Woodston Primary School
E-Safety Policy

Introduction

Woodston Primary School is committed to e-safety and fully acknowledges its part in the Safeguarding and Behaviour and Anti-bullying Policies and procedures of our school.

We believe there are great benefits and opportunities given by the internet. With new technologies fast becoming integral to children today, both within school and out in their day to day lives, it is imperative Woodston Primary School embraces their use.

This guidance identifies the risks and the steps we take to avoid them, showing that Woodston Primary School is committed to promoting a safe and responsible attitude. We aim to minimise the risk while continuing to benefit from the education opportunities these new technologies present.

Who is responsible?

We believe that the whole school community is responsible for the implementation of this guidance, ensuring all parties benefit from the opportunities the internet and new technology present.

Governing Body:

It is the role of the Governing Body to read, understand, contribute and promote this e-safety guidance, supporting the work of the school in encouraging a safe and responsible attitude to e-safety in our school community as well as engaging parents' awareness of e-safety.

Senior Leadership Team:

The Head teacher is responsible for ensuring the safety (including e-safety) of all members of the school community. The Senior Leadership Team supports this and ensures the guidance is implemented and an e-safety aware culture is developed within the school.

The Senior Leadership Team is responsible for ensuring an e-safety co-ordinator is identified and supported to maintain the school communities' e-safety ethos; making sure support, training and resources are available to all members of the school community to ensure effective e-safety practice and that all staff have e-safety included as part of their induction.

E-safety Co-ordinator:

The E-safety Co-ordinator is responsible for the awareness and commitment for e-safety throughout the school maintaining e-safety guidance, Acceptable Use policies and any other relevant documentation, reviewing when appropriate and making relevant changes.

The co-ordinator is also responsible for having an up to date understanding of current safety issues and attending regular training when appropriate; ensuring delivery of appropriate training for the school community which is then in turn embedded across the curriculum.

The co-ordinator will also monitor, record and report e-safety issues ensuring any incidents are logged and that the school community is aware of reporting procedures and that these are embedded.

Teaching, Support and other Staff:

All teaching and support staff are required to read understand and promote the schools guidance on e-safety, ensuring they understand and adhere to the staff Acceptable Use Policy.

Teaching and support staff are expected to embed the schools e-safety ethos within all areas of the curriculum ensuring pupils understand and adhere to the pupil Acceptable Use Policy in school. Teaching and support staff have a responsibility to keep up to date with current e-safety issues and attend regular training as appropriate.

All staff must maintain a professional level of conduct in their personal use of technology at all times as well as act on their duty to report any misuse or problems to the relevant person for action to be taken if needed.

Pupils:

All Pupils are responsible for reading, understanding and adhering to the pupil Acceptable Use Policy (N.B. KS1 pupils are expected to have the AUP explained by staff and parents to embed this). Pupils are expected to understand what action should be taken should an e-safety incident occur and who to report it to and the importance of reporting it.

Parents/ Carers:

Parents and Carers have a responsibility to help support the school in promoting e-safety; reading, understanding and discussing the pupil Acceptable Use Policy with their children. This responsibility also encompasses encouraging them to be safe and responsible and encouraging openness when it comes to discussing and disclosing e-safety concerns. Parents may consider consulting the school if they have any concerns about their child's use of technology.

Learning and Teaching

Effective education of e-safety helps to create a safe and responsible attitude As a school Woodston Primary School has a duty to prepare pupils to help them benefit safely from the opportunities the internet and other technologies present.

E-safety is a focus in all areas of the curriculum. Staff routinely reinforce the e-safety message in the use of ICT across the curriculum wherever suitable opportunities arise; reminding children of the ICT and e-safety rules.

Internet Access

Internet access within school is filtered and actively monitored to ensure reasonable precautions are taken to prevent access to inappropriate material. This is provided by the Local Authority. However, it is not possible to guarantee that it will never occur. Staff are encouraged to check websites they wish to use with the pupils. Everyone is aware of what to do if inappropriate material is accessed or discovered and Acceptable Use Agreements and ICT and e-safety rules are displayed around the school.

The school decides which users are allowed to have access to the internet with systems in place to manage accounts. Accounts are provided at an appropriate level to the member of the school community with separate accounts for SLT, admin, staff, pupils and visitors.

Email

Email is an essential means of communication within the whole school community. Staff and governors are expected to use their school email accounts for all communications regarding the school. Emails to parents should be sent and received though a specific address and forwarded to the relevant person/s.
Students are not to access any personal email accounts within school and emails sent from pupils in school must be from a pupil email account. Misuse of email will result in loss of privileges.

Social Networking

Social networking is a big part of daily life and is fast becoming the best way to communicate with others that share the same interests and ideas. As a school we recognise this and offer opportunities to learn using social networking, with the emphasis on staying safe and good conduct.

Staff are aware of guidance they can access for advice on their own personal conduct on social networking sites in 'Guidance for safer working practises for adults who work for children and young people in education settings', September 2015, and the guidance from 'Using Facebook Safely – a guide for professionals working with young people", Yorkshire and Humber Grid for Learning.

Neither staff nor students should access personal social network accounts within lesson time.

Personal Devices

We understand that pupils may have their own devices such as mobile phones or tablet PC's. These are bought to school at their own risk and must be given to the class teacher at the beginning of the school day and collected at the end. Pupils are not permitted to use personal devices within school time.

Any staff personal devices such as mobile phones or tablet PC's, which are bought into school, must be:

- password protected
- Not left unattended
- Not used during lessons
- Not be used by a student
- Not contain any material which is inappropriate

Any personal devices connected to the school network should be/subject to:

- Protection by up-to-date anti-virus software
- Protection from known vulnerabilities
- School internet filtering and monitoring
- Personal Data

At Woodston Primary School we recognise our obligation to safeguard staff and pupil data. Pupils are taught about the need to protect their own personal data as part of their e-safety awareness and the potential risks from giving these to third parties.

Staff are aware of the statutory requirements of the Data Protection Act 1998 and the procedures the school has in place to facilitate this.

- Relevant staff are provided with an encrypted flash drive
- Staff are provided with appropriate levels of access to management information, holding staff and pupil data. Passwords are not shared and   administrator passwords are kept secure
- Sensitive data should not be stored on any device leaving the premises unless it is encrypted.
- We have full backup and recovery procedures in place for school data

References to Related documents:

- Acceptable Use Agreements (AUA)
- ICT and e-safety rules
- E-Safety Flow Chart
- "Guidance for safer working practises for adults who work for children and
- Young people in education settings" September 2015
- "Using Facebook safely – a guide for professionals working with young people"
- Yorkshire and Humber Grid for Learning.

The e-safety co-ordinator overall is Trevor Goakes. Day to day referrrals are to be made to Adam Charlton and Stirling Mogford (Tuesday, Wednesday and Friday).