

Our vision: **'Let your light shine'** based on Matthew 5.16

Egglescliffe C.E. Primary School



**Durham &
Newcastle
Diocesan
Learning
Trust**

**Durham and Newcastle Diocesan Learning Trust
(DNDLT)
Company Number 10847279**

E-Safety Policy

Updated: September 2021

Review: September 2022



Egglescliffe C of E Primary School E-Safety Policy

Writing and Reviewing The E-Safety Policy

The e-Safety Policy is part of the School Improvement Plan and relates to other policies including those for computing, bullying and for child protection.

- The schools e safety co-ordinator will work in collaboration with Mrs E. Robertson, the designated safeguarding lead.
- Our e-Safety Policy has been reviewed by E. Robertson. The e-Safety Policy and its implementation will be reviewed annually or in response to an incident using the attached audit (Appendix 5).

Both this policy and the Acceptable Use Agreement (for all staff, academy councillors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, tablets, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, and other mobile devices).

As the children's access and understanding expands, so should the guidance and rules to ensure safe access use of the internet.

The Importance Of The Internet In Learning In Schools

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems. Access to the Internet is a necessary tool for staff and pupils. It is an entitlement for children/pupils/pupils who show a responsible and mature approach.

How The Use Of The Internet Benefits The School

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:

- Access to world-wide educational resources including museums and art galleries.
- Information and cultural exchanges between pupils world-wide.

- Cultural, social and leisure use in libraries, youth clubs and at home.
- Discussion with experts in many fields for pupils and staff.
- Staff professional development - access to educational materials and good curriculum practice.
- Communication with the advisory and support services, professional associations and colleagues.
- Improved access to technical support.
- Exchange of curriculum and administration data with DDMAT the LA and DfE.

Teachers, parents and pupils need to develop good practice in using the Internet as tool for teaching and learning. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Systems that ensure Internet use is as safe as possible will enable increased use and the quality of that use is a critical factor. Internet access provides a service designed for pupils. This includes filtering system that is appropriate to the age of pupils.

- Internet access will be planned to enrich and extend learning activities.
- Access levels will be reviewed to reflect the curriculum requirement.
- Pupils will be given clear objectives for Internet use.
- Staff will select sites that will support the learning outcomes planned for pupils' age and maturity.
- Approved sites will be bookmarked, listed or copied to the school intranet.
- Pupils will be educated in taking responsibility for Internet access.

Pupils Will Be Taught How To Evaluate Internet Content Appropriate To Their Age

Pupils in school are unlikely to see inappropriate content in books due to selection by publishers and teachers. This level of control is not so straightforward with Internet-based materials. Therefore, teaching should be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media. The tendency to use the Web when better information may be obtained from books will need to be challenged.

Pupils will be:

- taught ways to validate information before accepting that it is necessarily true.
- taught to acknowledge the source of information and observe copyright when using Internet material for their own use
- made aware that the writer of an e-mail or the author of a Web page might not be the person claimed
- encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable
- taught what Internet use is responsible and what is not and given clear objectives for Internet use
- taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy
- educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation appropriate to their age group

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

Managing Internet Access

In school, all staff and all pupils will be granted access to the Internet as a blanket requirement. Parental permission will be required on an annual basis before children can access the Internet and e-mail.

- Internet access is a necessary part of statutory curriculum. It is an entitlement for pupils that is based upon responsible use.
- Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in the responsible use of the Internet.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a permission form.
- Pupils must also, along with parents/carers, sign the letter sent home. This will be an indication by the parents and pupils that they have discussed, understand and accept the implications of the use the Internet in school and at home.
- A record will be maintained of all staff and pupils, on a whole class basis, with Internet access.

Information System Security

The Internet is a connection to the outside world that could compromise system performance or threaten security.

- Security strategies will be discussed with the One IT our service provider.
- The authority is regularly reviewing the schools' networks to ensure that the system has the capacity to take increased traffic caused by Internet use.
- The security of the whole system will be reviewed with regard to threats to security from Internet access.
- Personal data should not be sent over the Internet from school.
- Virus protection will be installed and updated regularly.
- Personal memory sticks may not be brought into school without specific permission and a virus check.
- Use of e-mail to send attachments will be monitored closely.
- School ICT systems capacity and security will be reviewed regularly with One IT.
- Staff access the server remotely, rather than using memory sticks to store information.

Managing Filtering

The Internet is a communications medium that is freely available to any person wishing to send e-mail or publish a Web site on almost any topic. Access to appropriate information should be encouraged but Internet access must be safe for all members of the school community from youngest pupil to teacher and administrative staff. Pupils will generally need protected access to the Internet. .

