MEADOW VALE PRIMARY SCHOOL

E-safety Policy

Reviewed date	January 2023
Next review	January 2024
Ratified by	Full Governing Board

In partnership with the whole school community and through an engaging curriculum, we aspire to nurture and empower every child to flourish.

We will encourage, inspire, motivate and support them to achieve their potential so they become confident, considerate, resilient and active members of society.

Aims

At Meadow Vale Primary School, we aim to:

- Audit the training needs of all staff and provide training to improve their knowledge of and expertise in the safe and appropriate use of new technologies
- Ensure that children and young people are educated about what they read, hear and see online
- Work closely with families to help them ensure that their children use new technologies safely both at
  home and in school
- Provide an age-appropriate and comprehensive curriculum for e-safety that enables pupils to become safe
  and responsible users of new technologies

Internet Access

Internet use is part of the statutory curriculum and entitlement for all responsible and mature users. Government guidance suggests that, in primary schools, all pupils are granted internet access as a class group with full supervision of all pupil use.

We will ensure that:

- All staff and any students undertaking placements at the school, must sign the 'Internet Acceptable Use Agreement' (Appendix B) before using the internet on any school ICT resource
- Parents/carers are advised that all pupils will be provided with supervised internet access but should inform the school in writing if they do not agree to their child having internet access

Filtering

- The school will work in partnership with parents/carers, the LA and the Internet Service Provider to ensure that appropriate filtering systems are in place to protect pupils
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider by the IT technician
- Any material, that the school believes is illegal, will be referred to CEOP, as appropriate
- The school will monitor and evaluate incidents that occur to inform future safeguarding processes and procedures

School Website

Our school website celebrates pupils' work, promotes the school's curriculum and provides information for all stakeholders.

We will:

- Inform parents about the school's digital image procedures and give them the option to refuse consent for their child to appear in digital images published on the school website- it is the responsibility of parents/carers to inform the school if they wish to change their decision
- Ensure that the IT technician takes overall editorial responsibility and ensure that content is accurate and appropriate
- Respect the copyright of all material held by the school, or be clearly attributed to the owner, where permission to reproduce it has been obtained

Photographic, video and audio technology

Digital image technologies and audio recordings can be very powerful learning tools. Video conferencing, audio recording e.g. podcasting, digital video and digital still cameras may all be used in the classroom to enhance learning activities.

We will reduce the risk of misuse and protect users and subjects by ensuring that:

- Audio/video files are only be recorded/downloaded, if they relate directly to the current educational task being undertaken and with permission of the network manager
- Staff take digital images to support school trips and curriculum activities, including assessment and record keeping, but must only use school cameras or school iPads
- Students may use images and recordings taken at Meadow Vale within assignments but must request permission before sharing images publically, e.g. in presentations and displays
- Staff may use and store digital images and audio recordings, needed for professional purposes, on school-issued laptops and computers
- Any images of children used in school training and promotional materials will not include full names of the children
- The school will keep an up-to-date record of all pupils who do not have parental consent to appear in digital images
- Parent and carers are permitted to use mobile phone cameras to take pictures of their own children at times when they are invited to do so by a member of school staff; however, should any images of children other than their own appear on social networking sites, this privilege will be withdrawn
- All staff and volunteers will sign an Acceptable Use Policy for digital images

Social networking and personal publishing

The Internet has online spaces and social networks which offer great potential for education. The school has a Twitter account which is carefully managed by staff. As a school, we request that no images of children are posted on other social networking sites such as Facebook without the express permission of the headteacher.

Mobile phones.

- Following completion of a 'mobile phone request form', pupils in years 5 and 6 may bring a mobile phone to school. The phone must be turned off, handed to the class teacher at the start of the day and collected at the end of the day.
- Mobile phones are not allowed at PTA school discos as all children attending these events should be escorted to and from school by an appropriate adult

E-safety Incidents

Despite the comprehensive e-safety measures in place, there may still be occasions when incidents occur. They can be defined as:

- Inappropriate content: access to materials which contain violent, harmful or sexual content and/or reference to any form of discrimination

All incidents of accidental access to inappropriate materials are immediately reported to the IT technician and, where necessary, escalated to the school's internet service provider (ISP). The site URL is recorded for inclusion in the list of blocked sites which can be managed using our ISP's SafetyNet software.

Meadow Vale Primary School

Digital Image Consent (Appendix A)

Digital images (photos and videos) are an exciting media which can be used for a number of purposes within school including:

- Helping children record their learning
- Motivating and inspiring pupils and making learning fun and creative
- Helping teachers assess pupil progress
- Displays
- Recording exciting experiences such as educational trips and visits
- Celebrating achievements
- Training and publicity materials

We ask that parents sign the consent form attached, to give permission for digital images (photographs and videos) to be taken.

Advisory Notice: *Please be aware that any images you take of your children at school events e.g. plays and sports days, are for your own private use. They may feature other children in the school and therefore should not be shared over the internet or placed on social networking sites.*

Meadow Vale Primary School
Digital Image Consent Form

By signing this form I give permission for my child to feature in digital images taken by the school and understand that the school has taken precautions to ensure these images are used safely and appropriately.

