ELY ST JOHN'S PRIMARY E-SAFETY POLICY

E-safety Policy

Contents

- The background to this policy
- Rationale
- The e-safety curriculum
- Continued Professional Development
- Monitoring, and preventing e-safety incidents
- Responding to e-safety incidents
- Appendices (including AUPs)

Background to this policy:

The purpose of this policy is to describe the safeguarding measures in place for adults and children in school and on social media in relation to e-safety, including:

- The policies and practice embedded in our school and followed by the whole school community
- The infrastructure and how it is set up to keep pupils safe online, including monitoring, and preventing and responding to e-safety incidents
- A progressive, age appropriate e-safety curriculum for all pupils
- The practices surrounding positive, parental engagement with teaching, learning, celebratory activity and achievements on school media sites (website, twitter)

E-safety in schools is primarily a safeguarding and not a computing / technology one. Therefore this policy should be viewed alongside other Safeguarding policies and approaches including, but not limited to:

- Professional boundaries in relation to your personal internet use and social networking online – advice to staff (LSCB)
- Safeguarding and Child Protection
- Personal Social and Health Education (PSHE)
- Safer Working Practices
- Data Protection Policy
- Anti-Bullying Policy
- School Complaints Procedure
- Cambridgeshire Progression in Computing Capability Materials
- Whistle Blowing Policy
- Code of Conduct

- Acceptable use policy and the use of mobile phones
- AUPs for pupils, staff and governors
- Parental consent Form for Photography/videos and Images of Children

This policy must be read alongside the staff and pupil Acceptable Use Policies attached as appendices. These AUPs outline the expectations and sanctions which apply to staff and pupil use of technology.

- The development of our safety policy involved:
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    - The Headteacher
    - The Designated Person for Child Protection
    - The Computing Subject Leader
    - The governor responsible for Safeguarding

  It was presented to the governing body on Thursday 8th September 2021 and ratified on23rd September 2021and will be formally reviewed in as necessary.

- This policy may also be partly reviewed and / or adapted in response to specific e-safety incidents or developments in the school's use of technology. It has been shared with all staff via email and a staff meeting and is readily available on the school network and website.

- All staff must be familiar with this policy and all staff and pupils must sign the relevant Acceptable Use Policy before being allowed to access school's systems (see appendices). As E-safety is an important part of strategic leadership within the school, all staff have a shared responsibility to ensure that the policy and practices are embedded. This will be monitored by the Headteacher, the Designated Person for Child Protection and governors.

Rationale:

- At Ely St John's Primary School we believe that the use of technology in schools brings great benefits. To live, learn and work successfully in an increasingly complex and information-rich society, our children must be able to use technology effectively. To communicate with the school community in order to celebrate learning and achievements, media platforms must also be used by the school.

The use of these exciting and innovative technology tools in school and at home has been shown to support learning and promote pupil achievement. Yet at the same time, we recognise that the use of these new technologies can put young people at risk within and outside the school.

The risks they may face can broadly be categorised into the '3 C's' **Contact**, **Content** and **Conduct** (Livingston and Haddon) and may include:

- Access to harmful, illegal or otherwise unsuitable content including gaming, gambling sites, sexually explicit material and websites with extremist ideologies and images
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others
- Defamatory or negative comments on school media
- Cyber-bullying
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files

- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

While children and young people need support to keep them safe online, the risks associated with the use of technology are not restricted to just them. E-Safety issues can also affect adults who work or are associated with the school and this will be referenced in more detail later in this policy.

Technologies regularly used by pupils and staff include:

Staff:

- Staff laptops and also desktops in the office and ICT Suite including staff level internet access, server access and access to MIS systems.
- Some staff have access to MIS systems from home via a secure logon and key fob. Staff laptops can also be used at home in accordance with the staff AUP.
- Curriculum iPads for preparing and delivering pupil activities
- Class cameras and other peripherals such as visualisers and Interactive Whiteboards

Pupils:

- Curriculum iPads and desktops in the ICT Suite including filtered access to the Internet and pupil level access to areas of the school network
- Cameras and peripherals including programming resources (Beebots, Makey Makeys, control equipment, class cameras etc.)
- School website
- School YouTube account

Parents:

- School website
- School Twitter account
- School YouTube account
- Zoom

Where the school changes the use of existing technology or introduces new technologies which may pose risks to pupils' safety, a risk assessment will be completed to show how the risk is being mitigated and reduced to an acceptable level.

The e-safety curriculum:

When using online technologies, it is essential that children understand how to behave in a safe and responsible manner and also how to react when faced with inappropriate content or situations which make them feel uncomfortable. The need for a progressive, age appropriate e-safety curriculum is clearly documented in the National Curriculum for Computing which states that:

- **At KS1:** use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.
- **At KS2:** use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

At Ely St John's Primary School we believe that a comprehensive programme of e-safety education is vital for developing our pupils' ability to use technologies safely. We believe that just as children learn how to swim by going to a swimming pool so they will learn safe life-long online behaviours by accessing and using a range of online services including the World Wide Web.

This is achieved using a combination of:

- Our programme for e-safety education is evidenced in teachers' planning either as discrete or embedded activities.
- Key e-safety messages are delivered and reinforced through cross curricular opportunities such as emailing, researching, blogging and communicating in discussion forums.