The technical strategies being developed to restrict access to inappropriate material fall into several overlapping types (sometimes all referred to as filtering):

Blocking strategies remove access to a list of unsuitable sites or newsgroups. Maintenance of the blocking list is a major task as new sites appear every day.

Filtering examines the content of web pages or e-mail messages for unsuitable words. Blocking and/or filtering, as previously stated, is performed by the internet service provider.

- Pupils will be informed that Internet use will be supervised and monitored.
 - The school will work in partnership with parents, the DDMAT, Stockton LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
 - Senior staff will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice.
 - Filtering software will be installed onto all iPads and tablets.
 - If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the authority's ICT consultant.
 - The Internet Policy is available for staff on Desktop in the Policies folder.
 - Any material that the school suspects is illegal will be referred to the Internet Watch Foundation.
 - Where minority languages are involved, appropriate measures will be taken to ensure the processes to protect pupils are adequate.
- The school will work with the One IT to ensure systems to protect pupils are reviewed and improved.
 - If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Coordinators and the One IT will be informed so that they can take appropriate action.

The Assessment Of Risk When Using The Internet In School

The school will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system. In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material, including the use of filtering software. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Neither the school nor Stockton Borough Council can accept liability for the material accessed, or any consequences thereof.

- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed.
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken.
- The Headteacher will ensure that the policy is implemented effectively.

Staying Safe

The school will ensure that pupils and parents are aware of E-Safety issues (Appendix 1 and 2).

- The school internet access is designed expressly for pupil use and includes appropriate filtering.
- Pupils may only use approved digital methods of communication on the school system e.g. not forwarding chain letters.
- Pupils will be taught to tell an adult immediately about any offensive communications they receive or any inappropriate content they may encounter using digital technology.
- Pupils and staff will use equipment responsibly.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location or arrange to meet anyone without specific permission.

- Pupils and parents will be advised that the unsupervised use of social network spaces outside school is inappropriate for pupils.

Published Content

- Any information that can be accessed outside the school's intranet should be classed as published whether in electronic or paper format.
- Electronic communication sent to an external organisation should be written carefully.
- General contact details should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

Publishing Pupil's Images And Work

- Staff and pupils using digital cameras, video recorders or sound recorders will ensure that they always use equipment in a respectful manner as stated in the E-safety Rules and Agreement (Appendix 1 and 2).
- Published photographs that include pupils will be selected carefully and will not disclose a pupil's full name
- Pupils' full names will not be used anywhere, particularly in association with photographs. We state on the agreement that names may be used but full names will not be!
- Written permission is obtained through the Home School Agreement and the Pupil/Parent E-Safety Agreement (Appendix 2). This allows the school to publish photographs and videos of pupils and their work.
- Where pupil's work is published the school will ensure that the child's identity is protected.

Managing emerging technologies

- The educational benefit of emerging technologies and any potential risks will be considered before it is used in school.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions

Authorising Internet Access

The Internet is the underlying technology, but new applications are being developed to use this ability to communicate, such as Chat, Newsgroups and webcams. Many of these facilities have great potential for education, for instance pupils exchanging live text, speech or video with a similar class in another location around the country or world, at low cost. However, most new applications start without the needs of young users being considered, particularly the area of security.

- Pupils will not be allowed to access public chat rooms.
 - Newsgroups are only available to staff.
 - New facilities will be thoroughly tested before pupils are given access.
- All staff must read and sign the 'Staff Information Systems Code of Conduct', 'Laptop Protocol for Teachers and school Support Staff', 'E-safety Policy', 'Internet and Social Networking Statement', before using any school ICT resource (Appendix 3).
 - The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn. This will be kept in the ICT Co-ordinators' file.
 - Parents and pupils will be asked to sign and return the schools 'E-Safety Rules and Agreement' (Appendix 1 and 2).

Assessing Risks

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access. Any inappropriate access whether intentional or unintentional will be reported to the E-Safety co-ordinator and to the One IT where necessary.
- The school will audit ICT provision to establish if the E-Safety policy is adequate and that its implementation is effective.

Handling E-Safety Complaints

- Complaints of Internet misuse will be dealt with by the Headteacher and where appropriate the LA will be informed.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure on request.

Introducing The E-Safety Policy To Pupils

- E-safety rules will be posted in all teaching rooms and discussed with the pupils at the start of each year and reinforced throughout the year.
- Pupils will be informed that network and Internet use will be monitored and can be traced to the individual login.

