



## **ST MATTHEW'S C OF E PRIMARY SCHOOL**

### **e-Safety Policy**

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.

At St Matthew's CE Primary School, we recognise that learning is a life-long process and that e-learning is an integral part of it. Ensuring that we provide pupils with the skills to make the most of information and communication technologies is an essential part of our curriculum. The school is committed to the continuing development of our ICT infrastructure and embracing new technologies so as to maximise the opportunities for all pupils, staff, parents and the wider community to engage in productive, cooperative and efficient communication and information sharing.

Our e-Safety Policy has been written by the school, building on the BGfL e-Safety Policy and government guidance.

The school has appointed two e-Safety Leaders: Deborah Murdock and Paulette Osborne. The e-Safety Policy and its implementation will be reviewed bi-annually.

### **Teaching and Learning**

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. Internet use is part of the statutory curriculum and is a necessary tool for learning. The internet is part of everyday life for education, business and social interaction and St Matthew's has a duty to provide pupils with quality internet access as part of their learning experience. We recognise that pupils use the internet widely outside schools and need to take care of their own safety and security.

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

Benefits of using the Internet in education include:

- Access to worldwide educational resources including virtual museums and art galleries, film clips etc
- Educational and cultural exchanges between pupils worldwide;
- 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
- Access to learning wherever and whenever convenient for pupils, parents and staff.

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

St Matthew's Internet access will be designed to enhance and extend education. Teachers will teach what Internet use is acceptable and what is not. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. Our teaching staff will guide pupils' online activities that will support the learning outcomes planned for the pupils' age and ability. We will ensure that the copying and subsequent use of Internet-derived materials by staff and pupils complies with copyright law.

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

We recognise that the quality of information received via radio, newspaper and telephone is variable and everyone needs to develop critical skills in selection and evaluation of this information. Information received via the Internet, email or text message requires even better information handling and digital literacy skills.

Therefore pupils will be taught to be critically aware of the materials they read and be shown how to validate information before accepting its accuracy. Age-appropriate tools will be used by pupils in order to research Internet content.

### **How will information systems security be maintained?**

- In order to ensure that security for our whole ICT systems the following is in place:
- The security of the school information systems and users will be reviewed regularly;
- Virus protection will be updated regularly;
- Personal data (any document with information included that could identify the name and location of any pupil or member of staff) sent over the Internet or taken off site will be encrypted;
- Portable media e.g. memory sticks, may be used subject to regular anti-viral scans. If a virus is detected, report this immediately to the ICT co-ordinator;
- Files held on the school's network site will be regularly checked;
- The use of user logins and passwords to access the school network will be enforced;
- The ICT network manager will review system capacity regularly.

### **How will e-mail be managed?**

E-mail is an essential means of communication for both staff and pupils, particularly when communicating on projects between schools in different parts of the world. However, school is concerned that pupils learn to protect themselves when sending and receiving e-mails. Therefore pupils:

- May use only approved email accounts for school purposes;
- Must immediately tell a member of staff if they receive offensive email;
- Must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult;

To further protect pupils and staff:

- Whole-class or group email addresses will be used for communication outside of the school;
- Staff will only use official school provided email accounts to communicate with pupils and parents/carers, as approved by the Senior Leadership Team.
- Access in school to external personal email accounts may be blocked;
- Email sent to external organisations should be written carefully;
- The forwarding of chain messages is not permitted;
- Staff should not use personal email accounts during lesson time and use of these sites will be flagged through the monitoring system in place.

### **How will published content be managed?**

St Matthew's school website is designed to share key information and celebrate the events we hold at school. The headteacher, Miss Osborne, 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.

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

Still and moving images and sound add liveliness and interest to a website. However, the security of staff and pupils is paramount. Therefore at St Matthew's:

- 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, particularly in association with photographs;
- Consent is obtained from parents or carers when children join the school, before publicity materials are electronically produced. This will involve parents opting out, in writing, if they do not consent.

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

The use of social networking sites amongst primary aged children is becoming more common. Children are not allowed to access social networking sites such as chatrooms or instant messaging during the school day. However, they are made aware of the potential risks of using such sites as part of the e-safety curriculum.

Should a child try to 'befriend' a member of staff via a social networking site from home, then the member of staff has a duty to report this to the Headteacher and parents will be informed. Please see Acceptable Use Policy.

Children will write blogs/twitter as part of the school website. Whilst preparing material for the website, they will be made aware of the importance of considering material they post, ensuring profiles are secure.

Pupils will be advised never to give out personal details of any kind, which may identify them or their location. At St Matthew's CE Primary School, we use the *SMART* approach to e-safety. These details are published on the school website.

Pupils will be advised never to give out: real names; address; mobile or landline phone numbers; school attended; IM and email addresses; full names of friends; family; specific interests and clubs they attend. Pupils will be advised on security and privacy on line and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications.

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.

## **How will filtering be managed?**

The school's broadband access will include filtering appropriate to the age and maturity of pupils. The school will work with the Local Authority team to ensure that filtering policy is continually reviewed. Any material that the school believes is illegal will be reported to appropriate agencies such as CEOP.

