



# **E SAFETY POLICY**

## E-Safety policy

### Introduction

ICT 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. Current and emerging technologies are examined for educational benefits and their risks assessed before users are allowed access and these are continually monitored for change.

The use of technologies offers exciting and valuable learning experiences both in and out of the context of education. All users need to be aware and educated on the potential risks associated with the use of these

At Buckton Vale Primary School we believe that the educational benefits of internet access far outweigh the possible risks, good planning and management will ensure appropriate and effective pupil use. We understand the responsibility to educate our pupils and staff in E-Safety issues, teaching them appropriate behaviours and crucial thinking to enable them to remain both safe and legal when using the internet and related technologies, both in and outside of the classroom.

### How does the internet benefit education?

This includes

- Access to world-wide educational resources including museums, libraries and art galleries.
- Rapid and cost effective communication
- Educational and cultural exchanges worldwide
- Access to experts in many fields for pupils and staff
- Collaboration across support services and professional associations
- Improved access to technical support including remote management of networks
- Exchange of curriculum and administration data with the Local Authority
- Access to learning wherever and whenever appropriate
- Greatly increases skills in Literacy

### Access to the School's Network

- All staff must read and sign the **Acceptable User Agreement** before using any school ICT equipment
- Parents will be sent a copy of the pupil **Acceptable User Agreement** and asked to read through with their child
- All users must respect the confidentiality of other users and data contained on the network as defined in current data protection legislation (GDPR)
- Machines must never be left logged on or unattended. (A machine can be locked by pressing windows key + L)
- Machines must be logged off correctly and shut down after use

- Wireless network connection is securely password protected and monitored. Visiting staff/adults needing access will be given access to a guest connection only
- All users of the school network including permanent staff, children, visitors and temporary staff must first be given permission from the Headteacher or IT Manager to access the network. They will be allocated their own logons and passwords, as appropriately, which must not be shared or disclosed. Staff must not allow other users to access their passwords or logins.
- Software must not be installed without the consent of either the Headteacher or IT Manager.
- Personal removable media (e.g. pen drives, memory sticks, CD ROM's, portable hard drives) must be scanned for viruses by the IT manager before being used on a school machine connected to the school network.
- Any device not provided by school such as visitor's laptops, computers, mobile devices and storage must first be fully checked for viruses/inappropriate material by the IT manager before access to the network is permitted and/or viewing by children.

#### Procedures for use of the internet and email

All users must agree to and sign an **Acceptable Use Agreement** before access to the internet and email is permitted at Buckton Vale Primary School.

Parents are informed that pupils will be provided with supervised internet access.

Users must access the internet and email using their own logon/password and not attempt those of another individual.

All passwords must remain confidential to the user and must not be shared.

Internet and email filtering software is installed in line with Ofsted's filtering and monitoring statutory guidance.

School will ensure that the use of internet derived materials by pupils and staff complies with copyright law.

Pupils should be taught to be critical aware of the materials they are shown and how to validate information before accepting its accuracy.

If staff or pupils discover unsuitable sites, the URL, time and content must be reported to the IT manager and E-safety coordinator and recorded on CPOMs. This will be investigated and appropriate action taken, liaising with the broadband provider and, if necessary, reported to the appropriate authorities.

Internet and email use will be monitored regularly by the IT Manager as outlined in the **acceptable user agreement**.

Pupils must first seek permission from the adult in charge of the lesson or supporting adults involved before downloading any files from the internet.

## Social Media

At Buckton Vale we block/filter access to social networking sites unless a specific use is approved.

Through quality E-safety education children are taught about social media platforms and rules such as age restrictions for access, security/privacy and SMART rules.

Staff guidelines are clearly communicated and annual training provided as stated in the **acceptable user agreement**.

## Procedures for use of cameras, video equipment and webcams

Permission will be obtained from a pupil's parent or carer before photographs and video footage can be taken.

Permission will be obtained from staff and visitors before photographs or video footage can be taken.

All photographs and video footage will be saved into a secure area, accessible only to authorised members of staff. Any adult using their own camera, video recorder during a trip or visit must first gain permission from the IT Manager to use own equipment. **NB** mobiles phones with cameras must not be used by a member of staff in any circumstances.

Photographs and video footage stored will be deleted once the children/adults are no longer associated with the school.

## Photographs taken by parents/carers for personal use

The school will ensure that parents are aware of their responsibilities. This will be done by announcing before the event, to remind parents that, any photographs or video footage taken are for private use/retention only and are not for publication in any manner including personal websites or social networking site.

## Procedures to ensure safety of the Buckton Vale's Website

All content published to the Buckton Vale Primary School website will be carefully monitored and approved by the IT Manager to ensure suitability and compliance with policies and parental consents. This is subject to frequent checks to ensure that no material has been inadvertently uploaded, which might put pupils and staff at risk.

### Procedures for using mobile phones

Pupils are not permitted to carry or use mobile phones, smart phones or PDA's at any time during school hours. These must be handed into the school office on arrival and collected at the end of the day. Any device discovered will be kept by the Headteacher; she will then be responsible for its safety, return and resulting sanctions.

Staff are not permitted to use their phones during teaching time. Mobile phones must be kept on silent and always stored away from view during teaching hours.

### Procedures for using wireless games consoles/portable media players

The use of wireless games consoles/portable media players is not permitted at any time at Buckton Vale Primary School unless the activity is supervised by an authorised adult.

Staff may use portable media players only in an educational context e.g. when appropriate to a specific lesson such as music for a PE session or after school club during teaching time.

### Assessing risks and E-Safety complaints

As a school we will take all reasonable precautions to ensure that all users access only appropriate materials in an appropriate manner. However due to the international scale and linked nature of the internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. If such an event occurs opportunities are taken to use this as a teaching tool to show the dangers of the internet and how to deal with them in an appropriate manner.

All staff and children are made aware that the internet and device usage will be monitored regularly and can be traced to an individual user; action will be taken if inappropriate use is discovered.

Deliberate access to inappropriate material or misuse of school technology and equipment will be dealt with in line with the sanctions detailed below.

A laptop issued to staff or children remains the property of the school and users should therefore refer to the laptop agreement for use both in and out of school hours both at home and school.

Complaints of a child protection nature will be dealt with in accordance with the school child protection policy.

### Sanctions to be imposed if procedures are not followed

Any breach of this policy for pupils will result in sanctions most appropriate to the offence, these will include

- Immediate removal from the computer, internet, equipment being used.

- Letter sent home/parents informed
- Discussions with class teacher/headteacher, and possible suspension of school equipment for a period of time.

Any breach of this policy for staff/adults will result in sanctions most appropriate to the offence, these will include

- Immediate removal from the computer, internet, equipment being used.
- Discussions with Headteacher, and possible suspension of school equipment for a period of time.
- Disciplinary action and reporting to headteacher, chair of governors and/or to Tameside MBC internal auditing department.
- Details may be passed to police in more serious cases.
- Legal action will be taken in more extreme circumstances which may result in dismissal.

The procedures in this policy are subject to ongoing review and modification in order to keep up with advances in technology.

Signed (Headteacher) DBron Date 11/12/19

Signed (Chair of Governors) [Signature] Date 11/12/19