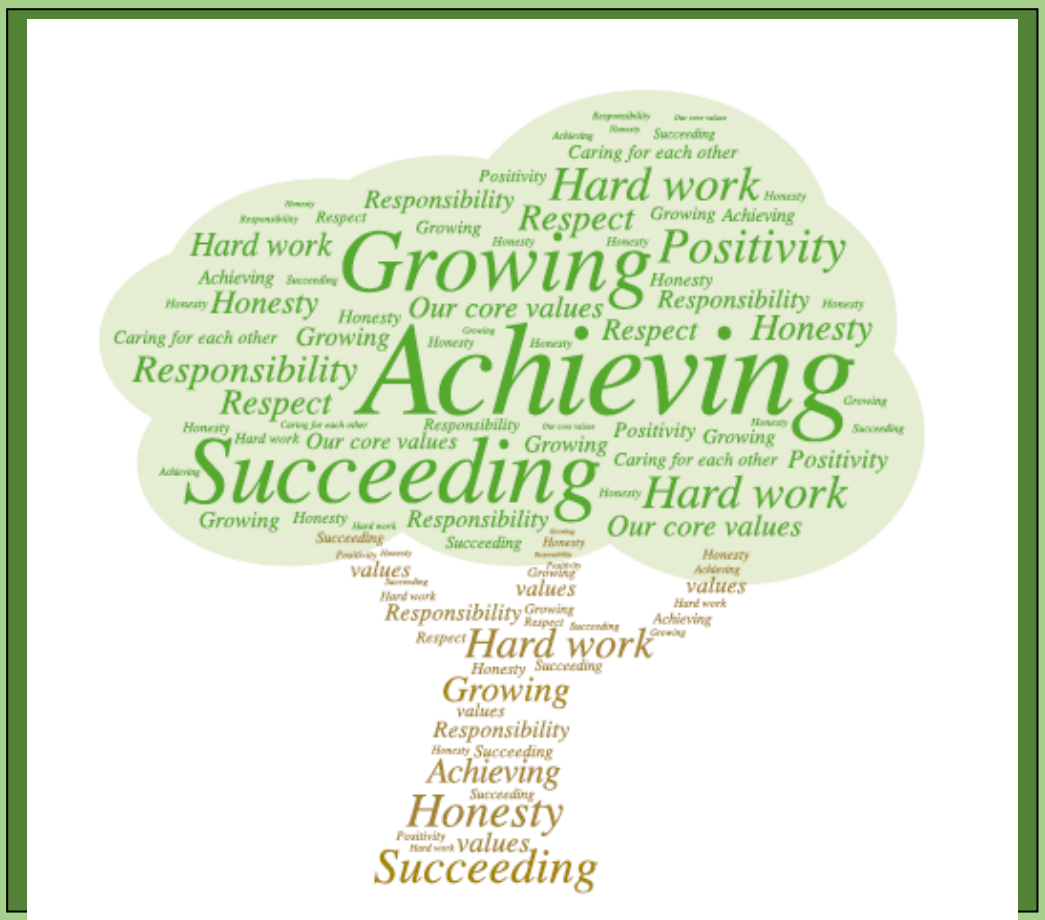
Park End Primary School



Approved By: *David Jackson*
Date: 13th June 2017

E – Safety Policy

Review Date	Type of Review	Comments	Initials
June 2017	Full	Full Review	LR

Park End Primary School

E Safety Policy

Scope of the Policy

1. This policy applies to all members of Park End Primary School (including pupils, staff, volunteers, parents, carers, visitors, community users) who have access to and are users of school systems, both in and out of Park End Primary School.

2. The Education and Inspections Act 2006 empowers Head teachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school 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 outside of the school, but are linked to membership of Park End Primary School. The 2011 Education Act increased these powers with regard to the searching for and confiscation of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the school published Behaviour Policy.

3. Park End Primary School 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 school.

Roles and Responsibilities

4. The following section outlines the e-safety roles and responsibilities of individuals and groups within the school.

Governors

5. Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. Governors receive regular information about e-safety incidents and monitoring reports. The Safeguarding Governor also has the role of E-Safety Governor.

Headteacher

6. The Head teacher has a duty of care for ensuring the safety (including e-safety) of members of the school community; although the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator and ICT coordinator.

