



## Lickey Hills Primary School and Nursery

### E-safety Policy including Cyber Bullying 2016

*LHPSN is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

**October 2016**

ICT in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, at LHPSN we need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

E-safety involves pupils, staff, governors and parents making best use of technology, information, training and this policy to create and maintain a safe online and ICT environment for Lickey Hills Primary School and Nursery.

*"As in any other area of life, children and young people are vulnerable and may expose themselves to danger - knowingly or unknowingly - when using the Internet and other digital technologies. Indeed, some young people may find themselves involved in activities which are inappropriate or possibly illegal.*

*"To ignore e-safety issues when implementing the requirements of Every Child Matters could ultimately lead to significant gaps in child protection policies, leaving children and young people vulnerable."*

*From: Safeguarding Children in a Digital World. BECTA 2006*

Our e-safety Policy has been written by the school, following government guidance. It has been agreed by senior management and approved by governors.

- The school's computing coordinator is Miss L Edwards
- The e-Safety Governor is Mr S Bimpson
- The e-safety Policy and its implementation shall be reviewed annually.

## **Roles and Responsibilities**

### **Governors:**

Governors are responsible for the approval of the e-Safety Policy and for reviewing the effectiveness of the policy. The role of the E-Safety Governor will include:

- Regular meetings with the e-Safety Co-ordinator/Officer.
- Regular monitoring of e-safety incident logs.
- Reporting to the Behaviour & Safety Committee.

### **Headteachers and Senior Leaders:**

- The Headteacher is responsible for ensuring the safety (including e-safety) of members of the school community, though the day-to-day responsibility for e-safety will be delegated to the e-Safety Co-ordinator.
- The Headteacher/Senior Leaders are responsible for ensuring that the e-safety Coordinator and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Headteacher/Senior Leaders 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 Headteacher/Senior Leaders should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

### **The Computing Co-ordinator:**

- Takes day-to-day-responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policy/documents.
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Provides training and advice for staff.
- Liaises with school ICT technical staff.
- Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments.

## **Teaching and Learning**

The Internet is an essential element for education, business and social interaction. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils, and so the school has a duty to provide pupils with quality Internet access as part of their learning experience:

- The school Internet access will be designed expressly for pupil use including appropriate content filtering.
- Pupils will be given clear objectives for Internet use and taught what use is acceptable and what is not.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- As part of the new computing curriculum, all year groups have digital literacy units that focus on different elements of staying safe on line. These units include topics from how to use a search engine, digital footprints and cyber bullying.

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Through computing we ensure that the school meets the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this school we meet the diverse needs of pupils to ensure inclusion for all and that all pupils are prepared for full participation in a multi-ethnic society. We also measure and assess the impact regularly through meetings our SEN co-ordinator and individual teachers to ensure all children have equal access to succeeding in this subject.

Pupils are taught in all lessons to be critically aware of the materials/content they access on-line and are guided to validate the accuracy of information

### **Authorised Internet Access**

By explicitly authorising use of the school's Internet access pupils, staff, governors and parents are provided with information relating to e-safety and agree to its use:

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access and asked to sign and return a consent form for pupil access.
- Pupils will sign to say they have understand their own responsibilities in keeping safe online
- Only authorised equipment, software and Internet access can be used within the school.

### **World Wide Web**

The Internet opens up new opportunities and is becoming an essential part of the everyday world for children: learning, homework, sharing are some of the legitimate and beneficial uses. However, there are inappropriate and undesirable elements that must be managed:

- If staff or pupils discover unsuitable sites, the URL (address), time and content shall be reported to the teacher who will then report to the Headteacher, by recording the incident in an e-Safety Log, which will be stored in the Headteacher's office with other safeguarding materials. The e-Safety Log will be reviewed termly by the e-Safety Co-ordinator.
- 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 are shown and how to validate information before accepting its accuracy.
- The school will work in partnership with the Local Authority to ensure filtering systems are as effective as possible.

### **E-mail**

- E-mail is a quick and easy method of communication, ensuring beneficial and appropriate usage is an important part of e-safety:
- Pupils 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.
- Whole class or group e-mail addresses should be used in school rather than individual addresses.

- Access in school to external personal e-mail accounts is not allowed.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a using outlook.
- Chain letters, spam, advertising and all other emails from unknown sources will be deleted without opening or forwarding.

### **Security and passwords**

Passwords should be changed regularly. The system will inform users when the password is to be changed. Pupils and staff should never share passwords and staff must never let pupils use a staff logon. Staff must always 'lock' the PC if they are going to leave it unattended (the picture mute or picture freeze option on a projector will allow an image to remain on the screen and also allow a PC to be 'locked').