Staff and the E-Safety policy

Roles and Responsibilities

As E-Safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named E-Safety co-ordinator in this school is Mary Cook who is also the designated safeguarding lead. All members of the school community have been made aware of

who holds this post. It is the role of the E-Safety co-ordinator to keep abreast of current issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet.

Senior Management and governors are updated by the Head/ E-Safety co-ordinator and all governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.

This policy, supported by the school's acceptable use agreements for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies: child protection, health and safety, home-school agreements, and behaviour/pupil discipline (including the anti-bullying) policy and PSHE.

E-Safety In The Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for E-Safety guidance to be given to the pupils on a regular and meaningful basis. E-Safety is embedded within our curriculum and we continually look for new opportunities to promote E-Safety.

- Educating pupils about the online risks that they may encounter outside school is done informally when opportunities arise and as part of the E-Safety curriculum
- Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Cybermentors, Childline or CEOP report abuse button
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum)
- Regular activities will be organized to make E-Safety high focus in school such as E-Safety week and cyberbullying week where students focus on reporting concerns, the safe use of social media, and explore case studies of bullying online.
- Computing scheme of work contains E-Safety focuses embedded into each half termly unit of work, which is delivered to cover a wide ranging curriculum.

E-Safety Skills Development For Staff

- Our staff receive regular information and training on E-Safety and how they can promote the 'Stay Safe' online messages in the form of Team Meetings.
- New staff receive information on the school's acceptable use policy as part of their induction
- All staff have been made aware of their individual responsibilities relating to the safeguarding of children within the context of E-Safety and know what to do in the event of misuse of technology by any member of the school community.
- All staff are encouraged to incorporate E-Safety activities and awareness within their curriculum areas.

Managing The School E-Safety Messages

- We endeavor to embed E-Safety messages across the curriculum whenever the internet and/or related technologies are used.

- The E-Safety policy will be introduced to the pupils at the start of each school year.
- E-Safety posters will be prominently displayed in each year group area.
- The key E-Safety advice will be promoted widely through school displays, newsletters, class activities and so on.

The Complaints Procedure Regarding Internet Use

Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. Transgressions of the rules could include minor as well as the potentially serious consequences and a range of sanctions will be devised, linked to the school's behaviour policy.

- Responsibility for handling incidents will be given to a senior member of staff.
- Pupils and parents will be informed of the complaint's procedures.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies.
- Sanctions available include interview/counselling by Key Stage Leaders and, if appropriate, informing parents or carers.
- A pupil may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident.
- Denial of access could include all school work held on the system, including any examination work.

Staff and Pupil Consultation About The Internet

It is very important that staff feel prepared for Internet use and consider that the school Internet Access Policy is appropriate. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies. It would be unreasonable if staff, particularly supply staff, were asked to take charge of an Internet activity without training. Reassurance and discussion may be required.

- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained.
- Parents' attention will be drawn to the Policy in newsletters, the school brochure and on the school Web site;
- Responsible Internet use will be included in the teaching/use of ICT covering both school and home use.

Enlisting Parental Support For The Use Of The Internet

Internet use in pupils' homes is increasing rapidly, encouraged by offers of free software and access on magazine covers. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school may be able to help parents plan appropriate, supervised use of the Internet at home.

- A careful balance between informing and alarming parents will be maintained.

- Demonstrations and practical IT sessions for parents may be organised to encourage a partnership approach.
- Joint home/school guidelines on issues such as safe Internet use will be established;
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.
- Links with organisations such as Think You Know, and NCH Action for Children will be maintained.

Internet Use In The Community

Internet use in the local community is becoming common. In addition to the home, access may be available at the local library, youth club, adult education centre, village hall or supermarket. The school may wish to contact their community colleagues in order to advise pupils regarding membership, booking procedures, availability, and possible costs. Each organisation is developing its own approach and pupils may find variations in the rules and even unrestricted access to the Internet. Although policies may differ in detail, community partners adhere to the same laws as schools with respect to content, copyright and misuse.

- In libraries, parents/carers of children under 18 years of age will generally be required to sign an acceptable use policy on behalf of the child;
- In libraries, adult users will also need to sign the acceptable use policy;
- In libraries, children under 8 years of age must be accompanied by an adult when accessing the Internet, due to the Children's Act;
- Rules for Internet access will be available on request. Rules are there to protect legitimate use;
- Visits, demonstrations and practical IT sessions for schools may be organised to encourage a partnership approach;
- Suitable educational, vocational and leisure use is encouraged in community facilities.

Enlisting Parents' Support

- Parents' attention will be drawn to the school E-Safety Policy in newsletters, the school brochure, information evenings and on the learning platform.

