

# Kings' Forest Primary School

|   |  |
|---|--|
| <b>Policy</b>                           | <i>E-Safety</i>  |
| <b>Author/Person Responsible</b>        | <i>Head Teacher</i>  |
| <b>Date of Ratification</b>             | <i>May 2015</i>  |
| <b>Review Group</b>                     | <i>Curriculum &amp; Enrichment Committee</i>   |
| <b>Ratification Group</b>               | <i>Full Governing Body (FGB)</i>   |
| <b>Monitored By</b>                     | <i>Child Protection Governor</i>   |
| <b>Review Frequency</b>                 | <i>Annual</i><br><br><i>Subject to local education authority<br/>and/or national policy change</i> |
| <b>Review Date</b>                      | <i>May 2017</i>  |
| <b>Previous Review Amendments/Notes</b> | <i>Re-written using S Glos Template<br/>Spring 2012, May 2012</i>                                  |
| <b>Related Policies</b>                 | <i>Child Protection Policy, Anti-Bullying<br/>Policy, Good Behaviour Policy</i>                    |
| <b>Chair of Governors Signature</b>     |  |

# Equality Impact Assessment (EIA)

## Part 1: EIA Screening

|   |          |                         |          |
|---|----------|-------------------------|----------|
| <b>Policies, Procedures or Practices:</b> | E-safety | <b>DATE:</b>            | May 2015 |
| <b>EIA CARRIED OUT BY:</b>                | R Newman | <b>EIA APPROVED BY:</b> | R Newman |

### Groups that may be affected:

| Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)               | Existing or potential adverse impact | Existing or potential for a positive impact |
|---|--------------------------------------|---|
| <b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)                        |                                      | X   |
| <b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication) |                                      | X   |
| <b>Gender reassignment</b> (transsexual)  |                                      | X   |
| <b>Marriage and civil partnership</b>   |                                      | X   |
| <b>Pregnancy and maternity</b>  |                                      | N/A   |
| <b>Racial groups</b> (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)                               |                                      | X   |
| <b>Religion or belief</b> (practices of worship, religious or cultural observance, including non-belief)  |                                      | X   |
| <b>Sex</b> (male, female)   |                                      | X   |
| <b>Sexual orientation</b> (gay, lesbian, bisexual; actual or perceived)   |                                      | X   |

# E-Safety

The Internet and other technologies have the potential to offer many positive benefits to young people. As with everything, this is not without risk. We want young people to be able to fully exploit the benefits offered by ICT while doing so in a safe manner. Online messaging, social networking and mobile technology effectively mean that children can always be 'online'. Their social lives, and therefore their emotional development, are bound up in the use of these technologies.

In their latest e-safety guidance (September 2012) Ofsted states that the breadth of e-safety issues can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material
- contact: being subjected to harmful online interaction with other users
- conduct: personal online behaviour that increases the likelihood of, or causes, harm.

The purpose of this policy is to ensure that the school community are kept aware of the risks as well as the benefits of technology and how to manage these risks and keep themselves and others safe. It details the measures that the school have put in place to support this.

This policy applies to all members of the school community (including staff, students, volunteers, parents/carers, visitors and community users) who have access to and are users of school ICT systems. It applies to systems in school and out of school where activities have been set by the school or are using school online systems.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents such as cyber-bullying, which may take place out of school, but are linked to membership of the school. The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, inform parents / carers of known incidents of inappropriate e-safety behaviour that take place out of school.

- The Headteacher is responsible for ensuring the safety (including online safety) of members of the school community.
- The designated person for child protection [Headteacher and Deputy Headteacher] is trained in e-safety issues and is aware of the potential for serious child protection issues to arise from sharing of personal data, access to illegal / inappropriate materials, inappropriate online contact with adults / strangers, potential or actual incidents of grooming and cyber-bullying.
- Teachers and support staff must ensure that they are aware of e-safety issues, policy and practices and that they have understood and signed the Staff Acceptable Use Policy.
- Technical support - For all schools, the local authority provides technical guidance for e-safety issues, and the team are fully informed about the issues. The school monitors the work of external technical support staff and ensures that they are fully aware of this policy. The technical support provider [Apollo] is responsible for ensuring that school infrastructure is secure, and not open to misuse or attack. They ensure that the school meets the requirements of this policy. Users can only access the school's network through an enforced password protection policy, in which passwords are regularly changed. Technical support staff inform the SWGfL about any filtering issues.

