

Meadow Vale Primary School



E-SAFETY POLICY

Policy Owner - ICT Co-ordinator

Passed by School Development Committee - Autumn 2018

Next Review - Autumn 2019

**Ratified and Signed by the Chair of
The School Development Committee**

**Acknowledged and Signed by the Chair of
The Full Governing Body**

_____ Date _____

_____ Date _____



Meadow Vale Primary School

E-safety Policy

Introduction

Our e-safety policy has been written by the school, building on the Bracknell Forest LA ICT Advisory Group recommendations and government guidance. It has been agreed by senior management and approved by governors. It will be reviewed annually.

Meadow Vale's first point of contact for e-safety is:

Mrs J Elliott (*E-safety Officer and ICT Technician*)

Importance of the internet

The internet is an essential element in 21st century life for education, business and social interaction. As part of our commitment to the 'Every Child Matters' agenda, the school has a duty to provide pupils with quality internet access as part of their learning experience to enable them to engage effectively in the modern world. Internet use provides many benefits, not just to children, but also to the professional work of staff, and is now part of the statutory curriculum and a necessary tool for learning.

E-safety is defined as being safe from risks to personal safety and well-being when using all fixed and mobile devices that allow access to the internet as well as those that are used to communicate electronically. This includes personal computers, laptops, mobile phones and gaming consoles.

Safeguarding against these risks is everyone's responsibility and needs to be considered as part of the overall arrangements in place that safeguard and promote the welfare of all members of the community, particularly those that are vulnerable.

It is not possible to create a 100% safe environment and it is our school's responsibility to demonstrate that we have managed the risks and do everything we reasonably can to protect the children that we work with. For further advice, visit: <http://www.bracknell-forest.gov.uk/esafety>

The purpose of internet use in school is to:

- Raise educational standards.
- Promote pupil achievement.
- Support the professional work of staff.
- Support the school's assessment process.
- Enhance the school's management functions and administration systems.
- Enable effective communication between the school, parents and outside agencies.
- Develop responsible and mature approaches to internet use.
- Enable users to evaluate internet information effectively.
- Enable users to take care of their own safety and security.

Aims - 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 on the internet.
- Work closely with families to help them ensure that their children use new technologies safely both at home and in school (see attachment: Supporting Young People Online)
- Provide an age-appropriate, 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.

- 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.
- The school will keep an up-to-date record of all pupils who are not granted internet access.

Filtering

- The school will work in partnership with parents/carers, the LA, DCFS 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 via the E-safety officer (see Appendix D E-Safety Incident Log).
- Any material that the school believes is illegal will be referred to the Internet Watch Foundation (www.iwf.org.uk) and/or the police/CEOP as appropriate.
- The school will monitor and evaluate incidents that occur to inform future safeguarding developments

School Website: Websites can celebrate pupils' work, promote the school and publish resources for pupil use. Whilst there are many ways to obtain information about schools and pupils, a school's website can be accessed publically. Publication of information should therefore be considered from a security viewpoint.

- The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used in association with photographs.
- Parent's will be informed about the digital image procedures and given the option to refuse consent for their child to appear in digital images published on the school website.
- The e-safety officer will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be 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. (Digital images refer to both digital photographs and digital videos). Video conferencing, audio recording e.g. podcasting, digital video and digital still cameras may all be used in the classroom to enhance learning activities. The following statements are included to prevent misuse and protect users and subjects:

- Audio/video files may only be recorded/downloaded if they relate directly to the current educational task being undertaken and with permission of the network manager or pupil's class teacher.
- Staff may take digital images to support school trips and curriculum activities, including assessment and record keeping, but must use school cameras or school iPads wherever possible. Personal equipment (e.g. digital cameras, video cameras or mobile phones) can only be used if school equipment is not readily available and staff must delete all such images immediately after the task is completed.
- Students may use images and recordings taken at Meadow Vale within assignments but must request permission before sharing images publically, e.g. in presentations & displays.
- Staff may use and store digital images and audio recordings, needed for professional purposes, on laptops and computers off the premises. However, images must be free of any information that would enable identification and tracking of children e.g. adding names to photographs.

- Any images of children used in school training and promotional materials (e.g. websites and prospectus) will not include full names of the children.
- Parents/carers will be informed about the school's digital image procedures and asked to consent to their child appearing in digital images taken by the school (Appendix A). It is the responsibility of parents/carers to inform the school if they wish to change their decision.
- The school will keep an up-to-date record of all pupils who do not have parental consent to appear in digital images.
- Parent/carers are permitted to use mobile phone cameras to take pictures of their OWN child/children at Class Assemblies, School Productions and School Sports Events. However, should any images of children other than their own appear on social networking sites, this privilege will be withdrawn.
- Staff and placement students will sign an Acceptable Use Policy for digital images (Appendix C)

Social networking and personal publishing: The Internet has emerging online spaces and social networks which offer great potential for education. The school has a Twitter account which is carefully managed by selected members of staff. As a school, we request that no images of children are posted on social networking sites such as Facebook, etc. In school, social networking sites are blocked and may not be used.