### **Social Networking**

- Social networking Internet sites (such as Facebook, Instagram, twitter) provide facilities to chat and exchange information online. This online world is very different from the real one with the temptation to say and do things beyond usual face-to-face contact.
- Use of social networking sites and newsgroups in the school, is not allowed and will be blocked/filtered.
- Pupils will be advised never to give out personal details of any kind that may identify themselves, other pupils, their school or location. This will also include not using personal photographs and videos.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Pupils will be encouraged to only interact with known friends, family and staff over the Internet and deny access to others.
- Parents, pupils and staff will be advised of the dangers of discussing pupils, staff or the school on social networking sites. The governors will consider taking legal action, where appropriate, to protect pupils and staff against cyber bullying and defamatory comments.

### **Reporting**

All breaches of the e-safety policy need to be recorded in the E-Safety reporting book that is kept in the Headteachers office. The details of the user, date and incident should be reported.

Incidents which may lead to child protection issues need to be passed on to one of the Designated Teachers immediately - it is their responsibility to decide on appropriate action not the class teachers.

Incidents which are not child protection issues but may require SLT intervention (e.g. cyberbullying) should be reported to SLT in the same day.

Allegations involving staff should be reported to the Headteacher. If the allegation is one of abuse then it should be handled according to the DFE document titled 'Dealing with allegations of abuse against teachers and other staff'. If necessary the local authority's LADO should be informed.

Evidence of incidents must be preserved and retained.

The curriculum will cover how pupils should report incidents (e.g. Ceop button, trusted adult, Childline)

### **Mobile Phones**

Many new mobile phones have access to the Internet and picture and video messaging. Whilst these are the more advanced features, they present opportunities for unrestricted access to the Internet and sharing of images. There are risks of mobile bullying, or inappropriate contact.

- Pupils by permission of the Headteacher can bring mobile phones onto the school site where it is seen by the school and parents as a safety/precautionary use. These are handed to the class teacher at 8:50 and collected at the end of the day.
- The sending of abusive or inappropriate text messages is forbidden.
- Staff should always use the school phone to contact parents.
- Staff including students and visitors are not permitted to access or use their mobile phones within the classroom. All staff, visitors and volunteers should ensure that their phones are turned off and stored safely away during the teaching day.
- Staff may use their mobile phones in the staffroom/one of the school offices.
- Parents cannot use mobile phones on school trips to take pictures of the children

On trips staff mobiles are used for emergency only

### **Digital/Video Cameras/Photographs**

Please refer to the schools ' Safe and appropriate use of Images in school' policy

### **Published Content and the School Website**

The school website is a valuable source of information for parents and potential parents.

- Contact details on the Website will be the school address, e-mail and telephone number.
- Staff and pupils' personal information will not be published.
- The Headteachers or a nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Photographs and videos that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used in association with photographs.
- Consent from parents will be obtained before photographs of pupils are published on the school Website.
- Work will only be published with the permission of the pupil.
- Parents should only upload pictures of their own child/children onto social networking sites.
- The Governing body may ban the use of photographic equipment by any parent who does not follow the school policy.

### **Information System Security**

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.

- Security strategies will be discussed with the Local Authority.
- E-safety will be discussed with our ICT support and those arrangements incorporated in to our agreement with them.

### **Protecting Personal Data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and Freedom of Information Act

### **Assessing Risk**

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. The school does not 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.

### **Handling E-Safety Complaints**

- Complaints of Internet misuse will be dealt with by a member of the SLT.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature shall be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the community police officer to establish procedures for handling potentially illegal issues.

### **Communication of Policy**

#### **Pupils:**

- Pupils will be informed that Internet use will be monitored.
- Pupils will be informed of the importance of being safe on social networking sites such as msn. This will be strongly reinforced across all year groups during ICT lessons and all year groups look at different areas of safety through the digital literacy lessons.

#### **Staff:**

- All staff will be given the School e-safety Policy and its importance explained.

#### **Parents:**

- Parents' attention will be drawn to the School e-safety Policy in newsletters and on the school Website.

### **Further Resources**

We have found these web sites useful for e-safety advice and information.

<a href="http://www.thinkuknow.co.uk/">http://www.thinkuknow.co.uk/</a>	Set up by the Police with lots of information for parents and staff including a place to report abuse.
<a href="http://www.childnet-int.org/">http://www.childnet-int.org/</a>	Non-profit organisation working with others to "help make the Internet a great and safe place for children".