- The Head teacher will receive reports of e-safety incidents and these will be logged to inform future e-safety developments,
- The Head teacher and Deputy Head teacher are aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff. (see flow chart on dealing with e-safety incidents – included in a later section – “Responding to incidents of misuse” and relevant Local Authority disciplinary procedures
- The Head teacher is responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.

- The Head teacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Senior Leadership Team and Governors will receive regular monitoring reports from the E-Safety Co-ordinator.

E-Safety Coordinator

7. The e-safety coordinator is L. Richardson, who is also the Designated Safeguarding Lead. Her role is to:
   - take day to day responsibility for e-safety issues and have a leading role in establishing and reviewing the school e-safety policies / documents
   - ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
   - provide training and advice for staff
   - liaise with the Local Authority / relevant body
   - liaise with school technical staff where necessary
   - meet regularly with the E-Safety Governor to discuss current issues and review incident logs
   - report regularly to Senior Leadership Team

Technical staff

8. Park End Primary School has a managed ICT service provided by an outside contractor, it is the responsibility of the school to ensure that the managed service provider carries out all the e-safety measures that would otherwise be the responsibility of the school technical staff, as suggested below. The managed service provider is fully aware of Park End Primary School e-safety policy and procedures.

9. The technician assigned to the school by the outside contractor is responsible for ensuring

   - that Park End Primary School's technical infrastructure is secure and is not open to misuse or malicious attack
   - that Park End Primary School meets required e-safety technical requirements according to Middlesbrough Local Authority Guidance.
   - that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed.
   - the filtering system (Smoothwall) is applied and updated on a regular basis.
   - that the use of the network, internet, remote access and email is regularly monitored in order that any misuse or attempted misuse can be reported to the Head teacher and E-Safety Coordinator for investigation.
   - that monitoring software and systems are implemented and updated as agreed in school policies.

Teaching and Support Staff

10. Teaching and support staff are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices.
- they have read, understood and signed the Staff Acceptable Use Policy.
- they report any suspected misuse or problem to the Head teacher for investigation
- all digital communications with pupils or parents / carers is on a professional level and only carried out using official school systems
- e-safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the e-safety and acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Any 'you tube' videos used in lessons have been previously checked for suitability
- Use encrypted memory sticks to store information.

Designated Safeguarding Lead

11. The Designated Safeguarding Lead should be trained in e-safety issues and be aware of the potential for serious child protection and other safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

Pupils

12. Pupils are responsible for

- using the school digital technology systems in accordance with the Pupil Acceptable Use Policy.
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking and use of images and on cyber-bullying.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school

Parents / Carers

13. Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. Park End Primary School will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national and local e-safety campaigns and literature. Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of:
    - digital and video images taken at school events
    - access to parents' sections of the website and on-line pupil records
    - their children's personal devices in the school

Development of this Policy

14. This e-safety policy has been developed by a committee made up of:

    - L. Richardson, Senior Leader/ E-Safety Coordinator
    - S. Armes, Deputy Head
    - S. Haggath, ICT coordinator
    - M. Mullis ICT specialist
    - Technician- One IT Services & Solutions
    - Parents and Carers through survey

15. Consultation with the whole school community has taken place through a range of formal and informal meetings.

Schedule for Development, Monitoring and Review

16. The schedule for development, monitoring and review is as follows:-

This e-safety policy was approved by the *Governing Body*	13th June 2017
The implementation of this e-safety policy will be monitored by the:	*Senior Leadership Team*
Monitoring will take place at regular intervals:	*Once a year*
The Governing Body will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals:	*Once a year*
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-	*September 2018*

safety or incidents that have taken place. The next anticipated review date will be:	
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	*LA Safeguarding Officer, Police*

17. The school will monitor the impact of the policy using:
    - Logs of reported incidents
    - Monitoring logs of internet activity (including sites visited)
    - Internal monitoring data for network activity
    - Surveys / questionnaires of pupils, parents, carers and staff

Policy Statements

Education – pupils

18. Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

19. E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:
    - E-safety is taught as part of the computing curriculum and PSHE lessons (jigsaw).
    - Key e-safety messages are reinforced as part of a planned programme of assemblies and pastoral activities (see gridmaker for evidence.)
    - Pupils will be taught in all lessons to be critically aware of the materials and content they access on-line and be guided to validate the accuracy of information.
    - Pupils will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
    - Pupils will be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
    - Staff will act as good role models in their use of digital technologies, the internet and mobile devices
    - In lessons where internet use is pre-planned, it is best practice that pupils are guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
    - Where pupils are allowed to freely search the internet, staff will be vigilant in monitoring the content of the websites the young people visit.
    - It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff can temporarily remove those sites

from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education – parents / carers