Whilst regulation and technical solutions are important, their use must be balanced by educating learners to take a responsible approach. The education of students in e-safety is an essential part of our school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

- E-safety is embedded in all relevant areas of the curriculum including research in History/Geography, publishing in English, social skills in PSHE, data handling in maths and core skills in ICT.
- The Acceptable Use agreement is discussed with pupils in every class and all classes discuss their rules for e-safety which are displayed in classrooms.
- Reference is made to E-safety in the Home-School Agreement for all parties.
- Pupils are given age appropriate support to search safely and to evaluate the content that they access online. Processes are in place for dealing with any unsuitable material that is found in internet searches. Staff are vigilant in monitoring the content of the websites the young people visit and encourage students to use specific search terms to reduce the likelihood of coming across unsuitable material.
- Students are taught to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information. Students are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Teachers monitor ICT use during lessons.

### **Use of Digital and Video Images**

- Digital imaging technologies create significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students / pupils need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are reported incidents of employers carrying out internet searches for information about potential and existing employees. The school informs and educates users about these risks and implements policies to reduce the likelihood of the potential for harm. Staff and students follow the clear guidance in the acceptable use policy concerning the sharing, distribution and publication of images.
- Parents sign a consent form which allows photographs of their child to be used for publications, on twitter and on the web site. Photographs are carefully chosen and any published photographs or videos of pupils will not be used alongside full names.

### **Data Protection**

The school comply with the 1998 Data Protection Act which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant
- Accurate
- Kept no longer than necessary
- Processed in accordance with the data subject's rights
- Secure and only transferred to others with adequate protection

Staff ensure that they:

- Ensure the safe keeping of personal data, minimising the risk of its loss or misuse

- Use personal data only on secure password protected computers / devices, ensuring that they are properly logged off at the end of a session using personal data
- Transfer data using encryption and secure password protected devices / memory sticks
- Delete personal data from portable devices once they have finished with it

## Passwords

Passwords for staff are regularly changed. Passwords are managed by the technical support provider and any changes are logged.

## Filtering

Filtering is provided through SWGfL internet service. Ensuring that inappropriate resources are not Any changes to filtering are requested and managed through the South Gloucestershire IT helpdesk for all South Gloucestershire schools.

## Use of Personal Equipment in School

- Staff have use of school cameras and video recording devices so use of personal devices images and video is not necessary or allowed.
- Staff personal mobile phones should not be used to store contact details of parents and pupils. Should staff wish to contact parents whilst on school trips then they should phone the school office who will then communicate with parents/carers.

## Communications Technologies

A wide range of communications technologies have the potential to enhance learning. The official school email service is used for communications between staff, and with parents/carers and students, as it is regarded as safe and secure, provides an effective audit trail and is monitored.

The following table shows how the school allows communication technologies to be used.

|   | Staff & other adults |                          |                            |             | Students / Pupils |                          |                               |             |
|---|----------------------|--------------------------|----------------------------|-------------|-------------------|--------------------------|-------------------------------|-------------|
|   | Allowed              | Allowed at certain times | Allowed for selected staff | Not allowed | Allowed           | Allowed at certain times | Allowed with staff permission | Not allowed |
| Communication Technologies                                      |                      |                          |                            |             |                   |                          |                               |             |
| Mobile phones may be brought to school                          | X                    |                          |                            |             |                   |                          | X                             |             |
| Use of mobile phones in lessons                                 |                      |                          |                            | X           |                   |                          |                               | X           |
| Use of mobile phones in social time                             | X                    |                          |                            |             |                   |                          |                               | X           |
| Taking photos on mobile phones or other camera devices          |                      |                          |                            | X           |                   |                          |                               | X           |
| Use of personal gaming devices                                  |                      |                          |                            | X           |                   |                          |                               | X           |
| Use of personal email addresses in school, or on school network |                      |                          |                            | X           |                   |                          |                               | X           |

|   |   |  |   |   |   |   |   |   |
|---|---|--|---|---|---|---|---|---|
| Use of school email for personal emails                                   |   |  | X |   |   |   |   | X |
| Use of open chat rooms / facilities                                       |   |  | X |   |   |   |   | X |
| Use of school limited chat facilities                                     | X |  |   |   | X |   |   |   |
| Use of public instant messaging   |   |  |   | X |   |   |   | X |
| Use of instant messaging across the school community                      | X |  |   |   |   | X |   |   |
| Use of social networking sites  |   |  | X |   |   |   |   | X |
| Use of moderated social networking sites only across the school community |   |  |   | X |   |   |   | X |
| Use of blogs  | X |  |   |   |   |   | X |   |
| Use of moderated blogs only across the school community                   | X |  |   |   |   |   | X |   |

