



# **Ark Priory Primary Academy**

## **e-Safety Policy**



## **Rationale**

In today's society, children, young people and adults interact with technologies such as mobile phones, games consoles and the Internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial to all, but can occasionally place children, young people and adults in danger.

e-Safety covers issues relating to children and young people as well as adults and their safe use of the Internet, mobile phones and other electronic communications technologies, both in and out of school. It includes education for all members of the school community on risks and responsibilities and is part of the 'duty of care' which applies to everyone working with children.

Schools and other settings must decide on the right balance between controlling access to the internet and technology, setting rules and boundaries and educating students and staff about responsible use. Schools must be aware that children and staff cannot be completely prevented from being exposed to risks both on and offline. Children should be empowered and educated so that they are equipped with the skills to make safe and responsible decisions as well as to feel able to report any concerns. All members of staff need to be aware of the importance of good e-Safety practice in the classroom in order to educate and protect the children in their care. Members of staff also need to be informed about how to manage their own professional reputation online and demonstrate appropriate online behaviours compatible with their role.

Breaches of an e-Safety policy can and have led to civil, disciplinary and criminal action being taken against staff, pupils and members of the wider school community. It is crucial that all settings are aware of the offline consequences that online actions can have.

Schools must be aware of their legal obligations to safeguard and protect children on and offline and the accountability of these decisions will sit with the Head Teacher and the Governing body.

The e-Safety policy is essential in setting out how the school plans to develop and establish its e-Safety approach and to identify core principles which all members of the school community need to be aware of and understand.

### **1.1 Who will write and review the policy?**

The Headteacher and Governing body have a legal responsibility to safeguard children and staff and this includes online activity.

- The school has appointed an e-Safety Coordinator, Mr T.Martlew, who is the Assistant Headteacher.
- The e-Safety Coordinator will report to the person with ultimate responsibility for safeguarding, Miss Jacqueline Steele.
- Our e-Safety Policy has been written by the school, building on the Kent County Council e-Safety Policy, Ark schools Local Authority advice and government guidance i.e. *ICO (2012), "Report on the data protection guidance we gave to schools in 2012."* London: ICO
- Our School Policy has been agreed by the Senior Leadership Team.

The School e-Safety Coordinator is: Mr T.Martlew

Policy approved by Head Teacher: J.Steele Date: Sep 14

Policy approved by Governing Body: Josh Perry Date: Sep 14

The date for the next policy review is September 2015

## **1.2 Teaching and learning**

### **1.2.1 Why is Internet use important?**

- Internet use is part of the curriculum and is a necessary tool for learning.
- The Internet is a part of everyday 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.
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.
- 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 school's management functions.

### **1.2.2 How does Internet use benefit education?**

Benefits of using the Internet in education include:

- Access to worldwide educational resources including museums and art galleries;
- Inclusion in the National Education Network which connects all UK schools;
- Educational and cultural exchanges between pupils worldwide;
- Vocational, social and leisure use in libraries, clubs and at home;
- 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 networks of schools, 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 Ark Schools and DfE;
- Access to learning wherever and whenever convenient.

### **1.2.3 How can Internet use enhance learning?**

Increased computer numbers and improved Internet access may be provided but its impact on pupils learning outcomes should also be considered. Developing effective practice in using the Internet for teaching and learning is essential. Pupils need to learn digital literacy skills and to refine their own publishing and communications with others via the Internet. Respect for copyright and intellectual property rights, and the correct use of published material should be taught.

- The school's Internet access is designed to enhance and extend education.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- The schools will ensure that the copying and subsequent use of Internet-derived materials by staff and pupils complies with copyright law.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of pupils through the use of the Local Authority filtering system.
- Staff should guide pupils to online activities that will support the learning outcomes planned for the pupils' age and ability.
- 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 acknowledge the source of information used and to respect copyright when using Internet material in their own work.

### **1.2.4 How will pupils learn how to evaluate Internet content?**

- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy by reviewing more than one source of information.

- Pupils will use age-appropriate tools to research Internet content.

### **I.3 Managing Information Systems**

#### **I.3.1 How will information systems security be maintained?**

- The security of the school information systems and users will be reviewed regularly by the ICT Coordinator and Technicians.
- Virus protection will be updated regularly by the ICT Technician.
- Personal data taken off site on hard-drives of any sort (including laptops & memory sticks) will be encrypted.
- Portable media may not be used without specific permission followed by an anti-virus / malware scan (right-click force scan by SOPHOS)
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the school's network will be randomly checked by the ICT Coordinator and the Senior Information Risk Owner (SIRO) for sensitivity and appropriateness of location/access.
- The ICT coordinator/technician will review system capacity regularly.

