.

We recognise the potential advantages these devices can offer for staff and pupils and there are clear and enforceable rules for their use.

Pupils are taught the legal and moral implications of posting photos and personal information from mobile phones to public websites and how to use these technologies in a safe and responsible manner.

Children must not bring mobile phones to school. Only in exceptional, prior arranged circumstances will the school permit mobile phones belonging to pupils on the school premises during school sessions. If such a set of circumstances is deemed necessary, the mobile phone will be kept securely in the school office.

Staff should represent the school in a professional and appropriate way when communicating via the internet, contributing to online discussions or posting to public websites using school facilities.

### **14. Electronic Communication**

Communication between children and staff should take place within clear and explicit professional boundaries.

Staff must be careful not to share any personal information with children such as email, web-based communication facilities, home or mobile numbers. They should not request, or respond to, any personal information from the child / young person, other than that which might be appropriate as part of their professional role.

Staff should ensure that all communications are transparent and open to scrutiny. In addition, all staff must be sure of their social networking and uphold professional confidentiality at all times. As a staff we have agreed that we should not accept pupils as 'friends' on social contact sites such as Facebook. Parents of pupils should also not be accepted as friends, unless they are relatives or were already friends with the member of staff before they taught their child.

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### **15. Downloads**

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

Pupils are not allowed to download any material from the internet unless directed to do so by an appropriate staff member.

Staff should take care that files from other computers outside the school and internet are checked for virus contamination before they are used on the school system.

Pupils are not allowed to use CDs, DVDs or memory sticks brought from home or, for example, from magazines unless they have been given permission.

The school subscribes to suitable antivirus software. The software is updated regularly and virus detection is monitored by the school's technician.

### **16. Filtering**

Whilst filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

- Making a note of the website and any other websites linked to it;
- Informing the ICT leader and Headteacher;
- Logging the incident;
- Informing the Internet Service Provider so that the website can be added to the content filter if appropriate;
- Discussion with the pupil about the incident, and how they might avoid similar experiences in future
- Parents will be informed where necessary.

The school will work with the local authority, CEOPS and our Internet Service Provider to ensure systems to protect pupils and staff are effective and appropriate.

Pupils or staff who deliberately try and access unsuitable materials will be dealt with in accordance with the school's discipline policies for pupils and staff.

### **17. Emerging Technologies**

Emerging technologies and resources will be examined for educational benefit and a risk assessment will be carried out before use in the school is permitted.

### **18. Online Bullying (Cyberbullying)**

Online bullying and harassment via Instant messaging, chat rooms, social networking sites etc. are potential problems that can have an effect on the wellbeing of pupils and staff alike.

Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. These include:

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- No access in the school to public chat-rooms, instant messaging services and social networking sites;
- Pupils are taught how to use the internet safely and responsibly which includes how to identify and respond to 'cyberbullying';
- Pupils are taught how and where to report incidents that make them feel unhappy or worried;
- As with any form of bullying, we encourage pupils to discuss with staff any concerns or worries they have about online bullying and harassment.
- All reports of cyberbullying will be logged by staff using CPOMS.

If online abuse does occur we will:

- follow safeguarding procedures in place for responding to abuse (including online abuse)
- provide support and training for all staff and volunteers as required
- carry out appropriate work with pupils to prevent an incident occurring again
- ensure that our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- review the plan developed to address online abuse, in order to ensure that any problems have been resolved in the long term.
- Record all incidents using CPOMS
- Inform parents
- In the event of a pupil sending/receiving nudes/semi-nudes, staff will never view or save explicit images, videos or messages. Steps will be taken to get any explicit images or videos removed if they have been posted online and these will be reported.

### **19. Authorising Internet Access**

All staff must read and sign an 'Acceptable ICT Use Agreement' before using any school ICT resource.

The school will keep a record of all staff and pupils who have internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

Parents are asked to sign and return a consent form when their child starts at the school

### **20. Monitoring and Review**

Monitoring of this policy will be carried out by the E Safety Coordinator through discussions with pupils. E Safety Surveys, Anti Bullying Surveys and monitoring of pupils' work. Monitoring and analysis of E Safety concerns and incidents, that take place both inside and outside of school, will take place at least termly.

This policy was approved by the Local Schools Board on 16<sup>th</sup> November 2021.

There will be an annual review of this policy.

The next review will be Autumn Term 2022.

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