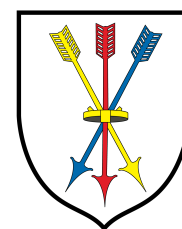


PURBROOK JUNIOR SCHOOL

DREAM BIG!



Respect - Team - Achieve

E-Learning Safety Policy

Policy Number:	NSP4	Created by:	HT/SBM
Reviewed by:	HT	Responsibility:	FGB
Last Review:	Autumn 2022	Next Review:	Autumn 2025
Review Cycle:	3 Years	Ratified by GB:	28 th November 2022

Rationale

This policy has been developed to ensure that all adults in Purbrook Junior School are working together to safeguard and promote the welfare of children and young people. E-safety is a safeguarding issue not an ICT issue and all members of the school community have a duty to be aware of e-safety at all times, to know the required procedures and to act on them.

Aims

This document aims to put into place effective management systems and arrangements which will maximise the educational and social benefit that can be obtained by exploiting the benefits and opportunities by using ICT, whilst minimising any associated risks. It describes actions that should be put in place to redress any concerns about child welfare and safety as well as how to protect children, young people and staff from risks and infringements.

The Headteacher, or in his absence, the Deputy Headteacher or the Inclusion Leader has the ultimate responsibility for safeguarding and promoting the welfare of pupils in their care. This policy complements and supports other relevant school and Local Authority policies.

The purpose of internet use in school is to help raise educational standards, promote pupil achievement, support the professional work of staff as well as enhance the school's management information and business administration systems. The internet is an essential element in 21st century life for education, business and social interaction and the school has a duty to provide children and young people with quality access as part of their learning experience.

Ethos

It is the duty of our school to ensure that every child and young person in its care is safe. Staying safe outcomes and principles are more relevant now than ever with the digital age we live in and in line with the Prevent Duty. Safeguarding and promoting the welfare of pupils is embedded into the culture of the school. Its everyday practice and procedures is the responsibility of all those who work or volunteer within the school environment. This expectation also applies to any voluntary, statutory and community organisations that make use of the school's ICT facilities and digital technologies

All staff have a responsibility to support e-safe practices in school and all pupils need to understand their responsibilities in the event of deliberate attempts to breach e-safety protocols. E-safety is a partnership concern and is not limited to school premises, school equipment or the school day.

It is our duty at Purbrook Junior School to educate our community about e learning and the benefits and consequences that come with a digital world. Bullying, harassment or abuse of any kind via digital technologies or

mobile phones will not be tolerated and complaints of cyber-bullying, that take place on school grounds using school equipment, will be dealt with accordingly. Teachers cannot be held responsible for dealing with harassment/bullying that takes place out of school hours but will educate pupils to ensure that they behave appropriately. Complaints related to child protection will be dealt with in accordance with the school's Child Protection Policy.

Teaching and Learning

Benefits of internet use for education:

- Promotion of SMSC
- The internet is a part of the statutory curriculum and a necessary tool for staff and children. It benefits education by allowing access to world - wide educational resources including art galleries and museums as well as enabling access to specialists in many fields for pupils and staff.
- Access to the internet supports educational and cultural exchanges between students worldwide and enables pupils to participate in cultural, vocational, social and leisure use in libraries, clubs and at home.
- The internet supports professional development for staff through access to national developments, educational materials, good curriculum practice and exchange of curriculum and administration data with the Local Authority and DfE.
- The internet improves access to technical support, including remote management of networks, supports communication with support services, professional associations and colleagues as well as allowing access to, and inclusion in, government initiatives.
- The internet offers opportunities for mentoring pupils and providing peer support for them and their teachers.
- Internet use will be planned to enrich and extend learning activities and access levels will be reviewed to reflect the curriculum requirements and age of the children and young people.
- Children and young people will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Children and young people will be encouraged to question what they read and to seek confirmation of matters of fact from more than one source. They will be taught research techniques including the use of subject catalogues and search engines and encouraged to question the validity, currency and origins of information. Children and young people will also be taught that copying material is worth little without an appropriate commentary demonstrating the selectivity used and evaluating the material's significance.

Roles and Responsibilities

It is recognised that the use of computer devices and the internet are integral to education for the reasons outlined above but use of these resources comes with responsibilities.

The Governing Body of the school will ensure that:

- There is a member of the School Improvement Team who is designated to take the lead on e-learning safety as part of safeguarding in a wider context. This is currently the Headteacher although the Computing subject leader will also take an active role.
- Procedures are in place for dealing with breaches of e-safety and security and are in line with Local Authority procedures.
- All staff and volunteers have access to appropriate ICT training.