Child's name …… Class ……

☐ I consent to my child appearing in digital images taken during school activities to record learning, assess pupil progress and celebrate achievements.

☐ I consent to my child appearing in pictures taken for inclusion in the school's website, brochure, newsletter or any displays around the school. (Children's full names will not be used in association with any images used in promotional materials.)

Signed ……(Parent/Carer) Date ……

** Please note it is the parents' responsibility to inform the school if they wish to change their decision to allow their child to participate in digital images.*

Meadow Vale Primary School

Staff Acceptable Use Agreement - *Internet Use* (Appendix B)

To ensure that staff are fully aware of their responsibilities with respect to use of the school computer network and internet facilities, they are asked to sign this acceptable use agreement.

I will:

- Take responsibility for my own use of technologies ensuring they are used safely, responsibly and legally.
- Take an active part in e-safety education and training and promote e-safety with pupils to support the development of a responsible attitude towards using technology.
- Report any known misuses of technology and e-safety incidents (e.g. the viewing of inappropriate material or cyber-bullying) to the named E-Safety Officer. This information will then be passed on through the appropriate channels.
- Report any failings in network filters e.g. inappropriate material being accessed, to the ICT technician using the E-Safety Incident Reporting Form.
- Ensure that all electronic communications sent through the school network are compatible with my professional role and contain appropriate content and language.
- Respect copyright of materials.
- Scan any removable devices (e.g. USB drives, CD roms,) used on the school network for viruses before opening/using.

I will not:

- Install any software or hardware without permission from the e-safety officer.
- Send information about pupils to or from personal e-mail address, this includes leveling data, reports, IEP's and other SEN referral information and information relating to the personal circumstances of pupils or their families.
- Disclose any password or login names to anyone, other than, where appropriate, the staff responsible for maintaining the system.
- Post anonymous messages or forward chain letters.

I understand:

- That Meadow Vale reserves the right to monitor my network and examine or delete any files that may be held to ensure the safety of all staff and children.
- That photographs of children learning or taking part in activities and/or offsite visits can be taken on school equipment. Any photos taken by staff on their own equipment (ie camera or mobile phone) must be downloaded to the school network and deleted from that device at the earliest opportunity.
- That the network is the property of Meadow Vale and agree that my internet activity must be compatible with my professional role or the children's education.
- That deliberate misuse of the network (e.g. hacking, the circulation of virus or interfering with safety controls) is forbidden.
- That use of the network to access inappropriate content such as pornographic, racist, homophobic or offensive material is forbidden and would result in disciplinary action.
- That use of the network for personal financial gain, gambling, political purposes or advertising is forbidden and would result in disciplinary action.
- That in line with the school's Safeguarding Policy, I must refrain from having my mobile phone on in classrooms during the school day.

Social Networking

Social networks are rapidly growing in popularity and used by all ages in society. However, as educators we have a professional image to uphold and how we conduct ourselves online helps determine this image. The use of social networking sites is not forbidden but restrictions are in place to prevent use from the school network; however, staff are advised to treat with caution if used. The following recommendations are suggested to support safe use:

- Do not post personal information about yourself, e.g. address, phone number, place of work.
- Never post any pictures of yourself or pupils at school, this includes pictures of classrooms and the school grounds.
- Use the privacy features provided on the site to restrict access of strangers and those who you have not specifically selected as 'friends' to your profile.
- Adjust your privacy settings so only your online 'friends' are able to view your photos and any photos in which you are 'tagged.'
- Do not accept or initiate any friend requests with pupils or parents associated with the school. This is not only to protect your information but also that of colleagues which may feature on your profile.
- Do not discuss pupils, parents, colleagues or the school itself on social networking sites.
- Use a strong password (i.e. more than 7 characters made up from a mixture of letters, numbers and other characters) and change it regularly.

Failure to behave in accordance with the terms of this agreement may result in disciplinary action.

Signed: …… Date: ……

Print: ……

Meadow Vale Primary School

Staff Acceptable Use Agreement- *Digital Images* (Appendix C)

To ensure that staff are fully aware of their responsibilities with respect to use of digital images, they are asked to sign this acceptable use agreement.

Digital images refer to both still and moving digital photographs

- I understand that all digital images taken of children and families associated with Meadow Vale Primary School, both in school and outside on visits, are the property of Meadow Vale Primary School.
- I understand that digital images must, wherever possible, be taken with Meadow Vale cameras and/or iPads. In exceptional circumstances, it may be necessary to use a personal device (ie mobile phone), but any images will be downloaded onto the school network and then deleted from the device at the earliest opportunity.
- I understand that, in line with the school's Safeguarding Policy, I must refrain from having my mobile phone on in classrooms during the school day.
- I understand digital images needed for professional purposes may be used and stored on laptops and computers off the premises. The photographs need to be free of any information that would enable identification and tracking of children e.g. adding children's names to photographs.
- I understand I must only take responsible digital images of children, e.g. children will be dressed appropriately.
- I understand that images may not be distributed outside the school network without the permission of the parent/carer and/or a member of the SLT.
- I understand and agree that Meadow Vale Primary School may monitor my technology use to ensure the safe use of digital images of children and families associated with Meadow Vale Primary School.
- I understand and agree that any photographs of children to be used in Meadow Vale Primary School training and promotional materials and on websites will not include the full names of the children.
- I understand that I may only take digital images of children who have been granted parental permission.