## **How will video conferencing be managed?**

Should pupils be involved in video-conferencing, for example, when making contact with other school children in another part of the world, they will be supervised at all times.

## **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 Policy.

## **How should personal data be protected?**

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

## **How will the Internet access be authorised?**

The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.

All staff will read and sign the school's Acceptable Use Policy before using any school ICT resources. Pupils' access will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary.

## **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. The school cannot 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.

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

At St Matthew's we endeavour to develop a culture of trust. Teachers develop good relationships with their pupils and are the first line of defence; their observation of behaviour is essential in recognising concerns about pupils (cyber-bullying, pupils and staff reporting illegal content).

All members of the school community will be informed about the procedure for reporting e-Safety concerns (such as breaches of filtering, cyber-bullying, illegal content etc).

The school will manage e-Safety incidents in accordance with the school's Behaviour and Bullying Policies.

The Designated Safeguarding Person (Miss Pringle or Miss Osborne) will be informed of any e-Safety incidents involving Child Protection concerns, which will then be escalated appropriately. In their absence, the incident will be referred to another senior member of staff with the appropriate safeguarding training. Where there is cause for concern or fear that illegal activity has taken place or is taking place, then the school will contact the local Children's Safeguarding Team.

The school will inform parents/carers of any incidents of concerns as and when required.

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

Complaints about Internet misuse will be dealt with under the School's complaints procedure. All e-Safety complaints and incidents will be recorded by the school, including any actions taken.

Any complaint about staff misuse will be referred to the Headteacher, Miss Osborne.

Any issues will be dealt with according to the school's disciplinary, behaviour and child protection procedures.

## **Cyber-bullying**

Cyber-bullying (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.

All incidents of cyber-bullying reported to the school will be recorded and investigated.

Pupils, staff and parents are advised to keep distressing texts, emails etc as evidence.

Support will be offered to the victim of bullying in order to restore self-esteem (see Anti-bullying Policy).

Support will be offered to the bully in order to help them see the error in his/her behaviour and to prevent further bullying (see Anti-bullying policy).

Parents/carers of children who have been bullied will be informed in accordance with the school's Anti-bullying policy.

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

Mobile phones and personal devices will not be used during lesson time. They should be switched off or switched to silent during these times. Staff may use mobile phones and mobile devices at other times during the school day, for example during lunch and break times and after school.

Any device is the responsibility of the user. St Matthew's accepts no responsibility for the loss, theft or damage of such items.

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 behaviour policy.

School staff may confiscate a phone or device if they believe it is being used to contravene the school's behaviour and anti-bullying policies. The phone or device might be searched by the Senior Leadership team with the consent of the pupil or parent/carer.

### **Pupils' Use of Personal Devices:**

Pupils who bring mobile phones into school must leave them at the office and they can be collected at the end of the school day. If a child forgets to do this and is observed with a mobile phone or personal device, a member of staff should request that the phone is taken to the office immediately.

If there is any damage to a pupil's mobile phone or device, because the policy has not been followed by a pupil, then school cannot accept any responsibility for this damage. Pupils are regularly reminded about school policy.

If a pupil needs to contact his/her parents/carers, they will be allowed to use a school phone. If parents need to contact their child urgently, then parents are advised to contact the school office so that a message can be passed on.

### **Staff Use of Personal Devices:**

Generally, staff are not permitted to use their own personal phones or devices for contacting children or their families, within or outside of school, in a professional capacity. The school telephone (including any school mobile phone) must be used to make any calls to children and families.

Staff may use mobile phones on school trips in cases of emergency only, if the school mobile phone is not available. The supervision of pupils during school trips is considered as part of the formal school day (lesson time) and therefore phones should be switched off or switched to silent mode.

Each class is provided with a digital camera for the purposes of recording learning in and out of school. Staff must not take photographs of children on electronic devices such as mobile phones. Please see the Acceptable Use policy.

If members of staff have an educational reason to allow children to use mobile phones or a personal device as part of an educational activity, then they should consult a member of the Senior Leadership Team for approval.

Parents and carers must only use mobile phones for taking photos or videos of events that their children participate in e.g. celebration assembly, class assemblies.

### **How will the policy be introduced to pupils, staff and parents.**

#### **Pupils:**

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. An E-safety module is included in the Computing curriculum covering both safe school and home use.

Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas.

**Staff:**

The e-Safety Policy will be formally provided at staff induction and the content discussed. To protect all staff and pupils, the school will implement an Acceptable Use policy. 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.

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. Disciplinary action could be taken if they are found to bring the school or profession into disrepute, or if something is felt to have undermined confidence in their professional abilities.

**Parents:**

Parents' attention will be drawn to the school e-Safety Policy in newsletters and on the school website. St Matthew's works in partnership with parents and children and will endeavour to utilise parent workshops, to highlight e-Safety and its importance at home and at school.

<i>Policy Author:</i>	<i>Deborah Murdock AHT</i>
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