20. Parents and carers play an essential role in the education of their children and in the monitoring and regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

21. The school will therefore seek to provide information and awareness to parents and carers through:
    - Letters, newsletters, web site.
    - Parents / Carers evenings / sessions
    - High profile events and campaigns e.g Safer Internet Day
    - Reference to the relevant web sites and publications

Education – staff/ volunteers

22. It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

    - E-safety training will be made available to staff during staff meetings and through CEOP. This will be regularly updated and reinforced.
    - All new staff will receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements.
    - The E-Safety Coordinator (or other nominated person) will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.
    - This E-Safety policy and its updates will be presented to and discussed by staff in staff and team meetings and other PD days.
    - The E-Safety Coordinator (or other nominated person) will provide advice, guidance and training to individuals as required.

Education – Governors

23. Governors will take part in e-safety training through participation in school training and information sessions e.g. assemblies.

Technical – infrastructure, equipment, filtering and monitoring

24. Park End Primary has a managed ICT service provided by an outside contractor, it is the responsibility of the school to ensure that the managed service provider carries out all the e-safety measures that would otherwise be the responsibility of the school.

25. The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

    - Park End Primary School technical systems will be managed in ways that ensure that the school meets recommended technical requirements.

- There will be regular reviews and audits of the safety and security of school technical systems
- All users will have clearly defined access rights to school technical systems and devices.
- All users (at KS2 and above) will be provided with a username and secure password by One IT Services & Solutions who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password

26. Janet Wainwright, School Business Manager, is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations

27. Internet access is filtered for all users through the use of smoothwall, an additional and separate filtering system to the one provided by the broadband provider. School also use an additional system called Esafe.

28. Any actual or potential technical incident or security breach is reported to the technician through the helpdesk.

29. The school infrastructure and individual workstations are protected by up to date virus software.

Use of digital and video images

30. The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g on social networking sites.
- 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 in 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. Parents are asked to sign to agree to this condition before being allowed to take photographs.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be

taken on school equipment, the personal equipment of staff should not be used for such purposes.

- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Communication Technologies

31. When using communication technologies the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access).
- Users must immediately report to the head teacher, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any emails between staff and pupils or parents / carers must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Pupils at KS2 will be provided with individual school email addresses for educational use.
- Pupils will be taught about e-safety issues, such as the risks attached to the sharing of personal details. They will also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information will not be posted on the school website and only official email addresses will be used to identify members of staff

Communication Technologies	Staff & other adults				Pupils				
	Allowed	Not allowed	Allowed at certain time	Allowed for selected staff	Allowed	Not allowed	Allowed at certain times	Allowed with Head teacher permission
Personal mobile phones may be brought to school	X							X
Use of mobile phones in lesson times		X				X		
Use of mobile phones in social time			X			X		
Taking photos on personal mobile phones		X				X		
Use of other personal mobile devices e.g. tablets			X				X	X
Use of personal email addresses in school, using own mobile device			X			X		
Use of personal email for school business		X				X		
Use of messaging apps (except those adopted by school)			X			X		
Use of social media			X			X		

Social Media - Protecting Professional Identity

32. Park End Primary School has a duty of care to provide a safe learning environment for pupils and staff. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm are in place**.**

33. This policy should be read in accordance with the school social networking policy.

34. The school provides the following measures to minimise risk of harm to pupils, staff and the school through limiting access to personal information:

- Training upon acceptable use; social media; data protection and reporting issues e.g. CEOP training.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

35. School staff should ensure that:

- No mention is made in social media of pupils, including ex pupils, parents / carers or school staff.
- They do not engage in online discussion about matters relating to school and members of the school community.
- Personal opinion is not attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

36. The school's use of social media for professional purposes will be checked regularly by the school business manager and e-safety committee to ensure compliance with the Social Media and Data Protection Policy.

Unsuitable / inappropriate use of school equipment.

37. The school believes that the activities referred to in the following section are inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems through remote access. The use of school devices is the responsibility of the member of staff. Passwords should not be shared which would allow other people to access school equipment.

