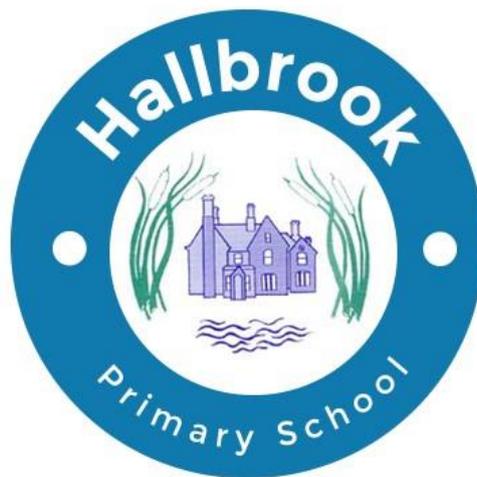


Hallbrook Primary School

E-safety Policy



Signed by:

_____ Head Teacher

Mr. R. Haltof

_____ Chair of Governors Mrs. S. Lamprell

June 2018

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Statement of intent

At Hallbrook Primary School, we understand that computer technology is an essential resource for supporting teaching and learning. The internet, and other digital and information technologies, open up opportunities for pupils and play an important role in their everyday lives.

Whilst the school recognises the importance of promoting the use of computer technology throughout the curriculum, we also understand the need for safe internet access and appropriate use.

Our school has created this policy with the aim of ensuring appropriate and safe use of the internet and other digital technology devices by all pupils and staff. The school is committed to providing a safe learning and teaching environment for all pupils and staff, and has implemented important controls to prevent any harmful risks.

Hallbrook Primary School as part of this policy, holds steadfastly to the ethos that there should be an equitable learning experience for all pupils using ICT technology. We recognise that ICT can allow disabled pupils increased access to the curriculum and other aspects related to learning.

Hallbrook Primary School is committed to ensuring that **all** its pupils will be able to use existing, as well as up and coming technologies safely. We are also committed to ensuring that all those who work with children and young people, as well as their parents, are educated as to the risks that exist so that they can take an active part in safeguarding children.

The nominated senior person for the implementation of the School's e-Safety policy is Mr R Haltof – Head Teacher.

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation including, but not limited to:
 - The General Data Protection Regulation
 - Freedom of Information Act 2000
- 1.2. This policy also has regard to the following statutory guidance:
 - DfE (2018) 'Keeping children safe in education'

2. Infrastructure and Technology – Partnership working

- 2.1 Hallbrook Primary School recognises that as part of its safeguarding responsibilities there is a need to work in partnership. One of our major partners is the leading education specialist SchoolsBroadband who provide the network, services and facilities that support the communication requirements of our internet provisions and additionally for email and web filtering. As part of our commitment to partnership working, we fully support and will continue to work with SchoolsBroadband to ensure that pupil and staff usage of the Internet and digital technologies is safe.
- 2.2 Hallbrook Primary School will, as part of its wider safeguarding responsibilities, seek to ensure that voluntary, statutory and community organisation take an approach to their activities that sees the welfare of the child as paramount. To this end, we expect any organisation using the school's ICT or digital technologies to have appropriate policies and procedures that are aimed at safeguarding children and young people and reporting concerns.

3. Use of the internet

- 3.1. The school understands that using the internet is important when raising educational standards, promoting pupil achievement and enhancing teaching and learning.
- 3.2. Internet use is embedded in the statutory curriculum and is therefore an entitlement for all pupils, though there are a number of controls the school is required to implement to minimise harmful risks.
- 3.3. When accessing the internet, individuals are especially vulnerable to a number of risks which may be physically and emotionally harmful, including the following:
 - Access to illegal, harmful or inappropriate images
 - Promoting discrimination of any kind
 - Promoting religious or racial hatred

- Promoting illegal acts
- Cyber bullying
- Access to, or loss of, personal information
- Access to unsuitable online videos or games
- Loss of personal images
- Inappropriate communication with others
- Illegal downloading of files
- Exposure to explicit or harmful content, e.g. involving radicalisation
- Plagiarism and copyright infringement
- Sharing the personal information of others without the individual's consent or knowledge

3.4 The School recognises that in certain planned curricular activities, access to otherwise deemed inappropriate sites may be beneficial for educational use. In such circumstances, there is an expectation that access is pre-planned and recorded and also permission is given by senior leaders, so that the action can be justified, if queries are raised later.

