# E-Safety Policy

May 2019

# Hurst Park Primary School

*Respect, Resilience, Positivity*

## Introduction

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

The Education and Inspections Act 2006 empowers head teachers, to such extent as is reasonable, to regulate the behaviour of students / 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 out of school, but is linked to membership of the school.

The 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 takes place out of school.

## Aims

The Internet is now considered to be an essential part of modern life. In addition, the school has a duty to provide pupils with quality Internet access as part of their learning.

This e-safety policy considers the use of both fixed and mobile internet, PCs, laptops, tablets, webcams, digital video equipment, mobile phones, camera phones, personal digital assistants and portable media players. It will be revised to incorporate new and emerging technologies.

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

The aim of Hurst Park School is:-

a)   To use the Internet in school to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information systems

b) To ensure children are safeguarded whilst using ICT in school and are aware of how to protect themselves when using ICT at school, home and in the wider world.

c) To ensure all members of the school community are aware of the e-safety policy and its implications

d) To make internet use as safe as possible within school

e) To ensure pupils are aware of the guidelines for the acceptable use of the Internet and what is not acceptable

f) To ensure that curriculum activities involving the use of the Internet for gathering information and resources will develop pupil skills in locating and evaluating materials

g) To ensure that curriculum activities that involve the use of e-mail protect children and their personal information

h) To provide school information via a well maintained website that safeguards children.

**Principles of Practice**

Guidelines and details of the school e-safety policy will be made available to all members of the school community.

All members of staff including teachers, supply staff, classroom assistants and support staff, will be provided with access to a copy of the school e-safety policy. Staff development in safe and responsible Internet use will be provided as part of the continuing professional development programme.

Internet access in the school is provided via a broadband link through the LGfL. Filtering appropriate to the age of the pupils is provided as part of this link. Virus protection is installed on all computers in school and automatically updated regularly.

Portable media may not be brought into school without specific permission.

Pupil access to the Internet will be by adult demonstration or directly supervised access to specific, approved on-line materials. Instruction in

responsible and safe use by pupils will precede Internet access.

Guidelines for acceptable use will be clearly on display in all areas of the school where Internet access is available.

All pupils will be given clear objectives when using the Internet. Where Internet activities are part of the curriculum they will be planned so that they enrich and extend the learning activities. Staff will guide pupils through on-line activities that will support the learning outcomes planned for the age and maturity of the pupils.

All websites used for specific activities will have been approved by the school.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.

Pupils will be taught how to validate materials they read before accepting their accuracy. The use of search engines will be monitored. Other techniques for research will be developed through the use of school approved sites.

Where materials gathered from the Internet are used by pupils in their own work, they will be taught to acknowledge the source of information used. The school will ensure that the use of Internet materials by staff and pupils complies with copyright law.

All external e-mail communications sent by members of staff that relate to the school will be through authorised, school controlled webmail accounts.

The use of individual pupil personal accounts will be restricted to the teaching of email in ICT sessions.

Any e-mail sent to an external account will be authorised by the school, before sending, following the same procedure used for letters written on school headed notepaper. Pupils will never reveal personal details of any member of the school community in e-mail communications.

All emails sent from school and within school will be appropriately marked in the subject heading of the email based on their level of confidentiality using the school's coding system.

Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any email that makes them feel

uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.

The use of online chat rooms, instant messaging services and text messaging will not be allowed until the school community agrees that these technologies can be supervised or monitored in a way that will guarantee the e-safety of the pupils.

The use of mobile phones will not be permitted during lessons or formal school time. This is to avoid the possibility of the sending of abusive or inappropriate text messages. The use of mobile phones by staff during school hours is strictly prohibited in areas of the school where children are present or have access, except in emergencies or situations where a method of communication is necessary, e.g. on school trips.

The school website is maintained and kept up to date. The deputy head teacher ensures that the content is accurate and appropriate to the needs of the school community. Class teachers are responsible for maintaining their class web page.

No personal information about any member of the school community will be published on the website.

Consent from parents or carers will be obtained before photographs of pupils are published on the website.

When using digital images, staff should inform and educate students / 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. Only school photographic equipment, including removable storage devices, is to be used by staff for capturing images of pupils. Under no circumstances should children be photographed by staff using personal photographic equipment or mobile phones.

Visitors to the school are not permitted to use mobile telephones or personal photographic equipment within school buildings unless invited (for example, to film/photograph family assemblies or concerts).

The use of social networking sites and any other sites that require 'registration' or the provision of personal information is not permitted by pupils in school. It is expected that all members of the school community adhere to the school's Social Media Code of Conduct.

## Data Protection

Personal data will be recorded, processed, transferred and made available according to General Data Protection Regulation (GDPR) and the Data Protection Act 2018, which states that we must:

- Keep personal information safe and secure
- Protect personal information from misuse
- Process data securely and confidentially
- Ensure that all the information held about data subjects is accurate
- Only collect and hold data for its intended purpose
- Give data subjects control over the use of their personal data
- Ensure that third parties with whom we share data also process data securely.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data
- Transfer data using encryption and secure password protected devices.

## Responding to incidents of misuse

All members of the school community are expected to be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.  Listed below are the responses that will be made to any apparent or actual incidents of misuse:

If any apparent or actual misuse appears to involve illegal or inappropriate activity, e.g…

- child sexual abuse images
- adult material which potentially breaches the Obscene Publications Act
- racist, sexist, homophobic or other discriminatory material
- Incidents of SGII (self-generated inappropriate images) or 'sexting'
- other criminal conduct,  activity or materials

the school's Designated Safeguarding Lead (DSL) must be consulted immediately.

In the event of any other inappropriate activity such as

- libellous statements about the school, its management, or members of its community

…the Head Teacher and Chair of Governors will be notified.

## Conclusion

This policy will be considered alongside other relevant policies.  It will be reviewed by the governing body as part of its schedule of policy review.

See also: *Privacy Policy, ICT Acceptable Use Policy Agreement, Child Protection and Safeguarding Policy.*

*The values of
Hurst Park Primary School aim to ensure
respect, resilience and positivity.*