



E-safety Policy

October 2020

Scope of the Policy

This policy applies to all members of the Academy community (including staff, students/pupils, volunteers, parents/carers, visitors, community users and governors) who have access to and are users of Academy ICT systems, both in and out of Academy.

The Education and Inspections Act 2006 empowers Principals, to such extent as is reasonable, to regulate the behaviour of children when they are off the Academy site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other E-Safety incidents covered by this policy, which may take place out of Academy, but is linked to membership of the Academy.

The Academy will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate E-Safety behaviour that take place out of Academy.

What is E-Safety?

E-Safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

End to End E-Safety

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of E-Safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband including the effective management of filtering.

Reviewing the E-Safety policy

The E-Safety Policy relates to other policies including those for ICT, bullying and for child protection (safeguarding). The ICT curriculum coordinator will also act as E-Safety coordinator. The E-Safety Policy and its implementation will be reviewed annually.

Teaching and learning - why Internet use is important

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet use will enhance learning. The school Internet access will be designed to facilitate pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not. They will be given clear objectives for Internet use. 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 how to evaluate Internet content.

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security.

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

Security strategies will be discussed within Saint Bart's Trust.

E-mail

(Currently blocked and only opened if Teacher requests e.g. covering within the curriculum/ used for remote learning)

Pupils may only use approved e-mail accounts/messaging systems on the school system.

Pupils must immediately tell a teacher if they receive offensive e-mail or messages.

Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

E-mail sent to an external organisation should be written carefully before sending, in the same way as a letter written on school headed paper.

Published content and the school learning platform

The contact details on the Web site must be the school address, e-mail and telephone number.

Staff or pupils' personal information will not be published.

Publishing pupils' images and work

Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. (No children's names to be used).

Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils or pupils' work are published on the school Web site. This is done on entry to school.

No photographs of Looked after Children should be displayed.

Social networking and personal publishing

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved.

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Managing filtering

The school will work with the LA, Cheshire East Safeguarding board and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Coordinator. (Mr Brown who will directly report to SLT and computing technicians who will block accordingly).

The ICT co-ordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile Phones

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate messages is forbidden.

Protecting personal data

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

Policy Decisions (ICT co-ordinator to give a copy of the policies to all members of staff)

Authorising Internet access

All staff must read and adhere to the acceptable use policy before using any school ICT resource. Access to the Internet will be by supervised access to specific, approved on-line materials. All staff must read and understand the related computing policies (see Related policies).

Assessing risks

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor local authority can accept liability for the material accessed, or any consequences of Internet access. If unsuitable material appears, the E-Safety coordinator & SLT will be informed so that relevant filtering can be completed.

The school will audit ICT provision to establish if the E-Safety policy is adequate and that its implementation is effective.

Handling E-Safety complaints

Complaints of Internet misuse will be dealt with by the class teacher and where necessary a senior member of staff. Teachers will log the incident on CPOMS and use the 'responding to incidents of misuse flow chart' (see attached documents).

Any complaint about staff misuse must be referred to the Head teacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Community use of the Internet

External organisations using the school's ICT facilities must adhere to the E-Safety policy. Internet use by staff and children is actively monitored.

Communicating the E-Safety Policy

Introducing the E-Safety policy to pupils

E-Safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year and throughout the year as part of computing and PHSE sessions.

Pupils will be informed that network and Internet use will be monitored.

Staff and the E-Safety policy

All staff will be given the School E-Safety Policy and its importance explained.

Staff should be aware that Internet traffic can be monitored and traced to the individual user.

Discretion and professional conduct is essential.

Enlisting parents' support

Parents' attention will be drawn to the School E-Safety Policy in newsletters and the school prospectus. Any e-safety concerns will be shared with parents via tweets, and newsletters. The school website provides information to help parents.

Prevent: Radicalisation and Extremism

Cranberry Academy takes an active role in protecting pupils from the risks of extremism and radicalisation. Keeping children safe from risks posed by terrorist exploitation of social media is approached in the same way as safeguarding children from any other online abuse. In the same way teachers are vigilant about signs of possible physical or emotional abuse, we are vigilant about any signs of radicalisation or extremism in any of our pupils. We follow the same safeguarding procedure to ensure all children in our care are well looked after.

Staff (and Volunteer) Acceptable Use Policy Agreement School Policy

New technologies have become integral to the lives of children and young people in today's society, both within academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more

creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That academy ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the academy will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, IPADS, email, virtual learning environments, etc) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using academy ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school / academy:

- When I use my mobile devices (IPADS/ laptops/ tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school / academy equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the academy ICT systems.

- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up - See back up procedure.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless I have permission from Mr Brown or a member of SLT.
- I will not disable or cause any damage to academy equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by academy policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school / academy:

- I understand that this Acceptable Use Policy applies not only to my work and use of academy ICT equipment in school, but also applies to my use of academy ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the academy.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police. I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date

Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that students / pupils will have good access to digital technologies to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent / Carers Name Student / Pupil Name

As the parent / carer of the above pupils, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

Either: (KS2 and above)

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet - both in and out of school.

Or: (KS1)

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet - both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed

Date

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media,

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images.

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents / carers to agree

Digital / Video Images Permission Form

Parent / Carers Name

Pupil Name

As the parent / carer of the above student / pupil, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school. Yes / No

I agree that if I take digital or video images at, or of, - school events which include images of children, other than my own, I will abide by these guidelines in my use of these images. Yes / No

Signed

Date

Pupil Acceptable Use Policy Agreement- for younger pupils (Foundation / KS1)

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have
done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

Signed (child):.....