4. Roles and responsibilities

- 4.1. It is the responsibility of all staff to be alert to possible harm to pupils or staff due to inappropriate internet access or use, both inside and outside of the school, and to deal with incidents of such as a priority.
- 4.2. The head teacher is responsible for ensuring that there are appropriate filtering and monitoring systems in place to safeguard pupils.
- 4.3. The ICT Technician is responsible for ensuring the day-to-day e-safety in the school and managing any issues that may arise.
- 4.4. The head teacher is responsible for chairing the e-safety committee, which includes representatives of the school.
- 4.5. The head teacher is responsible for ensuring that the relevant staff receive CPD to allow them to fulfil their role and train other members of staff.
- 4.6. The head teacher will provide all relevant training and advice for members of staff as part of the requirement for staff to undergo regularly updated safeguarding training and be able to teach pupils about online safety.
- 4.7. The head teacher will ensure there is a system in place which monitors and supports the ICT Technician, whose role is to carry out the monitoring of e-safety in the school, keeping in mind data protection requirements.
- 4.8. The computing coordinator will regularly monitor the provision of e-safety in the school and will provide feedback to the head teacher.

- 4.9. The head teacher will establish a procedure for reporting incidents and inappropriate internet use, either by pupils or staff.
- 4.10. The head teacher will ensure that all members of staff are aware of the procedure when reporting e-safety incidents and will keep a log of all incidents recorded.
- 4.11. The head teacher will attempt to find alternatives to monitoring staff use of social media, where possible, and will justify all instances of monitoring to ensure that it is necessary and outweighs the need for privacy. The member of staff who is being monitored will be consulted prior to any interception by the school.
- 4.12. The head teacher will hold regular meetings with the computing coordinator to discuss the effectiveness of the e-safety provision, current issues, and to review incident logs, as part of the school's duty of care.
- 4.13. The governing board will evaluate and review this E-safety Policy regularly, considering the latest developments in ICT and the feedback from staff/pupils.
- 4.14. The head teacher will review and amend this policy with the computing coordinator, taking into account new legislation, government guidance and previously reported incidents, to improve procedures.
- 4.15. Teachers are responsible for ensuring that e-safety issues are embedded in the curriculum and safe internet access is promoted at all times.
- 4.16. All staff are responsible for ensuring they are up-to-date with current e-safety issues, and this E-safety Policy.
- 4.17. All staff and pupils will ensure they understand and adhere to our Acceptable Use Agreement, which they must sign and return to the head teacher.
- 4.18. Parents are responsible for ensuring their child understands how to use computer technology and other digital devices appropriately.
- 4.19. The head teacher is responsible for communicating with parents regularly and updating them on current e-safety issues and control measures.
- 4.20. All pupils are aware of their responsibilities regarding the use of school-based ICT systems and equipment, including their expected behaviour.

5. E-safety education

Educating pupils:

- 5.1. An e-safety programme will be established and taught across the curriculum on a regular basis, ensuring that pupils are aware of the safe use of new technology both inside and outside of the school.
- 5.2. Pupils will be taught about the importance of e-safety and are encouraged to be critically aware of the content they access online, including extremist material and the validity of website content.
- 5.3. Pupils will be taught to acknowledge information they access online, in order to avoid copyright infringement and/or plagiarism.

- 5.4. Clear guidance on the rules of internet use will be taught through computing sessions.
- 5.5. Pupils are instructed to report any suspicious use of the internet and digital devices to their classroom teacher.
- 5.6. PSHE and computing lessons will be used to educate pupils about cyber bullying, including how to report cyber bullying, the social effects of spending too much time online and where to access help.
- 5.7. The school will hold e-safety events, such as Safer Internet Day and Anti-Bullying Week, to promote online safety.

Educating staff:

- 5.8. E-safety training is available to all staff members, including whole school activities and CPD training courses.
- 5.9. All staff will undergo e-safety training regularly to ensure they are aware of current e-safety issues and any changes to the provision of e-safety, as well as current developments in social media and the internet as a whole.
- 5.10. All staff will undergo regular audits by the computing coordinator in order to identify areas of training need.
- 5.11. All staff will employ methods of good practice and act as role models for pupils when using the internet and other digital devices.
- 5.12. All staff will be educated on which sites are deemed appropriate and inappropriate.
- 5.13. All staff are reminded of the importance of acknowledging information they access online, in order to avoid copyright infringement and/or plagiarism.
- 5.14. Any new staff are required to undergo e-safety training as part of their induction programme, ensuring they fully understand this E-safety Policy.
- 5.15. The computing coordinator and ICT Technician will act as the first point of contact for staff requiring e-safety advice.

Educating parents:

- 5.16. E-safety information will be directly delivered to parents through a variety of formats, including newsletters, the school website and social media.
- 5.17. Twilight courses and presentations will be run by the school for parents.
- 5.18. Parents' evenings, meetings and other similar occasions will be utilised to inform parents of any e-safety related concerns.

