

LITTLEMOOR CHILDREN'S CENTRE & SCHOOL

E-SAFETY POLICY

Introduction

E-Safety is about utilising information and communication technologies in a safe and responsible way. It is mainly concerned with the safeguarding of young people in the digital world and making sure they feel safe when accessing new technology.

A broad **definition** of an **e-safety** incident is as follows: 'All fixed and mobile technologies that children and young people may encounter, now and in the future, which allows them access to content and communications that could raise issues or pose risks to their wellbeing and **safety**.'

ICT in the 21st 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. The school has a duty to provide pupils with quality internet access as part of their learning with the intention of raising educational standards and promoting pupil achievement. Internet use in school also supports the professional work of staff and enhances the school's management information systems.

This e-Safety Policy builds upon government guidance to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole. This policy considers the use of both the fixed and mobile internet, PCs, laptops, I-Pads and digital cameras. Internet use is part of the statutory curriculum and a necessary tool for staff and pupils who will be taught a responsible attitude to its use.

The school will ensure that all members of its community are aware of this policy and the implications for the individual. E-Safety depends on staff, governors, parents and, where appropriate, the pupils themselves taking responsibility for the use of the internet and other communication technologies.

Internet Access

Internet access in Littlemoor Children's Centre and School is provided via a broadband link through the YHGFL consortium. As part of this link, filtering appropriate to the age of the pupils is provided. An agreement for the provision of a suitable virus protection system has been implemented through YHGFL. This virus protection is installed on all computers within school and automatically updates itself. Portable media may not be brought into school without specific permission and a virus check. Pupil access to the internet will be by adult demonstration and supervision using only approved on-line materials. Such materials will be mainly put into the Favorites section so that children are not accessing the wider internet. Where internet activities are part of the curriculum, they will be planned so that they enrich and extend the learning activities.

Pupils will not be using e-mail at all while in school.

E-safety rules are displayed in our computer suite and in classrooms, and the safe use of the internet will be regularly discussed with all pupils.

A consent form, which covers permission to access the internet, is issued to parents as part of the child's induction process and parents then give annual permission for their child's internet use at the start of each new academic year.

The headteacher will ensure that this e-Safety policy is implemented and compliance with the policy monitored. All members of staff will be provided access to a copy of this e-Safety policy.

Some material on the internet is unsuitable for pupils. Methods to identify, assess and minimise risks will be reviewed regularly. The school will take all reasonable precautions to ensure that pupils only access appropriate material. However, due to the nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Whenever any unsuitable content is encountered, staff should inform the Computing Subject Leader who will ensure that the unsuitable URL addresses are reported through the school office to the LA broadband technical support team.

School Website

The school website is updated on a weekly basis. The Headteacher takes overall editorial responsibility to ensure that the website content is accurate and appropriate to the needs of the school community. All uploading of information is restricted to our website authoriser, Mr Martin McGuire.

The point of contact on the web site is the school address, telephone number and we use a general email contact address, e.g. admin@askernlittlemoor.doncaster.sch.uk Home information or individual e-mail identities will not be published. Photographs published on the web do not have full names attached and we do not use pupils' names when saving images in the file names or in the tags when publishing to the school website.

Written permission from parents will be obtained before photographs of pupils or pupil names are published on the school's website. Only first names of pupils will be published and these will never be used in conjunction with photographs.

Photos taken by parents for personal use

Parental permission will be sought from all parents before photographs or videos are taken of children within school. In the event of parents wanting to take photographs for their own personal use, the school will follow Becta guidelines and ensure that parents understand that the photographs taken are for private retention and not for publication in any manner, including use on personal websites.

Photos/Videos taken by members of staff for school use

At Littlemoor, each teacher has access to a digital camera and i-Pad. We gain parental permission for children to be videoed and photographed digitally. Digital images are stored within a photos folder on the network and images are deleted when no longer required. No photos of pupils will be kept on teachers' personal equipment.

Publishing pupil's images and work

On a child's entry to the school, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- on the school website
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- recorded/transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- general media appearances, e.g. local/national media/press releases sent to the press highlighting an activity (sent using traditional methods or electronically).

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc.

Parents/carers may withdraw permission, in writing, at any time. Consent has to be given by both parents in order for it to be deemed valid.

Mobile Phones

The school allows members of staff to bring in personal mobile phones and devices for their own use, but these will not be used in any areas where there are children. Other visitors to school will be asked to leave mobile phones in the school office while they are on the school premises. Under no circumstances will members of staff be allowed to contact parents using their own personal mobile phone.

Staff Members' Responsibilities

Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones/personal equipment for taking pictures of pupils.

CCTV

We have CCTV in the school as part of our site surveillance for staff and pupil safety. We will not reveal any recordings (retained by the Support Provider for 28 days), without permission except where disclosed to the Police as part of a criminal investigation.

Data Security

The accessing of school data is something that school takes very seriously. The school follows Becta guidelines. Staff are aware of their responsibility when accessing school data. They must not:

- Access data out of school

- Take copies of the data
- Allow others to view the data
- Edit the data unless specifically asked to do so by the Headteacher or Governing Body

Handling e-Safety complaints

Any complaints regarding e-safety will be dealt with using the standard procedures for all complaints within school.

Monitoring of the e-Safety policy

As e-safety is an important aspect of strategic leadership within the school, the Headteacher and Governing Body have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The Governors will be regularly updated and have an understanding of the issues and strategies used within the school.

The school annually carries out a safety audit using the: [e-Safety Audit Tool](#). The policy will be amended if new technologies are adopted or Central Government change the orders or guidance in any way.

This policy, supported by the school's *Acceptable Use Agreements* for staff, governors, visitors and pupils (see appendices), is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies: *PSHE, Safeguarding, Health and Safety, Home-School Agreement, Behaviour and Discipline* and *Anti-Bullying*.

New staff receive information on the school's *Acceptable Use Agreement* as part of their induction

All staff are required to incorporate e-Safety activities and awareness within their curriculum topics.

Useful Websites

www.becta.org.uk

www.thinkuknow.co.uk

www.bbc.co.uk/cbbc/help/web/staysafe

www.getsafeonline.org

Appendix 1

Acceptable Use Agreement: Staff, Governors and Visitors

ICT and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT.

All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mrs CA Turner, Headteacher.

- *Staff, volunteers and visitors are not permitted to use any recording equipment on their personal mobile phones.*
- *Staff are not permitted to use personal mobile phones to make or receive calls or texts during working hours. Staff will be able to give out the school's mobile phone or landline number so that they can be contactable in an emergency.*
- *Staff will be asked to leave their personal mobile phones in a secure place for safekeeping. Volunteers and visitors may also be politely asked to leave their personal mobile phones outside of the classrooms.*
- *If a member of staff has a specific need to keep their phone with them on a particular occasion, prior permission must be sought from the Headteacher.*
- *We recognise that some visitors may need to keep their mobile phones with them. Visitors will not be left unsupervised with children.*
- *In the event of the school not having access to a landline a mobile phone may be a necessity.*
- I will only use the school's e-mail/internet/intranet/ and any related technologies for professional purposes or for uses deemed "reasonable" by the Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body.
- I will not install any hardware or software without prior permission from the Headteacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member.

- Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Headteacher.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature Date

Full Name(printed)

Job title

Signature of headteacher