38. **User Actions**		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, posts, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	**Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978**					x
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					x
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					x
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					x
	Downloading terrorist and extremist material from the internet					x
	promotion of any kind of discrimination				x	
	threatening behaviour, including promotion of physical violence or mental harm				x	
	pornography				x	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				x	
Using school systems to run a private business					x	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy					x	
Infringing copyright					x	
Revealing or publicising confidential or proprietary information (e.g. financial / personal information,					x	

databases, computer / network access codes and passwords)					
Creating or propagating computer viruses or other harmful files				x	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)				x	
On-line gaming (educational)	x				
On-line gaming (non- educational)		x			
On-line gambling				x	
On-line shopping / commerce			x		
File sharing			x		
Use of social media				x	
Use of messaging apps				x	
Use of video broadcasting e.g. You tube that has been checked by the member of staff for suitability prior to use.	x				

Responding to incidents of misuse

39. Any incidents of misuse will be referred to the Head teacher and Middlesbrough guidelines followed for misuse will be adhered to (see document entitled Misuse of school systems and devices)

School Actions & Sanctions

40. It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour procedures as follows:

Pupils **Actions / Sanctions**

Incidents:	Refer to class teacher	Refer to Computing co-ordinator	Refer to Head teacher / Safeguarding Lead	Refer to Police	Refer to technical support staff for action re filtering / security etc.	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction e.g. detention / exclusion	E-safety curriculum/ teaching
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).			x	x	x					x
Unauthorised use of non-educational sites during lessons	x							x		x
Unauthorised use of mobile phone / digital camera / other mobile device	x					x		x		
Unauthorised use of social media / messaging apps / personal email	x				x	x		x		x
Unauthorised downloading or uploading of files		x			x					
Allowing others to access school network by sharing username and passwords	x	x			x					x
Attempting to access or accessing the school network, using another pupil's account			x			x		x		x
Attempting to access or accessing the school network, using the account of a member of staff			x			x			x	
Corrupting or destroying the data of other users	x	x								
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature			x			x			x	x
Continued infringements of the above, following previous warnings or sanctions			x			x	x		x	
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school			x			x	x		x	

Using proxy sites or other means to subvert the school's filtering system		x	x		x	x		x		x
Accidentally accessing offensive or pornographic material and failing to report the incident	x		x	x		x				x
Deliberately accessing or trying to access offensive or pornographic material		x	x	x		x			x	x
Accessing or downloading terrorist information (Prevent)			x	x		x				x
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	x		x							x

Staff **Possible Actions / Sanctions**

Incidents	Refer to line manager	Refer to Head teacher	Refer to Safeguarding Lead	Refer to Police	Refer to Technical Support Staff for action re filtering etc.	Warning	Disciplinary Action	Suspension	Additional Training in e-safety
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		x	x	x		x	x	x	x
Inappropriate personal use of the internet / social media / personal email		x				x	x	x	x
Unauthorised downloading or uploading of files					x	x	x		x
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	x					x	x	x	x
Careless use of personal data e.g. holding or transferring data in an insecure manner	x								
Deliberate actions to breach data protection or network security rules		x				x	x	x	x
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		x				x	x	x	
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		x	x	x		x	x	x	x
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils		x	x	x		x	x	x	x
Actions which could compromise the staff member's professional standing		x							
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		x				x			

Using proxy sites or other means to subvert the school's filtering system		x			x				
Accidentally accessing offensive or pornographic material and failing to report the incident		x	x	x	x			x	
Deliberately accessing or trying to access offensive or pornographic material		x	x	x	x		x	x	
Breaching copyright or licensing regulations	x								
Continued infringements of the above, following previous warnings or sanctions		x	x	x	x	x	x		

Appendix

41. This policy should be read in conjunction with the following school policies/documents:

- Bullying (including cyber bullying)
- Behaviour
- Data protection
- Safeguarding statement
- Safeguarding Policy (Child protection)
- Staff Code of Conduct
- Staff Acceptable Use Policy
- Child Acceptable Use Policy
- Social Networking
- Home/School Agreement
- Guidance for misuse of school systems and devices

Legislation

42. This policy should be read in conjunction with the following legislation:

- Searching, Screening and confiscation: Advice for head teachers, school staff and governing bodies (2014) DfE