Signed: ……..…… Date: ……..

Print: ……..

Meadow Vale Primary School

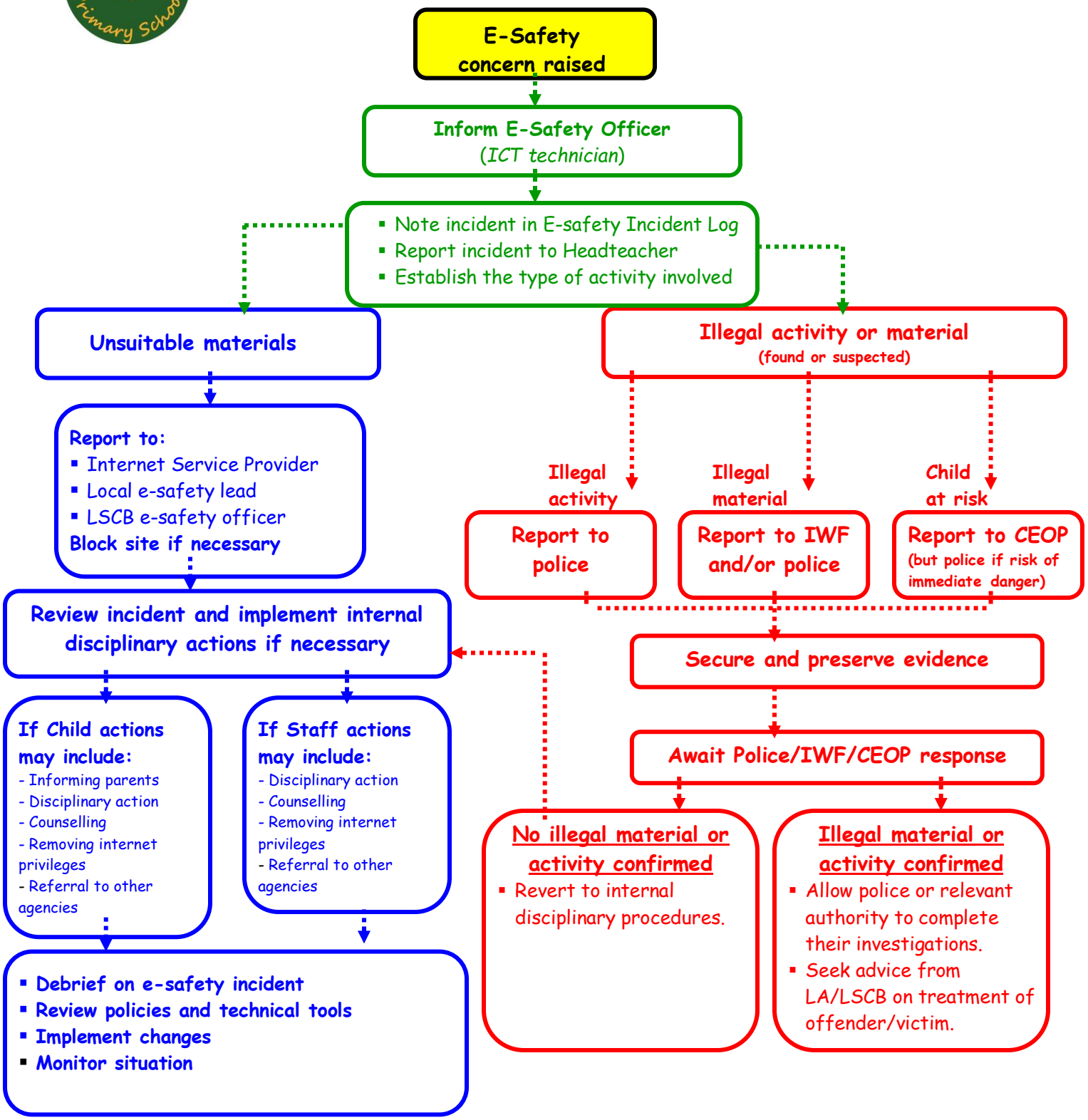
E-safety Incident Log (Appendix D)

Details of **ALL** e-safety incidents to be reported to and recorded by the named e-safety officer: ***Mrs J Elliott.***
All incidents will be escalated according to the E-safety Incident Response Flowchart.
The incident log will be monitored termly by the Headteacher and e-safety committee.

Date & Time	Name of pupil or staff member	Male or Female	Room & computer/ device I.D.	Details of incident (including evidence)	Actions and Reasons

Meadow Vale Primary School (Appendix E)

E-Safety Incident Response/Escalation Procedure



Appendices

- A - Digital Image Consent Form
- B - Staff Internet Acceptable Use Policy
- C - Staff Digital Images Acceptable Use Policy
- D - E-safety Incident Log
- E - E-safety Incident Escalation Procedure
- Attachment: Supporting Young People Online (Childnet doc)