Staff

It is essential that staff, teachers and learning support staff are confident about using the internet in their work and should be given opportunities to discuss issues and develop appropriate teaching strategies.

Staff development in safe and responsible use of the internet will be provided as required. Staff will be aware that internet use will be monitored and traced to the original user. Discretion and professional conduct are essential. Senior leaders will supervise members of staff who operate the monitoring procedures.

Staff are required to:

- Act as the first point of contact with regards to breaches in e-safety and security and report them to the Headteacher

- Ensure that ICT security is maintained and report any issues to the ICT technician immediately
- Attend appropriate training (annual training with Lee Hayward (onelinesafetyuk.com))
- Provide support for volunteers on e-safety.
- Regularly check files on the school's network and delete where appropriate.
- Ensure that they have a sensible password and is hidden away from children. Ensure that usernames and passwords are not shared with children or other staff
- Ensure that they log off when they have finished using a computer
- Make use of resources such as I pads/cameras and microphones to capture curriculum activities but always remain professional when capturing images of pupils
- Be aware that they represent the school and therefore ensure that online dialogue (e.g. blog posts, or emails) remains professional at all times
- Ensure that, when using social networking sites, they do not become 'friends' with current or past pupils. They should be aware that the way they communicate upon these sites can directly reflect upon their professionalism and the school so should do so appropriately.
- Not use these media to discuss confidential information or to discuss specific children.
- Ensure that online activity is related to their professional duty and that personal use should not interfere with their work
- Ensure that they are not using the school's ICT for financial gain e.g. auction or betting sites
- Be aware that software or hardware should not be installed without prior consent of the Computing subject-leader or Headteacher
- Understand that inappropriate use of the school's network may result in some services being removed and further disciplinary action being taken by the Headteacher
- Where data of a personal nature such as school reports, Learning Plans, correspondence, photographs and assessment data are taken home on a school laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure its integrity and security. It must not be transferred to home computers and should be removed from any portable device including USB pens and memory cards as soon as is practical.
- Report any issues to the Headteacher as soon as possible
- Return any hardware or equipment if they are no longer employed by the school

Staff must also understand that misuse of the internet may lead to disciplinary action and possible dismissal.

All temporary staff and volunteers are made aware of the relevant points laid out in this policy through the Purbrook Junior School's Guidance for Volunteers and Guest Teachers' leaflet. A commitment to e-safety is an integral part of the safer recruitment and selection process of staff and volunteers.

Pupils

Throughout their time at Purbrook Junior School, the children will be explicitly taught about e-learning safety. Pupils will be taught to consider the thoughts and feelings of others when communicating via ICT and publishing material to websites and elsewhere. It is expected that children will make sensible choices when working online.

Contract for staying safe when using ICT resources

At the beginning of each year children and parents are asked to sign an Email and Internet Policy declaration contained within the Home/School Planner. This contract is to ensure that children stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers, laptops Pads, iPods and everything else including cameras and other devices

Responding to unacceptable use by pupils

Pupils should be aware that all e-safety issues will be dealt with quickly and effectively. When dealing with unacceptable use, staff should inform the parents of the child and make the Headteacher aware. More serious issues will be dealt with by the Headteacher.

Parents

Parents should stay vigilant to the websites and content that their children are accessing. They should also try to talk to their child about e-safety and the use of the internet. If they have any questions or concerns then they should speak to their child's teacher, the Computing subject leader or the Headteacher.

Managing E-Learning and ICT Resources

The Internet

Developing good practice in internet use as a tool for teaching and learning is essential. The School internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the children and young people. Pupils will be taught what internet use is acceptable and what is not and be given clear objectives for internet use. Teachers are responsible for reaffirming these messages, particularly as the school now has banks of mobile laptops and I Pads.

Staff will guide pupils in online activities that will support the learning outcomes planned for the pupil's age and maturity. Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. If staff or pupils discover unsuitable sites, the full URL (address) and content must be reported to the Internet Service Provider via the ICT technician.

The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law. Pupils will be taught to be critically aware of the materials they read as well as how to validate information before accepting its validity.

E-mail

- All staff members are expected to use their work e mail address responsibly and professionally
- Personal messaging through email, chat rooms or social networking sites should not take place between staff and pupils or staff and parents.
- Staff may only use approved e-mail accounts on the school system and must inform the Headteacher immediately if they receive an inappropriate e-mail.