#### **I.3.2 How will password security be managed?**

- The use of user logins and strong passwords to access the school network, work email and the online calendar by staff will be enforced.
- Staff passwords must:
  - be a minimum of 8 characters long including three of uppercase, lowercase characters, number, special character;
  - must not include proper names;
  - will be locked out after six successive incorrect attempts;
  - will be force-changed every three months;
- In Y2-Y6 pupil logins will be six alphanumeric characters long. This is to strike a balance between security, teaching pupils about the need to secure personal information and the realities of pupils remembering complex passwords thus affecting the smooth running of lessons.
- EYFS and Y1 pupils will gain access through class logins.

#### **I.3.3 How will email be managed?**

- The use of email and attachments follows the ICO's "Data Sharing Code of Practice"
- Pupils may only use approved email accounts for school purposes.
- Pupils must immediately tell a designated member of staff if they receive offensive email.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.
- Staff will only use official school provided email accounts for school related communication.
- Circular emails to parents and other stakeholders must be sent bcc (blind carbon copy) so that email addresses are not disclosed to everyone.
- Emails and their attachments must not contain sensitive information. They:
  - Must not include any dates of birth, addresses, 'phone numbers, national insurance numbers, school marks, school reports, medical information, exam results, SEN assessments or staff development reviews.
- The forwarding of chain messages is not permitted.

#### **I.3.4 How will published content be managed?**

- The contact details on the website should be the school address, email and telephone number. Staff or pupils' personal information must not be published.

- The head teacher will take overall editorial responsibility for online content published by the school and will ensure that content published is accurate and appropriate.
- The school website will comply with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright.

### 1.3.5 Can pupils' images or work be published?

- Images or videos that include pupils will be selected carefully and will not provide material that could be reused.
- Pupils' full names will not be used anywhere on the website or in any other literature produced by the school, particularly in association with photographs.
- If a pupil is named, their photograph will not be used. If a photograph is used, the pupil will not be named.
- Written permission from parents or carers will be obtained before images/videos of pupils are electronically published.
- Written consent will be kept by the school where pupils' images are used for publicity purposes, until the image is no longer in use.

#### 1.3.5.1 Can members of an audience take photographs/video footage of performances?

- Photographs/videos may be taken for personal use only and not published online, including social networking sites.

### 1.3.6 How will social networking, social media and personal publishing be managed?

- The school blocks access to social media and social networking sites for pupils.
- Pupils are 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, IM and email addresses, full names of friends/family, specific interests and clubs etc.
- Staff wishing to use Social Media tools with students as part of the curriculum will risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate. Staff will obtain documented consent from the Senior Leadership Team before using Social Media tools in the classroom.
- Staff official blogs or wikis should be password protected and run with approval from the ICT Coordinator. Members of staff are advised not to run social network spaces for pupil use on a personal basis.
- Personal publishing will be taught via age appropriate sites that are suitable for educational purposes. They will be moderated by the school where possible.
- Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications. Pupil will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private.
- All members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory. Please see separate social media policy.
- Newsgroups will be blocked unless a specific use is approved.
- Concerns regarding students' use of social networking, social media and personal publishing sites (out of school) will be raised with their parents/carers, particularly when concerning students' underage use of sites.
- Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction around safe and professional conduct, will be included in the staff handbook and outlined in the school Acceptable Use Policy. (Appendix II)

### I.3.7 How will filtering be managed?

- The school's broadband access will include filtering appropriate to the age and maturity of pupils.
- The school will have a clear procedure for reporting breaches of filtering. All members of the school community (all staff and all pupils) will be aware of this procedure.
- If staff or pupils discover unsuitable sites, the URL will be reported to the School e-Safety Coordinator who will then record the incident and escalate the concern as appropriate.
- The School filtering system will block all sites on the Internet Watch Foundation (IWF) list.
- Changes to the school filtering policy will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the Senior Leadership Team.
- The School Senior Leadership Team will ensure that regular checks are made to ensure that the filtering methods selected are effective.
- Any material that the school believes is illegal will be reported to appropriate agencies such as IWF, London Metropolitan Police or Child Exploitation and Online Protection Centre (CEOP) [www.ceop.police.uk/](http://www.ceop.police.uk/)

### I.3.8 How will videoconferencing be managed?

- All videoconferencing equipment in the classroom must be switched off when not in use and not set to auto answer.
- External IP addresses will not be made available to other sites.
- Videoconferencing contact information will not be put on the school Website.
- The equipment must be secure and if necessary locked away when not in use.
- School videoconferencing equipment will not be taken off school premises without permission.
- Responsibility for the use of the videoconferencing equipment outside school time will be established with care.

