



# Carpenters

## PRIMARY SCHOOL

### e-Safety Policy



Reviewed by:	Senior Leadership Team
Reviewed:	Summer 2015
Ratified by Governors:	Summer 2015
Next Review:	Summer 2016

Our e-Safety Policy has been written by the school, building on the London Grid for Learning (LGfL) exemplar policy and Becta guidance.

## **Technologies:**

ICT in the 21<sup>st</sup> Century has an all-encompassing role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet
- e-mail
- Instant messaging (<http://www.msn.com>, <http://info.aol.co.uk/aim/>) often using simple web cams
- Blogs (an on-line interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites (Popular [www.myspace.com](http://www.myspace.com) / [www.piczo.com](http://www.piczo.com) / [www.bebo.com](http://www.bebo.com) / <http://www.hi5.com> / <http://www.facebook.com>)
- Video broadcasting sites (Popular: <http://www.youtube.com/>)
- Chat Rooms (Popular [www.teenchat.com](http://www.teenchat.com), [www.habbohotel.co.uk](http://www.habbohotel.co.uk))
- Gaming Sites (Popular [www.neopets.com](http://www.neopets.com), <http://www.miniclip.com/games/en/>, <http://www.runescape.com/> / <http://www.clubpenguin.com>)
- Music download sites (Popular <http://www.apple.com/itunes/> <http://www.napster.co.uk/> <http://www.kazaa.com/>, <http://www.livewire.com/>)
- Mobile phones with camera and video functionality
- Mobile technology (e.g. games consoles) that are 'internet ready'.
- Smart phones with e-mail, web functionality and cut down 'Office' applications.

## **Whole school approach to the safe use of ICT:**

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- A comprehensive e-Safety education programme for children, staff and parent/carers.

## **What are the e-Safety issues?**

Although the use of ICT and the Internet provide ever-increasing opportunities for children to expand their knowledge and skills, it is also the case that the use of such technology may sometimes expose children to the risk of harm such as;

- Children accessing Internet sites which contain unsuitable material or themselves posting unsuitable material;
- Children bullying others or being bullied;
- Posting and/or sharing personal information;
- Encouraging or being encouraged to display violent or extremist behaviour;
- Being contacted or making contact with strangers who may groom them for CSE, radicalisation or extremism.

## **Roles and Responsibilities:**

e-Safety is recognised as an essential aspect of strategic leadership in this school and the Headteacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher ensures that the Policy is implemented and compliance with the Policy monitored. The responsibility for e-Safety has been designated to a member of the senior leadership team.

Our school **e-Safety Co-ordinator** is Diane Barrick and **Link Governor** is Charlene McLean.

Our e-Safety Coordinator ensures they keep up to date with e-Safety issues and guidance through liaison with the Local Authority e-Safety Officer and through organisations such as; Becta and The Child Exploitation and Online Protection (CEOP). The school's e-Safety coordinator ensures the senior leadership and Governors are updated as necessary.

Governors need to have an overview understanding of e-Safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance on e-Safety and are updated at least annually on policy developments.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so children feel able to report any bullying, abuse or inappropriate materials.

All staff should be familiar with the schools' policy including:

- Safe use of e-mail;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network (See Appendix 1);
- Safe use of school network, equipment and data (See Acceptable Use Policy);
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- publication of child information/photographs and use of website;
- e-Bullying / Cyber bullying procedures (See Behaviour Policy);
- Their role in providing e-Safety education for children;

Staff are reminded /updated about e-Safety matters at least once a year in staff training as well as through the weekly staff newsletter when required.

At Carpenters, e-safety is embedded in the curriculum to ensure that every child has been educated about safe and responsible use. Children need to know how to control and minimise online risks and how to report a problem.

We ensure that we engage with parent/carers over e-safety matters and that parent/carers have signed and returned a Home-School Agreement which asks Parents/Carers to support school's policies and guidelines for Safeguarding.

## **Communications:**

### **How will we communicate with children on e-Safety?**

- There is an e-safety unit within the Computing Curriculum to raise the awareness and importance of safe and responsible internet use.
- Teachers will discuss the responsible and safe use of Internet access prior to any use in class.
- e-Safety will be highlighted and promoted every year during the week of Safer Internet Day which is normally in February.
- All classes will display age-appropriate e-Safety rules.

### **How will we communicate with staff on e-Safety?**

It is important that all staff feel confident to use new technologies in teaching. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies.

Staff must understand that the rules for information systems misuse. If a member of staff is concerned about any aspect of their ICT use in school, they should discuss this with their line manager to avoid any possible misunderstanding.

ICT use is widespread and all staff including administration, premises, governors and helpers should be included in appropriate awareness raising and training. Induction of new staff should include a discussion of the school's e-Safety Policy.

- Staff are aware that Internet traffic is monitored and can be traced to the individual user. Discretion and professional conduct is essential.
- Staff are aware that their ipads will be regularly monitored for photographic and video content. These should be deleted when used or transferred onto the school's hard drive.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.
- Staff training in safe and responsible Internet use and on the school e-Safety Policy will be provided through yearly INSET and the weekly staff newsletter.
- Staff will complete and sign an acceptable use policy agreement every year.

### **How will we communicate with parents/carers on e-Safety?**

Internet use in children's homes is increasing rapidly. Unless parent/carers are aware of the dangers, children may have unrestricted access to the Internet. The school may be able to help parent/carers plan appropriate supervised use of the Internet at home.

- Internet issues will be handled sensitively, and parents/carers will be advised accordingly.
- A partnership approach with parents/carers will be encouraged. This includes parent/carer workshops with demonstrations and suggestions for safe home Internet use with school or LA staff every term.
- Updates on the school's weekly newsletter or in letters out to parents/carers following any school concern.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parent/carers.

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

The school will take all reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and children are given information about infringements in use and possible sanctions. Sanctions available include:

- interview/counselling by class teacher / Phase Leader / Learning Mentor/ Senior Leader / Leadership Team;
- informing parent/carers;
- removal of Internet or computer access for a period, [which could ultimately prevent access to files held on the system, including examination coursework];
- referral to LA / Police.

Any complaint about staff misuse is referred to the Headteacher immediately.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with the school and LA Safeguarding procedures.

## **Staff Social Networking Guidance**

e-Safety and the use of the Internet and Social Networking sites is an issue of high importance at Carpenters Primary School. Please read and use the following guidance to ensure your own and our children's safety.

- Think carefully about your profile on any social networking sites. These may be viewed by children, parents or prospective employers. Lock down all of your privacy settings, but be aware that certain aspects of social networking may still be visible. What image of you does your profile portray? Be aware people are curious and may search for you.
- Never share personal details on any social networking sites. On feeds such as Twitter, it is possible to choose a user name which does not expose your identity and can then be passed only to people that you know and trust.
- NEVER add children on any sites. The legal age limit for using most social networking sites is 13 and, as a professional body, we should not be seen to be encouraging or condoning the use of these.
- Think very carefully about who you do add. Should parents/carers have access to aspects of your personal life? What image will this portray?
- Think carefully about any comments you post on other people's 'walls' or comments/status updates on your own profile page. What do these tell people about you or your views?
- Do not post pictures of children at school on any social networking sites. We have an obligation to ensure the safety of children and this includes the use of pictures/videos. Pictures of adults should only be posted with prior permission/knowledge of the people contained within them.

At all times, consider the effect the use of such sites could have on your professional reputation. How does what you post, re-tweet or follow, affect other people's opinion of you as a professional?

For further information, speak to someone in the Safeguarding team or read the guide at: <http://www.childnet.com/resources/social-networking-a-guide-for-teachers-and-professionals>