Harnser E-SAFETY POLICY

Frettenham, Hainford and St. Faiths Primary Schools

2019 - 2020

Harnser: Frettenham, Hainford and St. Faiths Primary Schools

Policy for e-safety

Introduction
This document is a statement of the aims, principles and strategies for the safe use of electronic equipment at the Harnser schools. It was developed through consultation with staff, pupils, parents/carers and Governors.

In accordance with the aims and values of the Harnser schools this e-safety policy will set out how a positive and safe learning environment can be achieved.

The ethos of a School has considerable influence on the general behaviour of its children and to this end it is important that it is both understood by all concerned and regularly monitored and reiterated.

At the Harnser schools we have high expectations of both work and behaviour and consider that the interactions between staff and children, and children and children are crucial to realise these.

The E-safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection.

> ➢ The Headteacher as the DSL has an overview of E-safety.

> ➢ Our E-safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by senior management and approved by governors.

> ➢ The E-safety Policy and its implementation will be reviewed annually

Teaching and learning

Why Internet and digital communications are important

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

> ➢ Internet use is a part of the curriculum and a necessary tool for staff and pupils. Staff and pupils are able to access information, video, pictures and other information that would otherwise be inaccessible to them. The internet opens doors and widens children's views of the world.

> ➢ The school Internet access is provided by ICT Solutions and includes filtering appropriate to the age of pupils.

> ➢ 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

> ➢ Pupils will be shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content

➢ The school will seek to ensure that the use of Internet derived materials by staff and by 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.

➢ Pupils will be taught how to report unpleasant Internet content.

Managing Internet Access

Information system security

➢ School ICT systems security will be reviewed regularly

➢ Virus protection will be updated regularly

➢ Security strategies will be discussed with the Local Authority

E-mail

➢ Pupils and staff may only use approved e-mail accounts on the school system.

➢ 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.

➢ Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.

➢ Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

➢ The school will consider how e-mail from pupils to external bodies is presented and controlled.

➢ The forwarding of chain letters is not permitted.

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Protecting personal data

The Harnser schools are committed to protecting the privacy and security of personal information. Our privacy notice describing how we collect and use personal information about pupils in accordance with the General Data Protection Regulation (GDPR); Section 537A of the Education Act 1996 and Section 83 of the Children Act 1989 is available on the schools' websites.

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

Publishing photographs, images and work

The General Data Protection Regulation came into force from the 25th May 2018. This has placed additional obligations on organisations which will affect how they handle data.

We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems. As part of this obligation we have reviewed our consents to photographic images.

As a school, we regularly use photographs to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils.

We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity.

There are a number of instances when the school may take photos of your child, specifically: -

➢ We publish photos on the school's website to promote the school to current and prospective parents as well as providing updates on current events;
➢ We take photos and videos to record children's work and show parents and carers what the children have been learning in class [such as SeeSaw, Tapestry]. The schools ensure that privacy settings are such to limit viewing of this material.
➢ Within our newsletters, we may provide photos of recent events or achievements from our pupils;
➢ In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents;
➢ We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
➢ We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
➢ We publish photos in and around the school building to illustrate to current pupils and parents life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;
➢ In promotional materials to show the history and character of the school to future generations.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.

The data protection laws give children rights over their own data where they are considered to have the required capacity to understand their data rights. Most children will reach this level of understanding from the age of 12 and so it is unlikely that it will be necessary for our schools to obtain this consent from the child directly.
Usually pupils will not be named in the photographs unless specific consent is gained in the first instance.

Social networking and personal publishing on the school learning platform

➢ The school will control access to social networking sites, and consider how to educate pupils in their safe use e.g. use of passwords. All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.

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➢ Pupils must not place personal photos on any social network space provided in the school learning platform without permission.

➢ Pupils, parents and staff will be advised on the safe use of social network spaces

➢ Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering

➢ The school will work in partnership with Norfolk Children's Services to ensure systems to protect pupils are reviewed and improved.

➢ If staff or pupils come across unsuitable on-line materials, the site must be reported to the nominated member of staff.

➢ The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing videoconferencing

➢ Videoconferencing will use the educational broadband network to ensure quality of service and security rather than the Internet.

➢ Pupils should ask permission from the supervising teacher before making or answering a videoconference call.

➢ Videoconferencing will be appropriately supervised for the pupils' age.

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.

Other devices

➢ Mobile phones and associated cameras will not be used during lessons or formal school time except as part of an educational activity.

➢ The sending of abusive, offensive or inappropriate material is forbidden.

➢ Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care will be taken with their use within the school use.

➢ Staff should not share personal telephone numbers with pupils and parents. (A school phone will be provided for staff where contact with pupils is required).

Policy Decisions

Authorising Internet access

➢ All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.

➢ The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.

➢ Parents will be asked to sign and return a consent form.

➢ Pupils must agree to comply with the Responsible Internet Use statement before being granted Internet access.

➢ Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' form before being allowed to access the Internet on the school site.

Assessing risks

➢ The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Norfolk Children's Services can accept liability for the material accessed, or any consequences of Internet access.

➢ 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 and 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 head teacher.

➢ Complaints of a child protection nature must be referred to the designated safeguarding lead and dealt with in accordance with school child protection procedures.

➢ Pupils and parents will be informed of the complaints procedure.

➢ Pupils and parents will be informed of consequences for pupils misusing the Internet.

Community use of the Internet

➢ All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.

Communicatons Policy

Introducing the E-safety policy to pupils

➢ Appropriate elements of the E-safety policy will be shared with pupils

➢ E-safety rules will be posted in all networked rooms.

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

➢ Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for pupils

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.

➢ Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues**.**

Enlisting parents' support

➢ Parents' and carers attention will be drawn to the School E-safety Policy in newsletters, the school brochure and on the school web site.

➢ Parents and carers will from time to time be provided with additional information on E-safety.

➢ The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.