#### **Users**

- Pupils will ask permission from a teacher before making or answering a videoconference call.
- Videoconferencing will be supervised appropriately for the pupils' age and ability.
- Parents and carers consent should be obtained prior to children taking part in videoconferences.
- Only key administrators should be given access to videoconferencing administration areas or remote control pages.
- Unique log on and password details for the educational videoconferencing services should only be issued to members of staff and kept secure.

#### **Content**

- When recording a videoconference lesson, written permission should be given by all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference. Recorded material shall be stored securely.
- Videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- If third party materials are to be included, check that recording is acceptable to avoid infringing the third party intellectual property rights.
- Establish dialogue with other conference participants before taking part in a videoconference. If it is a non-school site it is important to check that they are delivering material that is appropriate for your class.

### I.3.9 How are emerging technologies managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils will be instructed about safe and appropriate use of personal devices both on and off site in accordance with the school Acceptable Use or Mobile Phone Policy.

### 1.3.10 How should personal data be protected?

The Data Protection Act 1998 (“the Act”) gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information.

Under the Act every organisation that processes personal information (personal data) must notify the Information Commissioner's Office, unless they are exempt.

The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals. The Act sets standards (eight data protection principles), which must be satisfied when processing personal data (information that will identify a living individual). The Act also gives rights to the people the information is about i.e. subject access rights let individuals find out what information is held about them. The eight principles are that personal data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individual's rights
- Kept secure
- Transferred only to other countries with suitable security measures.

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

### 1.4 How will Internet access be authorised?

- All staff will read and sign the School's Acceptable Use Policy (see Appendix II) before using any school ICT resources.
- Parents will be asked to read the School Acceptable Use Policy for pupil access and discuss it with their child, where appropriate.
- When considering access for vulnerable members of the school community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).
- At Key Stage 1 pupils' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials.
- At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary.

### 1.5 How will risks be assessed?

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor Ark schools can accept liability for the material accessed, or any consequences resulting from Internet use.
- The school will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Ark schools and the police.
- Methods to identify, assess and minimise risks will be reviewed regularly.

## **1.6 How will the school respond to any incidents of concern?**

- All members of the school community will be informed about the procedure for reporting e-Safety concerns (such as breaches of filtering, cyberbullying, illegal content etc).
- The e-Safety Coordinator and the person in charge of Safeguarding will record all reported incidents and actions taken in the School e-Safety incident log and any relevant areas e.g. *Bullying or Child protection log*.
- Where concerns are raised by parents with regard to off-site activity by their child(ren) e.g. *cyberbullying through a social network*, then the e-Safety Coordinator or Headteacher will report these concerns to the relevant local authority or legal bodies.
- The e-Safety Coordinator or Head will seek advice and potential action from UK Safer Internet Centre <http://www.saferinternet.org.uk> and the Council.
- The Designated Child Protection Coordinator will be informed of any e-Safety incidents involving Child Protection concerns, which will then be escalated appropriately.
- The school will manage e-Safety incidents in accordance with the school discipline/ behaviour policy where appropriate.
- The school will inform parents/carers of any incidents of concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Children's Safeguard Team or e-Safety officer and escalate the concern to the Police
- If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated the local authorities' e-Safety team or safeguarding team.
- If an incident of concern needs to be passed beyond the school then the concern will be escalated to the local authority's e-Safety officer.

## **1.7 How will e-Safety complaints be handled?**

- Complaints about Internet misuse will be dealt with under the School's complaints procedure.
- Any complaint about staff misuse will be referred to the head teacher.
- All e-Safety complaints and incidents will be recorded by the school, including any actions taken.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with the school to resolve issues.
- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.
- Discussions will be held with the local Police Safer Schools Partnership Coordinators and/or Children's Safeguard Team to establish procedures for handling potentially illegal issues.
- Any issues (including sanctions) will be dealt with according to the school's disciplinary, behaviour and child protection procedures.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community. Please see separate Social Networking policy for more details.

## **1.8 How is the Internet used across the community?**

- The school will be sensitive to Internet-related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.
- The school will provide appropriate levels of supervision for students who use the internet and technology whilst on the school site.

## **1.9 How will Cyberbullying be managed?**



- Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and behaviour.
- There are clear procedures in place to support anyone in the school community affected by cyberbullying.
- All incidents of cyberbullying reported to the school will be recorded.
- There will be clear procedures in place to investigate incidents or allegations of Cyberbullying.
- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the school's e-Safety ethos.
- Sanctions for those involved in cyberbullying may include: Temporary ban from internet at school/Learning Platform.
- The bully will be asked to remove any material deemed to be inappropriate or a service provider may be contacted to remove content if the bully refuses or is unable to delete content.
- Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the schools anti-bullying, behaviour policy or Acceptable Use Policy.
- Parent/carers of pupils will be informed.
- The Police will be contacted if a criminal offence is suspected.