Managing Emerging Technologies

Mobile Phones:

- Pupils are not permitted to have mobile phones upon their person in school. We recognise that our oldest pupils may walk on their own to and from school and parents may wish them to have a mobile phone for emergencies. However we discourage this on security grounds as they are easily lost, damaged or stolen. Pupils are taught that they shouldn't have a mobile phone on their person in school and that any phone brought in must be handed to the office for the duration of the day. **We expect pupils not to carry a mobile phone in school. If they do they are handed into the school office (switched off) on a morning and collected at home time.**
- Only school cameras are used by both staff and children for educational purposes.
- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips.

Social Networks

Facebook, Twitter and other forms of social media are increasingly becoming an important part of our daily lives.

- Staff **are not** permitted to access their personal social media accounts using school equipment at **any time**.
- Pupils are not permitted to access their social media accounts whilst at school.
- Staff, governors, pupils, parents and carers are regularly provided with information on how to use social media responsibly and what to do if they are aware of inappropriate use by others.
- Staff, governors, pupils, parents and carers are aware that the information, comments, images and video they post online can be viewed by others, copied and stay online forever.
- Staff, governors, pupils, parents and carers are aware that their online behaviour should at all times be compatible with UK law and have signed the Social Networking Policy within school.

Please also refer to the following policies:

Internet and social Networking Statement

Behaviour and Attendance Policy



APPENDIX 1

Egglecliffe C of E Primary School E-Safety Rules

Think then Click (Foundation/KS1)



These rules help us to stay safe on the Internet
We use the internet only when an adult is present
and always ask permission first.

We can click on the buttons or links when we
know what they do.



We always ask if we get lost on the Internet.



We can send and open safe emails together with
an adult.

We will always tell an adult if we see something
on the internet which makes us feel uncomfortable.



Think then Click



E-Safety Rules for Key Stage 2

- We use the internet only when an adult is present and always ask permission first.



- We use only websites that an adult has approved.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately minimise any webpage we are not sure about.
- We e-mail only people an adult has approved.
- We do not open e-mails sent by anyone we don't know.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not use Internet chat rooms.



Stay safe online

Remember the 5 SMART rules when using the Internet and mobile phones.

S SAFE: Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.

M MEET: Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.

A ACCEPTING: Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

R RELIABLE: Information you find on the internet may not be true, or someone online may be lying about who they are. Make sure you check information before you believe it.

T TELL: Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.



Eggescliffe C of E Primary School Pupil and Parent/Carer E-Safety Agreement

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Please refer to our E-Safety policy which can be viewed on the school website: www.eggescliffepri.stockton.sch.uk . Both pupils and their parents/carers are asked to sign to show that the E-Safety Rules have been understood and agreed. **If you do not indicate a preference, the school will assume that you agree and consent to the use of the internet, the taking of digital images and the publishing of your child's work / photographs.**

SECTION 1

Pupil name: **Class:**

Pupil's Agreement

- *I have read and I understand the school E-Safety Rules.
- *I will use the computer, network, Internet access and other new technologies in a responsible way at all times.
- *I know that network and Internet access will be monitored.

Signed by pupil: **Date:**

SECTION 2

Parent's/Carer's consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be published on the school website. I also agree that appropriate images and video that include my daughter/son may be published subject to the school rule that photographs will not be accompanied by pupil full names. If a newspaper wishes to publish photographs together with pupil names, school will contact parents to seek permission.

***I agree / do not agree to the above.**

SECTION 3

Parent's Consent for Internet Access

I have read and understood the school E-Safety rules and give permission for my son/daughter to access the Internet. I understand that Stockton Borough Council's Cache Pilot is used as the main filtering mechanism and that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damage arising from the use of the Internet facilities.

***I agree / do not agree to the above.**

Signed by parent/carers: **Date:**

Please print name:



Eggescliffe CE Primary **Internet and Social Networking Statement**

Name of Staff Member :.....

Date:.....

I have received or been directed to the policies below and I agree to uphold these policies in school:

- Laptop Protocol for Teachers and School Support Staff
(Laptops from school may only be used for work related activity and not for personal usage.)

- E-Safety Policy (please refer to staff shared area on system to view)

(We always promote guidance on keeping safe on the internet and recognise our duty to report any misdemeanour)

- Acceptable Internet Usage Statement for All Staff

(We abide by the security mechanisms provided for the school internet system and digital imaging policy)

- Internet and Social Networking Statement
(Under no circumstances do we publish photographs or personal information about colleagues or children in school on social networking sites- this includes photographs of school social events and the spreading of confidential inform eg. Results from external monitoring such as Ofsted.)

Signed**Date**.....

(please sign and return this form only to your school office)