Bracknell Forest Recommendation: Under normal circumstances, no member of staff should engage in direct communication (in or out of school) of a personal nature with a pupil who is not a member of their direct family, by any means, for example (but not limited to) SMS text message, email, instant messaging or telephone. If special circumstances arise where such communication is felt to be necessary, the agreement of a member of SLT should be sought first and appropriate professional language should always be used.

This statement relates to an employment tribunal decision.

Mobile Phones.

- Following completion of a 'mobile phone request form' Pupils in YEAR 6 ONLY 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. The school governors and staff recognise that many Year 6 pupils are becoming independent in their travel to and from school and wish to formally support parents in their children's safeguarding.
- 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.
- Mobile phone cameras should not be used in school by pupils.
- The sending of abusive or inappropriate text messages is forbidden.

E-safety Incidents: Despite the comprehensive e-safety measures in place, there may still be occasions when e-safety incidents occur. As such there are clear guidelines for responding to e-safety incidents, as highlighted in the E-safety Incident Response/Escalation Procedure (Appendix E).

- Inappropriate content is defined as any access to materials which contain violent, harmful or sexual content and/or reference to cultural, racial or homophobic discrimination.
- All incidents of accidental access to inappropriate materials are immediately reported to the named e-safety officer 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:

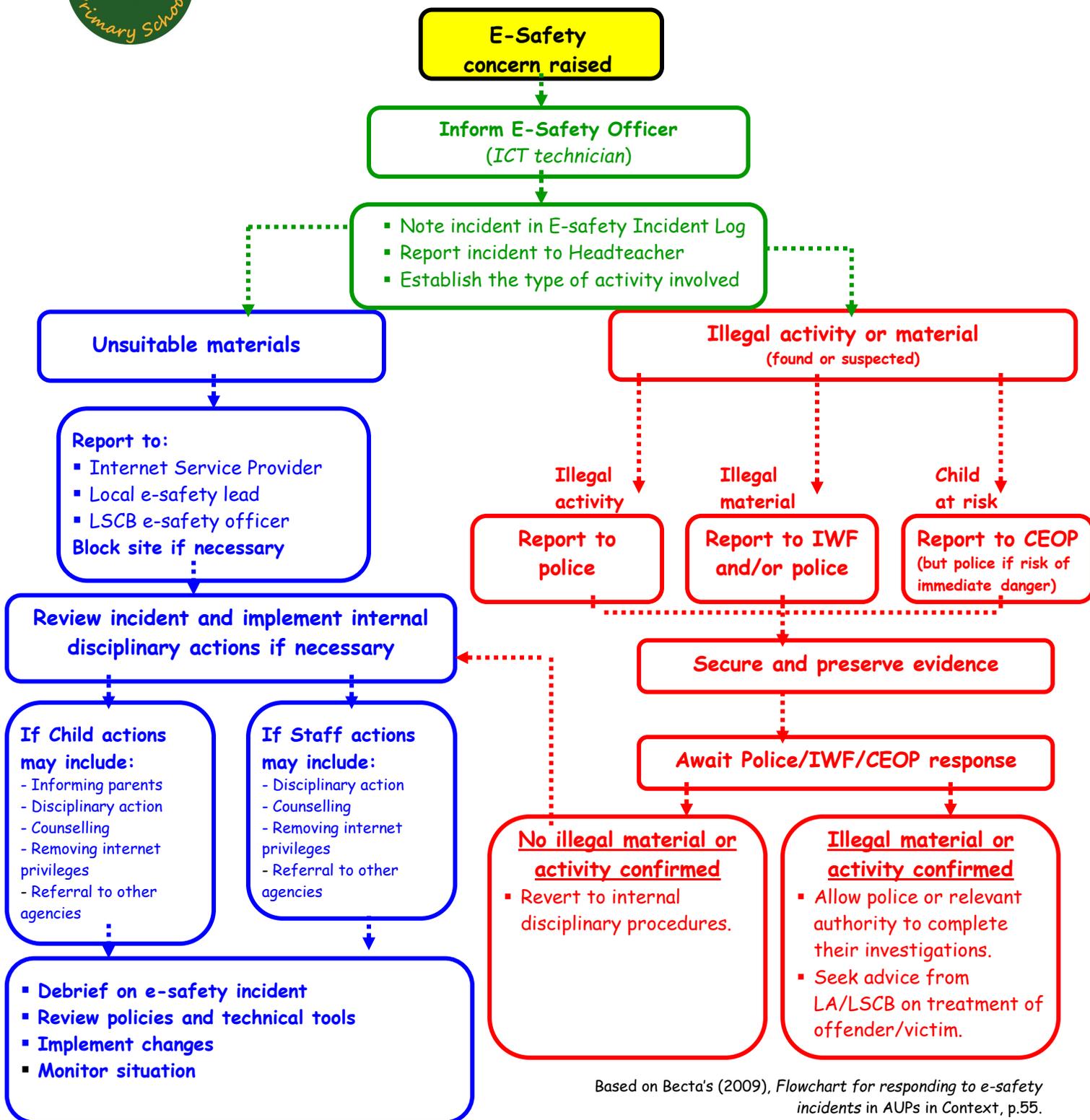
Date:

Print:



Meadow Vale Primary School (Appendix E)

E-Safety Incident Response/Escalation Procedure



Based on Becta's (2009), *Flowchart for responding to e-safety incidents in AUPs in Context*, p.55.

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)