Baden Powell Primary School E-Safety Policy 2021

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's e-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security.

Good Habits

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 from the London Grid for Learning (LGFL) including the effective management of content filtering using Atomwide.

- National Education Network standards and specifications.

- If accessing work at home through the LGFL rav3 portal, staff must ensure that they log off after each session and that no data is shared with, or made available to unauthorised personnel.

-

Why is Internet Use Important?

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 information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

<u>Benefits of using the Internet in education include</u>:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- 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 support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DSF; access to learning wherever and whenever convenient.

<u>Teaching and learning</u>

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils, while allowing staff to have access to some appropriate, but restricted sites using individual logins.

Pupils will be taught what Internet use is acceptable and what is not and 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.

An age appropriate scheme of work will be followed by all classes from Year 1 to Year 6. This will comprise of an assessment to establish needs, 5 lessons, taught once every half term, and followed by a reassessment to establish progress and areas that may need to be revisited in the second half of the summer term.

<u>Information system security</u>

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

Security strategies will be discussed with The Learning Trust and with our ICT support provider.

If taking equipment home, staff must ensure that all use is carried out in line with the schools e-safety, ICT and acceptable use policies.

E-mail

Pupils may only use approved e-mail accounts on the school system, using pupil specific logins provided through LGFL.

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

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 by pupils to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

The forwarding of chain letters is not permitted.

All staff will use school email system (name@baden-powell.hackney.sch.uk) for professional correspondence. These accounts can be monitored by the head, governors and the Local Authority.

Access in school to external personal e-mail accounts may be blocked.

Published content and the school web site

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The headteacher and deputy headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

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 anywhere on the Web site, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published or used around school.

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.

Pupils should be advised not to place personal photos on any social network space.

Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Staff will not associate with pupils on social networking sites.

Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

Managing filtering

The school will work with the LA, DSF 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 Senior Leadership Team and ICT coordinator.

Senior staff in partnership with The Learning Trust and LGFL 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 will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
Staff may use a school phone where contact with pupils or a parent is required.

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

Authorising Internet access
All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

Assessing risks
The school will take every possible precaution 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 LA can accept liability for the material accessed, or any consequences of Internet access.
The Senior Leadership Team/Subject Leader/e-safety group 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 a senior member of staff.
Any complaint about staff misuse must be referred to the Headteacher.
Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
Pupils and parents will be informed of the complaints procedure.
Any complaints regarding e-safety will be recorded and will form part of a yearly review by the e-safety group to help to establish further training requirements and what adaptations to the e-safety curriculum and policy may be needed.

Community use of the Internet
The school will liaise with local organisations and the LA to establish a common approach to e-safety.

Communicating the Policy
E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year in classrooms and in assemblies.
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 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, school prospectus and on the school Website.

Failure to Comply

Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by a senior member of staff.

Acceptable Use Agreement: Staff, Governors and Visitors

Staff, Governor and Visitor

Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Victoria Simmons, school eSafety coordinator or Sue Waite, Senior Information Risk Owner.

➢ I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
➢ I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
➢ I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
➢ I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
➢ I will only use the approved, secure e-mail system(s) for any school business.
➢ I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted.
➢ I will not install any hardware of software without permission of the ICT leads (Miss Simmons/Mrs McKenzie).
➢ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
➢ Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
➢ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
➢ I understand that all my use of the Internet, email and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager, Headteacher or the Local Authority.
➢ I will respect copyright and intellectual property rights.
➢ I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
➢ I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
➢ I understand this forms part of the terms and conditions set out in my contract of employment.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature ……………………….………… Date ……………………

Full Name ....(printed)

Primary Pupil Acceptable Use

Agreement / e-Safety Rules

- I will only use ICT in school for school purposes.

- I will only use my class e-mail address or my own school e-mail address when e-mailing about school.

- I will only open e-mail attachments from people I know, or who my teacher has approved.

- I will not tell other people my ICT passwords.

- I will only open/delete my own files.

- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.

- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.

- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community

- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my eSafety.

- I will tell a trusted adult if anyone online makes me feel uncomfortable, sad, or unsafe. I will recognize that my safety is more important to my family than anything else.

- I know that the Internet is public, and I will respect myself and others when I'm using it.

- I will not pretend that I created something that's not actually my own work.

- I know that not everything I read, hear, or see online is true.

Dear Parent/ Carer

ICT, including the internet, e-mail and mobile technologies, has become an important part of learning in our school.   We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact Miss Simmons, Mrs McKenzie, Mrs Waite or Mrs Chin.

✂ ....

Parent/ carer signature
We have discussed this and ....(child name) agrees to follow the eSafety rules and to support the safe use of ICT at Baden Powell School.

Parent/ Carer Signature ………………………………………………….

Class …………………………………. Date ………………………………