6. E-safety control measures

Internet access:

- 6.1. Internet access will be authorised once parents and pupils have returned the signed consent form in line with our Acceptable Use Agreement.
- 6.2. A record will be kept by the head teacher of all pupils who have been granted internet access.
- 6.3. All users will be provided with usernames and passwords and will be instructed to keep these confidential to avoid any other pupils using their login details.
- 6.4. Management systems will be in place to allow teachers and members of staff to monitor pupils' activity.
- 6.5. Effective filtering systems will be established to eradicate any potential risks to pupils through access to, or trying to access, certain websites which are harmful or use inappropriate material.
- 6.6. Filtering systems will be used which are relevant to pupils' age ranges, their frequency of use of ICT systems, and the proportionality of costs compared to risks.
- 6.7. The head teacher will ensure that use of appropriate filters and monitoring systems does not lead to 'over blocking', such that there are unreasonable restrictions as to what pupils can be taught with regards to online teaching and safeguarding.
- 6.8. Any requests by staff for websites to be added or removed from the filtering list must be first authorised by the ICT Technician.
- 6.9. All school systems will be protected by up-to-date virus software.
- 6.10. An agreed procedure will be in place for the provision of temporary users, e.g. volunteers.
- 6.11. Master users' passwords will be available to the head teacher for regular monitoring of activity.
- 6.12. Staff are able to use the internet for personal use during out-of-school hours, as well as break and lunch times.
- 6.13. Personal use will only be monitored by the head teacher for access to any inappropriate or explicit sites, where it is justifiable to be necessary and in doing so, would outweigh the need for privacy.
- 6.14. Inappropriate internet access by staff may result in the staff member being permitted to use the internet for school purposes only, and prohibited from using any personal devices. This will be dealt with following the process outlined in the misuse by staff section of this policy.

Email:

- 6.15. Staff will be given approved email accounts and are only able to use these accounts.
- 6.16. The use of personal email accounts to send and receive personal data or information is prohibited.
- 6.17. No sensitive personal data shall be sent to any other pupils, staff or third parties via email.
- 6.18. Pupils are made aware that all email messages are monitored and that the filtering system will detect inappropriate links, viruses, malware and profanity.
- 6.19. Staff members are aware that their email messages are not monitored.
- 6.20. Any emails sent by pupils to external organisations will be overseen by their class teacher and must be authorised before sending.
- 6.21. Chain letters, spam and all other emails from unknown sources will be deleted without opening.
- 6.22. Staff will not be punished if they are caught out by cyber-attacks as this may prevent similar reports in the future – the ICT Technician will conduct an investigation; however, this will be to identify the cause of the attack, any compromised data and if there are any steps that can be taken in the future to prevent similar attacks happening.

Social networking:

- 6.23. Access to social networking sites will be filtered as appropriate.
- 6.24. Pupils are regularly educated on the implications of posting personal data online outside of the school.
- 6.25. Staff are regularly educated on posting inappropriate photos or information online, which may potentially affect their position and the school as a whole.
- 6.26. Staff are not permitted to communicate with pupils over social networking sites and are reminded to alter their privacy settings.
- 6.27. Staff are not permitted to publish comments about the school which may affect its reputability.

Published content on the school website:

- 6.28. The head teacher will be responsible for the overall content of the website and will ensure the content is appropriate and accurate.
- 6.29. Contact details on the school website will include the phone number, email and address of the school – no personal details of staff or pupils will be published.
- 6.30. Images and full names of pupils, or any content that may easily identify a pupil, will be selected carefully, and will not be posted until authorisation from parents has been received.

- 6.31. Pupils are not permitted to take or publish photos of others without permission from the individual.
- 6.32. Staff are able to take pictures, though they will not take pictures using their personal equipment.
- 6.33. Any member of staff that is representing the school online, e.g. through blogging, must express neutral opinions and not disclose any confidential information regarding the school, or any information that may affect its reputability.

Mobile devices and hand-held computers:

- 6.34. The head teacher may authorise the use of mobile devices by a pupil where it is seen to be for safety or precautionary use.
- 6.35. Pupils are not permitted to access the school's Wi-Fi system at any times using their mobile devices and hand-held computers.
- 6.36. Mobile devices are not permitted to be used during school hours by pupils.
- 6.37. Staff are permitted to use hand-held computers which have been provided by the school, though internet access will be monitored for any inappropriate use by the head teacher where it is justifiable to be necessary and in doing so, would outweigh the need for privacy.
- 6.38. The sending of inappropriate messages or images from mobile devices is prohibited.
- 6.39. Mobile devices will not be used to take images or videos of pupils or staff.
- 6.40. The ICT Technician will ensure all school-owned devices are password protected – these passwords will be changed regularly to ensure their security.
- 6.41. The ICT technicians will review all mobile devices and hand-held computers regularly to ensure all apps are compliant with data protection regulations, up-to-date and to carry out any required updates.
- 6.42. The ICT technician will review and authorise any apps and/or computer programmes before they are downloaded – no apps or programmes will be downloaded without express permission from the ICT Technician.
- 6.43. Apps will only be downloaded from manufacturer approved stores, e.g. Google Play and the Apple App Store.