#### **1.10 How will Learning Platforms be managed?**

- SLT and staff will regularly monitor the usage of the LP by pupils and staff in all areas, in particular message and communication tools and publishing facilities.
- Pupils/staff will be advised about acceptable conduct and use when using the LP.
- Only members of the current pupil, parent/carers and staff community will have access to the LP.
- All users will be mindful of copyright issues and will only upload appropriate content onto the LP.
- When staff, pupils etc leave the school their account or rights to specific school areas will be disabled or transferred to their new establishment.
- Any concerns about content on the LP may be recorded and dealt with in the following ways:
  - The user will be asked to remove any material deemed to be inappropriate or offensive.
  - The material will be removed by the site administrator if the user does not comply.
  - Access to the LP for the user may be suspended.
  - The user will need to discuss the issues with a member of SLT before reinstatement.
  - A pupil's parent/carer may be informed.
  - A visitor may be invited onto the LP by a member of the SLT. In this instance there may be an agreed focus or a limited time slot.
- Pupils may require editorial approval from a member of staff. This may be given to the pupil to fulfil a specific aim and may have a limited time frame.

#### **1.11 How will mobile phones and personal devices be managed?**

- Pupils are discouraged from bringing mobile phones and other personal devices into school. If written permission is given by a parent/carer, e.g. *for security walking to and from school*, then the device will be switched off and kept in the office during the day.
- The use of mobile phones and other personal devices by staff in school will be decided by the Headteacher and covered in the school Acceptable Use.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- School staff may confiscate a phone or device if they believe it is being used to contravene the schools behaviour or bullying policy. The phone or device might be searched by the Senior Leadership team with the consent of the pupil or parent/carer. If there is suspicion that the

material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation.

- Electronic devices of all kinds that are brought in to school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.

## **Pupils Use of Personal Devices**

- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.
- If a pupil needs to contact his/her parents/carers they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.

## **Staff Use of Personal Devices**

- Mobile Phone and devices must be switched off or switched to 'silent' mode, Bluetooth communication should be "hidden" or switched off and mobile phones or devices will not be used during teaching periods unless permission has been given by a member of Senior Leadership Team in emergency circumstances.
- If members of staff have an educational reason to allow children to use mobile phones or personal devices as part of an educational activity then it will only take place when approved by the Senior Leadership Team.
- Personal mobile devices including smartphones and tablets must not be used to communicate (via phone, text or other messaging system) or make records of any kind (image, audio or video) in lessons by anyone in line with the school's Safeguarding Policy.
- Use of mobile devices for other organisational apps e.g. *calendar, notes, document access* is acceptable as long as no personal or sensitive information is saved to the device.
- If a member of staff breaches the school policy then disciplinary action may be taken.

## **2.1 Communication Policy**

### **2.1.1 How will the policy be shared with pupils?**

- All users will be informed that network and Internet use will be monitored.
- An e-Safety training programme will be established across the school to raise the awareness and importance of safe and responsible internet use amongst pupils.
- Pupil instruction regarding responsible and safe use will precede Internet access.
- Teaching and learning of e-Safety is integrated in the PSHE, Citizenship and ICT programmes covering both safe school and home use.
- e-Safety rules or copies of the student Acceptable Use Policy will be posted in all rooms with Internet access.
- Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas.
- Particular attention to e-Safety education will be given where pupils are considered to be vulnerable.

### **2.1.2 How will the policy be discussed with staff and Governors?**

- The e-Safety Policy will be reviewed by the ICT Coordinator annually or sooner if necessary.
- Amendments will require approval by the Governing Body who will ensure that legal requirements are being met and Government guidelines are being followed.
- The e-Safety Policy will be formally provided to and discussed with all members of staff.
- To protect all staff and pupils, the school will implement Acceptable Use Policies.

- Staff will be made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff.
- Staff who manage filtering systems or monitor ICT use will be supervised by the Senior Leadership Team and have clear procedures for reporting issues.
- The School will highlight useful online tools which staff should use with children in the classroom. These tools will vary according to the age and ability of the pupils.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities. Please see separate Social Networking statement in staff handbook.

### **2.1.3 How will parents' support be enlisted?**

- Parents' attention will be drawn to the school e-Safety Policy in newsletters, the school prospectus and on the school website.
- A partnership approach to e-Safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use, or highlighting e-Safety at other attended events e.g. parent evenings and sports days.
- Parents will be requested to sign an e-Safety/Internet agreement as part of the Home School Agreement.
- Parents will be encouraged to read the school Acceptable Use Policy for pupils and discuss its implications with their children.
- Information and guidance for parents on e-Safety will be made available to parents in a variety of formats.
- Advice on useful resources and websites, filtering systems and educational and leisure activities which include responsible use of the Internet will be made available to parents.