Signed (parent):

Pupil Acceptable Use Agreement - for KS2 pupils

Internet Access Rules

For safe use of the Internet at Saint Nathaniel's Academy you will be expected to follow these rules:

1. I will only connect to the Internet during a class lesson when my teacher has told me to do so and only use the web address that my teacher has given me.
2. I may only connect to the Internet during free choice sessions if my teacher has given me permission to do so. These will be the websites that are listed on the school website.
3. I won't give my username and passwords to anyone else.
4. If I see a message or site that makes me feel uncomfortable I will tell the adult present straight away.
5. At home and school I will keep information or pictures about myself, my family or my school private unless I have checked with an adult.
6. I will be a good on-line citizen and not do anything that hurts other people.
7. I will never agree to meet with someone I have talked to online.
8. I will not download anything onto the school computers and will check with my parents before downloading anything at home.
9. I understand that the academy will monitor my use of the systems, devices and digital communications
10. I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission). I understand that, if I do use my own devices in the school / academy, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

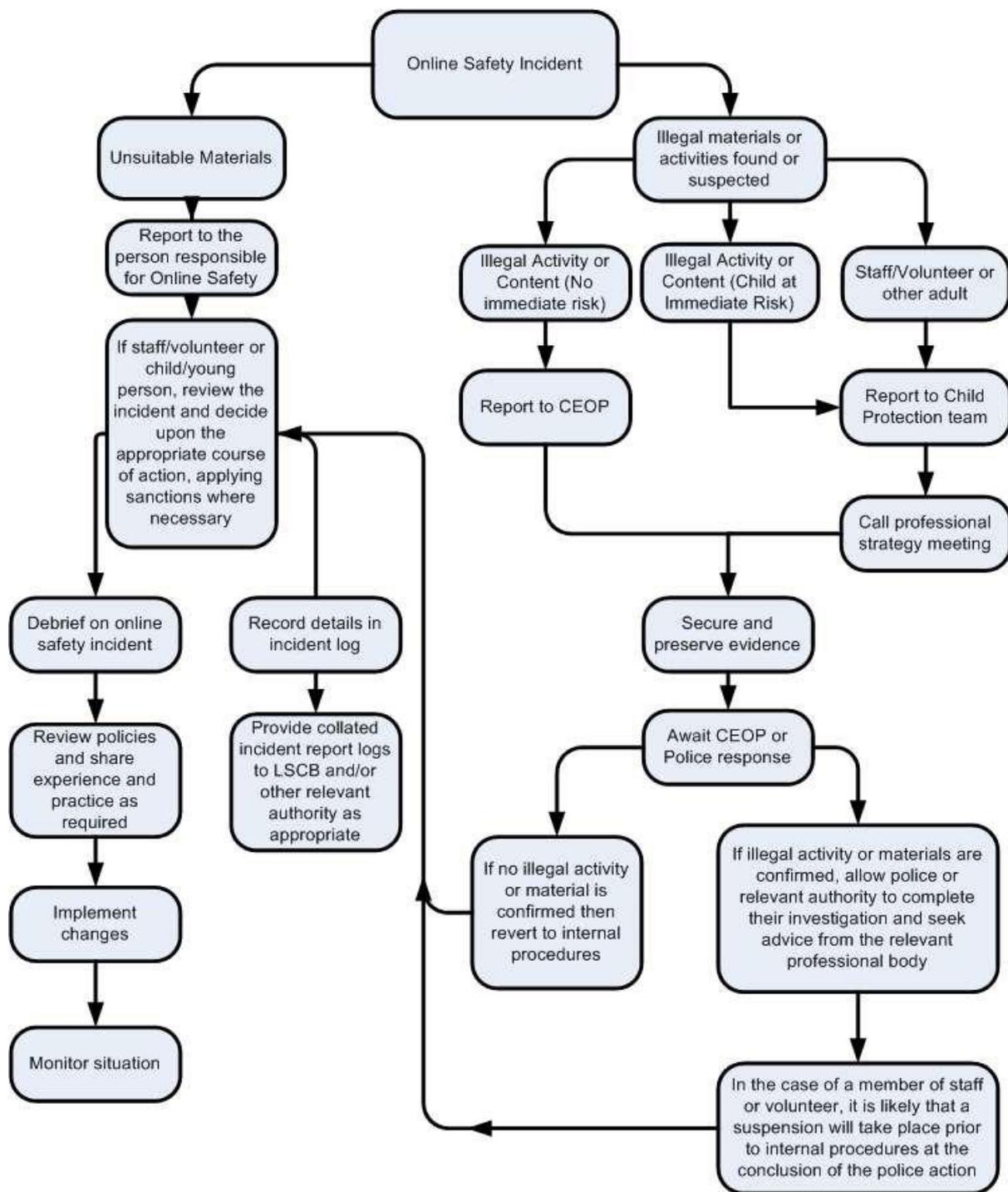
Name of Student / Pupil

Group / Class

Signed

Date

Responding to incidents of misuse - flow chart



Acknowledgement:
 SWGF templates were used to assist the writing of this policy.
 (<http://swgfl.org.uk/productsservices/esafety/resources/online-safety-policy-templates>)