Website Content

Editorial guidance will ensure that the school's ethos is reflected in the website, information is accurate, well presented and personal security is not compromised. Care will be taken to ensure that all information is considered from a security viewpoint including the use of photographic material.

- The Headteacher, ICT technician and Computing Lead will have overall editorial responsibility and ensure that all content is accurate and appropriate.
- The points of contact on the school website will be the school address, school e-mail and telephone number.
- Photographs and videos of pupils will not be used without the written consent of the pupil's parents/carers. When children join the school Multi-media Consent Form will be sent to parents requesting their permission. The names of those children that the school does not have permission for will be recorded in the front of the register for easy access.
- Use of site photographs and videos will be carefully selected so that pupils cannot be identified or their image misused.
- The full names of pupils will not be used on the website, particularly in association with any photographs.
- The copyright of all material must be held by the school or be attributed to the owner where permission to reproduce has been obtained.

Social Networking and Media

As a school we fully recognise that social media and networking are playing an increasing role within everyday life and that many staff are users of tools such as Facebook, YouTube, Twitter, Instagram and blogs, using these for both personal and professional use. We will ensure that staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks.

- The school will control access to moderated social networking sites

- Social networking sites that have a minimum age of 13 will not be accessed by any pupils e.g., 'Facebook'.
- It is recognised that some pupils may have social networking accounts at home with or without their parents' knowledge. Pupils will therefore be taught the importance of personal safety when using social networking sites and chat rooms.

We will also endeavour to ensure that parents are fully aware of how to minimise the risk if their children are using these sites.

Mobile Phones

Mobile phones will not be used during lessons or formal times in school by pupils or staff; this includes the use of phones to take images. If they are brought into school by pupils they should be taken to the school office for safe keeping. If they fail to do this, they may be told that they can no longer bring their mobile into school. Staff should ensure their own phones are switched off and out of view of the children during lesson times.

Filtering

The school will work in partnership with parents/carers; the Local Authority, the DfE and the Internet Service Provider to ensure systems to protect pupils and staff are reviewed and improved regularly. If staff or pupils discover unsuitable sites, the URL and content must be reported to a member of staff, ICT technician or Headteacher. Filtering methods will be selected by the Local Authority and will be age and curriculum appropriate.

Photographic and Video Technology

Staff may use photographic or video technology to capture and support school trips and appropriate curriculum activities. However these images will be used in a purely educational capacity and no image will be used online without permission as outlined previously.

No personal cameras or phones should be used to take photographs of children within school.

Assessing Risks

Emerging technologies offer the potential to develop teaching and learning tools but need to be evaluated to assess risks, establish the benefits and to develop good practice. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to international scale and linked nature of internet content, it is not always possible to guarantee that unsuitable material may never appear on a school computer. Neither the school nor the Local Authority can accept liability for the material accessed, or any consequences of internet access. Emerging technologies will be examined for educational use and a risk assessment will be carried out before use in school is allowed and methods to identify, assess and minimise risks will be reviewed regularly.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Criminal Misuse Act 1990 and will be dealt with accordingly. Access to any websites involving gambling, games or financial scams is strictly forbidden and will be dealt with accordingly.

Maintaining ICT Security

Personal data sent over the network will be encrypted or otherwise secured. Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mails. The ICT Technician will ensure that the system has the capacity to deal with increased traffic caused by internet use.

Security

- All ICT equipment is security marked and noted in the school inventory.
- Anti-virus software is regularly updated.
- Use of ICT will be strictly in line with the school's guidelines set out in this policy

Dealing with Complaints

Concerns related to safeguarding issues must be dealt with through the school's Safeguarding Policy and Procedures. The school's designated person for e-safety will be responsible for dealing with complaints and any complaint

concerning staff or pupil misuse of the internet must be reported to the Headteacher immediately. Parents/carers and pupils will work in partnership with the school staff to resolve any issues. As with child protection issues, there may be occasions when the school must contact the Police. If appropriate, early contact should be made to discuss strategies and preserve possible evidence.

Parental Support

Parents/carers will be informed of the school's E-learning Safety policy which may be accessed on the school website. Any issues concerning the internet will be handled sensitively to inform parents/carers without undue alarm. Advice on filtering systems and appropriate educational and leisure activities, including responsible use of the internet, will be made available to parents/carers. A partnership approach will be encouraged with parents/carers and this may include practical sessions as well as suggestions for safe internet use at home.