Parents:

- We expect our parents to be aware of e-safety for their children and to regularly monitor the sites children are using. We also expect parents to behave responsibly on social media with regards to our Consent Form For Photography/videos and Images of Children;

When responding to school news and communication on school media sites;

- Parents should not bring the school into disrepute or undermine the reputation of the school on social media
- Parents should not write defamatory or knowingly false information about the school
- Parents should not discuss other children in a public forum
- Parents must respond positively or constructively on school social media sites

Continued Professional Development:

- Staff at Ely St. John's Primary School receive up-to-date information and training on e-Safety issues in the form of staff meetings and updates from Computing Subject Leader, as well as training from external providers where appropriate.
- New staff receive information on the school's acceptable use policy as part of their induction, including advice on Protecting their Professional Reputation Online.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community.
- The school communicates to parents with regards to advice on social media use

School website:

Schools are required to publish certain information online – which in practice means you must have a school website. You are not however required to develop a website policy but sometimes the boundaries of responsibility for setting up, maintaining and ownership of the content are blurred and this can lead to difficulty.

The main purpose of our school website is to provide information and to provide a forum to celebrate learning and achievement. Our school website will not only tell the world that our school exists, but it will provide information our pupils and parents, promote the school to prospective ones and publish the statutory information required by the Department for Education.

In conjunction with a range of online services, a school website can be used to showcase examples of pupils' work - in words, pictures, sound or movie clips - and can share resources for teaching and learning both within the school and with colleagues elsewhere.

School social media:

The purpose of school social media accounts are to

- Provide additional learning platforms for pupils
- Modernise communication with parents
- Make relevant links with the wider community
- Celebrate / showcase pupil achievement
- Linked to positive mental health in sharing successes and reaching out or signposting to parents

Under safeguarding responsibilities, it is the duty of a school to ensure that every child in their care is safe, and the same principles should apply to the virtual presence of a school as it would apply to its physical surroundings. Head teachers and the Governing Body should therefore take on the responsibility to ensure that no individual child can be identified or contacted either via, or as a result of, a visitor using the school website without written consent from parents *(see our Consent for Photography Images of Children)*.

The school should establish clear policies to ensure that its website and media sites are maintained and effective, and do not compromise the safety of the pupils or staff.

The website is audited by Govenors to ensure all statutory aspects are there. Twitter is monitored by staff regularly and governors have overall monitoring responsibility. Key stage leaders to monitor blogs written by their team members to ensure quality and correct safeguarding is in place. The ICT Service provides technical support for the website.

Monitoring, and averting e-safety incidents:

The school keeps children safe when using online technologies through a combination of e-safety education, filtering and monitoring children's online activity and reporting incidents, including following Child protection procedures where appropriate.

The school's technology infrastructure is designed to minimise the risks associated with adult and pupil use of technology. This is provided and maintained by both the East of England Broadband Network (E2BN) and the Local Authority's Education ICT Service. Safeguards built into the school's infrastructure include:

- Secure, private CPSN provided internet connection to each school with a direct link to the National Education Network. Managed firewalling.
- Base line and enhanced filtering provided by the Protex filtering system – primary for pupils and a generic staff setting for all staff.
- CPSN provided Sophos antivirus package
- Council funded email system for all school staff with direct internal routes to the council for trusted email communications.
- Restrictions on download of software, apps and file types from known compromised sites

Staff also monitor pupils' use of technology and, specifically, the internet

Pupils' use of online services (including the World Wide Web) are supervised in school at all times.

- Staff are also able to monitor pupils' activity on purple mash, allowing them to identify inappropriate or concerning online behaviour, as well as respond to reports of any such behaviour from pupils or parents.

A system of staff and pupil passwords is in place to enable appropriate access to the school network.

All members of staff have individual, password protected logins to the school network.

- Visitors to the school can access part of the network using a generic visitor login and password.
- The school's network can either be accessed using a wired or wireless connection. However, the wireless network is encrypted to the standards advised by the Local Authority and the wireless key is kept securely by the school office.
- School staff and pupils are not permitted to connect personal devices to the school's wireless network and a guest wireless key is issued to visitors on a case by case basis.
- Staff also monitor school twitter use and will remove any defamatory or negative comments.

Whilst we recognise that it is impossible to totally eliminate the risks associated with the use of technology, these safeguards are in place to help minimise these risks as much as possible.

Responding to e-safety incidents:

It is important that all members of staff – teaching and non-teaching – are aware of how to respond if an e-safety incident occurs or they suspect a child is at risk through their use of technology.

- Staff responses to e-safety incidents must be consistent with responses to other incidents in school. This may mean that serious actions have to be taken in some circumstances.
- If an e-safety incident occurs, Ely St John's Primary School will follow its agreed procedures for responding including internal sanctions and involvement of parents (this may include the deactivation of accounts or restricted access to systems as per the school's AUPs – see appendix).

In addition, the Education and Inspections Act 2006 empowers headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents which may take place outside of the school but has an impact within the school community.

- With this in mind, the headteacher may decide to apply the sanctions and / or procedures in the relevant AUP to incidents which occur outside of schools if s/he deems it appropriate.

The Education Act 2011 gives school staff the powers, in some circumstances to search personal digital devices and decide whether or not to delete data or files if the person thinks there is good reason to do so.

However, there is a risk that this could conflict with guidance about dealing with incidents where a child may be at risk where it may be inadvisable to delete, save or share content. The school will always seek to resolve areas of concern with parents (where appropriate) before taking any further action.

NB: In our school, the likelihood of these types of instances occurring are already reduced as we don't allow pupils to use personal devices in school.

Where the school suspects that an incident may constitute a Child Protection issue, the usual Child Protection procedures will be followed. This process is illustrated in the diagram below.

This policy will be reviewed on a yearly basis and in accordance with the following on and as and when required basis:

- Legislative changes
- Good practice guidance
- Case law
- Significant incidents reported
- KICKSIE document

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Cambridgeshire County Council

You come across a child protection concern involving technology …