Network security:

- 6.44. Network profiles for each pupil and staff member are created, in which the individual must enter a username and personal password when accessing the ICT systems within the school.
- 6.45. Passwords have a minimum and maximum length, to prevent 'easy' passwords or mistakes when creating passwords.

- 6.46. The ICT Technician will ensure all school-owned laptops and computers have their encryption settings turned on and, if this is not possible, encryption software is installed.

Virus management:

- 6.47. Technical security features, such as virus software, are kept up-to-date and managed by the ICT Technician.
- 6.48. The ICT Technician will ensure that the filtering of websites and downloads is up-to-date and monitored.
- 6.49. Firewalls will be switched on at all times – The ICT technician will review these regularly to ensure they are running correctly and to carry out any required updates.
- 6.50. Staff members will report all malware and virus attacks to the ICT Technician, the computing coordinator or the head teacher immediately.

7. Cyber bullying

- 7.1. For the purpose of this policy, cyber bullying is a form of bullying whereby an individual is the victim of harmful or offensive messages, or the posting of information or images online.
- 7.2. The school recognises that both staff and pupils may experience cyber bullying and will commit to preventing any instances that should occur.
- 7.3. The school will regularly educate staff, pupils and parents on the importance of staying safe online, as well as being considerate to what they post online.
- 7.4. Pupils will be educated about online safety through teaching and learning opportunities as part of a broad and balanced curriculum; this includes covering relevant issues within PSHE lessons as well as sex and relationship education.
- 7.5. The school will commit to creating a learning and teaching environment which is free from harassment and bullying, ensuring the happiness of all members of staff and pupils.
- 7.6. The school has zero tolerance for cyber bullying, and any incidents will be treated with the upmost seriousness and will be dealt with in accordance with our behaviour policy.

8. Reporting misuse

- 8.1. Hallbrook Primary School will clearly define what is classed as inappropriate behaviour ensuring all pupils and staff members are aware of what behaviour is expected of them.

- 8.2. Inappropriate activities are discussed and the reasoning behind prohibiting activities due to e-safety are explained to pupils as part of the curriculum in order to promote responsible internet use.

Misuse by pupils:

- 8.3. Teachers have the power to sanction pupils who engage in misbehaviour with regards to internet use following the behaviour policy.
- 8.4. Any instances of misuse should be immediately reported to a member of staff, who will then report this to the head teacher.
- 8.5. Any pupil who does not adhere to the rules outlined in our Acceptable Use Agreement and is found to be wilfully misusing the internet, will have a letter sent to their parents explaining the reason for suspending their internet use.
- 8.6. Complaints of a child protection nature, such as when a pupil is found to be accessing extremist material, should be reported to the head teacher immediately.

Misuse by staff:

- 8.7. Any misuse of the internet by a member of staff should be immediately reported to the head teacher.
- 8.8. The head teacher will deal with such incidents in accordance with the Staff Policy and may decide to take disciplinary action against the member of staff.
- 8.9. The head teacher will decide whether it is appropriate to notify the police or anti-social behaviour coordinator in their LA of the action taken against a member of staff.

Use of illegal material:

- 8.10. In the event that illegal material is found on the school's network, or evidence suggest that illegal material has been accessed, the police will be contacted.
- 8.11. Incidents will be immediately reported to the Internet Watch Foundation and the police will be contacted if the illegal material is, or is suspected to be, a child sexual abuse image hosted anywhere in the world, a non-photographic child sexual abuse image hosted in the UK, or criminally obscene adult content hosted in the UK.
- 8.12. If a child protection incident is suspected, the school's child protection procedure will be followed – the DSL and head teacher will be informed and the police contacted.

9. Monitoring and review

- 9.1. The computing coordinator will evaluate and review this E-safety Policy on a regular basis, taking into account the school's e-safety calendar, the latest developments in ICT and the feedback from staff/pupils.
- 9.2. This policy will also be reviewed regularly by the governing board; any changes made to this policy will be communicated to all members of staff.
- 9.3. Members of staff are required to familiarise themselves with this policy as part of their induction programmes.