

Forest Park Primary School



E-Safety Policy

Last Reviewed: March 2020

Review Date: November 2021

E-Safety Policy

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

The school's e-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Anti-Bullying, Acceptable Use of IT for pupils and staff and Curriculum

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

- Responsible IT 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 including the effective management of content filtering.
- National Education Network standards and specifications.

Our e-Safety Policy has been written by the school, building on the government guidance. It has been agreed by the senior management and approved by governors. The e-Safety Policy and its implementation will be reviewed annually.

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 pupils with quality Internet access as part of their learning experience. Internet use is part of the statutory curriculum and a necessary tool for staff and pupils.

Use of the Internet enhances learning

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the 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. 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.

Pupils will be taught to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and pupils legally complies with guidelines and copyright law.

- Pupils will be taught the importance of cross-checking information before accepting its accuracy.

Managing Internet Access

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.
- The school will work with the governments' guidelines to ensure systems to protect pupils are regularly reviewed and improved.
- E-Safety training for pupils will be embedded within the IT scheme of work and forms part of the Personal Social and Health Education (PSHE) curriculum.

Pupils will be taught how to stay e-safe

- Pupils will be taught how to report inappropriate Internet content.
- Curriculum planning will include age appropriate opportunities to discuss role play and learn about the benefits and risks offered by new technologies, such as, e-mail, mobile phones and social networking sites.
- E-safety rules are displayed in every classroom.
- Pupils will be informed that network and Internet use will be monitored.
- Staff and 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, instant messaging and e-mail addresses, full names of friends, specific interests and clubs, etc. They will also be advised of the highly public nature of social networking sites and that inappropriate information or comments could lead to embarrassing, unprofessional or even libellous situations.

Published content and the school website

- Staff or pupil personal contact information will not be published. The contact details given online will be in the care of, and the responsibility of, the school office.
- Photographs that include pupils will be selected carefully and we will take all reasonable care to ensure that appropriate images are published.
- Pupil's names will not be used in association with photographs anywhere on the school website or other online space unless express permission has been granted by the parent/carer and it is appropriate to do so.
- Photographs, pictures and work will only be shown on the website if parents/carers have signed the School Agreement Consent Form issued at the start of each school year. This will be shared with Staff.
- Parents/carers and staff will be clearly informed of the school policy on image taking and publishing, both on school and independent electronic devices.

Digital Images – Photography and Video

- Digital images of the children in the form of photographs or videos are used regularly and increasingly to support and enhance the children's learning in school

- Digital images of the children are also used as an integral part of displays and presentations around the school
- Digital images are also taken outside of school on school trips to support the children's learning
- Forest Park Primary School seeks the permission of the parents/carers to take, use and display these digital images
- The use of digital equipment by staff and children to record these images forms part of the Online Safety Policy which is signed and agreed by all users.
- Parents/carers are informed of the conditions for the taking and use of digital images of their children during school productions or events and sign to agree the terms.

Video calls and webcams use

During remote learning staff have the ability to communicate with pupils on a group or 1 to 1 basis via video calls using google meets/classroom. Staff are to follow the Student/Staff video policy.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and an appropriate risk assessment will be carried out before use in school is allowed.
- All adults understand that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable materials and communications.

Parents/carers and volunteers

- Parent/carer helpers and any volunteers working within school will be informed that recording details or the taking of videos or photographs using any type of media will only be permitted as directed by the class teacher as part of the curriculum work they are supporting. They will be asked to sign our Acceptable IT Use Policy Statement before volunteering/working within school. Taking photographs or videos for personal use in this context is expressly forbidden, either by camera, video camera or mobile phone or any other media.
- Parents/carers visiting their children for school shows/productions will be strongly advised that any digital recordings of these events are for their personal use only and will not be permitted to be loaded on to the Internet e.g. 'YouTube' or any other similar streaming or any social networking site. Parents are to sign to say they agree to these terms.

Developing Parent/Carer understanding

- Parents' and carers' attention will be drawn to the school's e-Safety Policy and it is accessible on the school website.
- The school will develop and maintain a list of e-Safety guidelines to support parents/carers and all adults connected with the school, especially highlighting social network sites.

Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network.

Annual Audit

- The school will audit IT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate and effective.
- E-Safety training and refresher/update training for staff will be carried out as part of our school improvement agenda each year.
- Staff will make prior checks to ensure that suitable materials and search engines are being used when accessing the web with pupils.
- The school will deliver on-going training to pupils and parents including through e-safety week.

Under normal circumstances, no member of staff should engage in direct communication (in or out of school) of a personal nature with a pupil of the school who is not a member of their direct family, by any means, e.g. SMS text message, email, social networking sites, instant messaging or telephone. Should special circumstances arise where such communication is felt to be necessary, the agreement of a line manager should be sought first and appropriate professional language should always be used.

Pupils will be taught to:

- Only use the computers for school work or activities provided by our clubs or groups using the school
- Only access our own files and not access other people's files.
- Ask permission from a grown up before using any other media e.g. memory sticks, DVDs or CDs from outside school
- Not to download and use material or copy and paste content which has copyright
- Use computers and other technologies in a responsible way at all times
- Pupils will be given guidelines on how and when they should use information from the internet
- Only access the Internet under staff/adult supervision and only access Internet sites that are suitable for children to use
- Report anything found on the Internet that is inappropriate or that worries us to an adult
- Understand that the school monitors the programmes and internet sites we visit and reserves the right to close an account if there is any misuse.
- Access the school network, and subsequently the Internet, by their class login only or personal login and password.

Handling E-Safety complaints

- Complaints and concerns about Internet use will be handled by the Headteacher or any member of the Senior Leadership Team and follow the Online Safety Policy. Any complaint about staff misuse must be referred directly to the Headteacher.

- Complaints of a child protection nature must be dealt with in accordance with the school's Child Protection Policy, Complaints and Disciplinary Policies and Procedures of the school and brought to the attention of the Headteacher.

E-Safety Contacts and References

Invaluable websites for e-safety	
Website	Web Address
Childnet International	http://www.childnet-int.org
Think U Know website	http://www.thinkuknow.co.uk/
BBC Chat Guide	http://www.bbc.co.uk/chatguide/
Internet Watch Foundation	http://www.iwf.org.uk/
Kidsmart	http://www.kidsmart.org.uk/
NSPCC	http://www.nspcc.org.uk/help-and-advice/help_and_advice
Child Exploitation & Online Protection Centre	http://ceop.gov.uk
Internet Safety Zone	http://www.internetsafetyzone.com/
Stop Text Bully	www.stoptextbully.com