

## **SHEERHATCH PRIMARY SCHOOL**

### **E-SAFEGUARDING POLICY**

Sheerhatch Primary School is committed to safeguarding children and providing a safe, secure and healthy environment for them.

#### **REMIT**

E-safeguarding encompasses the use of new technologies, internet and electronic communications such as mobile phones, collaboration tools and personal publishing. The school's E-safeguarding policy will operate in conjunction with other policies.

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

- responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- sound implementation of E-safeguarding policy in both administration and curriculum, including secure school network design and use.
- safe and secure broadband including the effective management of filtering.
- the designated Child Protection teacher is responsible for E-safeguarding and will ensure the implementation and monitoring of this policy.

#### **Introduction**

The purpose of this policy is to:

- establish the ground rules we have in Sheerhatch Primary School for using the Internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate all stakeholders about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.
- describe how these fit into the wider context of our discipline and PSHCE policies.
- demonstrate the methods used to protect children from sites containing inappropriate material including pornography, racist or politically extreme views and violence.

#### **Teaching and learning**

- 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- the school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- 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 as appropriate to their age.
- staff ensure that the use of Internet derived materials by themselves and pupils complies with copyright law.
- pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy as appropriate to their age.

- pupils are encouraged to talk about how they use ICT equipment at home.

### **Managing Internet Access**

- school ICT systems capacity and security is reviewed regularly.
- virus protection is updated regularly.

### **E-mail**

- the pupils are taught to only use e-mail accounts provided on the school network .
- the pupils are taught to immediately tell a teacher if they receive offensive e-mail.
- the pupils are taught to not reveal personal details of themselves or others in any communication, or arrange to meet anyone.
- e-mail sent to an external organisation by a pupil must be authorised before sending.

### **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 is not published.
- the Headteacher has overall editorial responsibility and ensures that content is accurate and appropriate.
- photographs that include pupils do not have names associated with them.
- pupils' full names are not used anywhere on the Web site.
- written permission from parents or carers must be obtained before photographs of pupils are published on the school Web site.
- pupil's work will only be published with the permission of the pupil and parents.

### **Social networking and personal publishing**

- the school blocks access to social networking sites.
- pupils are told never to give out personal details of any kind which may identify them
- pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- The school has a facebook group used as a means of sharing information with parents. This is a closed group and the headteacher and other key staff act as administrators to approve members. Only the administrators can post on the group and are responsible for monitoring comments.

### **Learning Platforms/VLEs (Virtual Learning Environments)**

- Pupils, staff and governors have access to a range of VLEs managed and monitored by members of staff
- Only recommended and reputable VLEs are used. These are managed by subscription and are restricted by the nature of their educational purpose

### **Managing filtering**

- if staff or pupils discover an unsuitable site, it must be reported immediately to the Designated Child Protection teacher.
- senior staff ensure that regular checks are made to ensure that the filtering methods selected are appropriate and effective.

### **Managing emerging technologies**

- emerging technologies are examined for educational benefit and a risk assessment is carried out before use in school is allowed.
- mobile phones for pupils are not permitted in school.

### **Protecting personal data**

- personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

### **Policy decisions**

#### **Authorising Internet access**

- all staff read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- the school keeps a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance if a member of staff leaves or a pupil's access is withdrawn.
- at Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- at Key Stage 2, access to the Internet will be by supervised access to specific, approved on-line materials.
- parents are asked to sign and return a consent form.

#### **Assessing risks**

- the school takes all reasonable precautions to ensure that users access only appropriate material by using the filtering system provided by Schools Broadband.
- the school audits ICT provision on a regular basis to establish if the E-safeguarding policy is adequate and that its implementation is effective.

#### **Handling E-safeguarding complaints**

- complaints about Internet misuse are dealt with by a member of the Senior Leadership Team.
- any complaint about staff misuse is referred to the Headteacher.
- complaints of a child protection nature are dealt with in accordance with the school's child protection procedures.
- pupils and parents are informed of the complaints procedure.

### **Communications**

#### **Introducing the E-safeguarding Policy to pupils**

- E-safeguarding lessons are delivered to all pupils each term
- E-safeguarding rules are posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils are informed that network and Internet use will be monitored.
- All staff have access to the school's E-safeguarding Policy and know its importance.
- Staff are aware that Internet traffic can be monitored and traced to the individual user.
- Staff Training. Members of staff undergo regular E-safeguarding training

#### **Enlisting parents' support**

- Parents' attention is drawn to the school's E-safeguarding Policy in newsletters, the school prospectus and on the school Web site.
- E-safeguarding training sessions are held for parents as appropriate

### **LINKS TO OTHER POLICIES AND DOCUMENTS**

Safeguarding and Child Protection Policy; PSHCE Policy; Anti-bullying Policy; ICT Teaching and Learning Policy; Freedom of Information Policy

Reviewed: November 2015

Next review: November 2017

Appendix A

**Sheerhatch Primary School  
ICT Acceptable Use Agreement / Code of Conduct**

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the designated Child Protection teacher.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on INTEGRIS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body.
- I will not install any hardware or software without permission of the ICT Co-ordinator.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's E-safeguarding Policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I consent to images of myself being taken, stored and used for professional purposes in line with school policy.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature ..... Date .....

Full Name .....(printed)

**Appendix B**

**SHEERHATCH PRIMARY SCHOOL**

**INTERNET CODE OF PRACTICE**

**Please read this through with your child and ensure that they understand it.**

- ✓ I will only use the internet in school when an adult is supervising.
- ✓ I will never give my address, telephone number or my school's name unless my teacher says it is OK.
- ✓ I will keep my password secret between me and my teacher and I will log off when I have finished using the computer.
- ✓ If I get nasty messages, I will not answer them and I will tell a grown up straight away.
- ✓ I will always be myself and not pretend to be anyone or anything I am not.
- ✓ I will not send silly, annoying or rude emails or messages.
- ✓ I know that my teacher can check the internet sites I have visited.
- ✓ I understand that I can only use sites that are to do with my work in school.
- ✓ I know that not everything I find on the internet is true and that I sometimes need to check my information.

**Signed .....**(pupil)

**I have read and discussed this with my child and agree to support the school's policy on the use of the Internet.**

**Signed ..... (parent/carer) Date .....**