### Unsuitable/inappropriate activities.

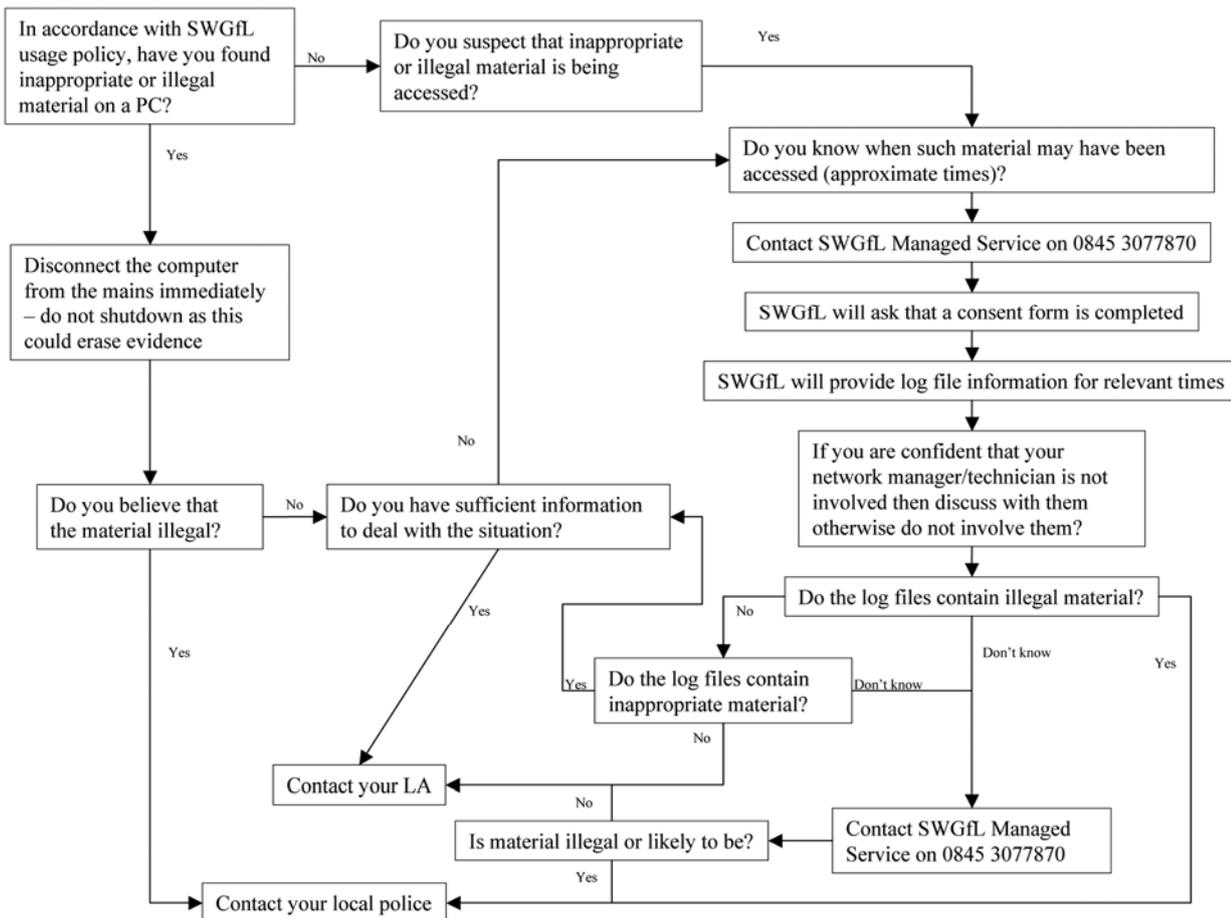
| User Actions   |   | Acceptable | Acceptable at certain times | Acceptable for nominated users | Unacceptable | Unacceptable and illegal |
|--|---|------------|-----------------------------|--------------------------------|--------------|--------------------------|
| Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to: | child sexual abuse images   |            |                             |                                |              | X                        |
|  | promotion or conduct of illegal acts, e.g. under child protection, obscenity, computer misuse and fraud legislation |            |                             |                                |              | X                        |
|  | adult material that potentially breaches the Obscene Publications Act in the UK                                     |            |                             |                                |              | X                        |
|  | criminally racist material in UK  |            |                             |                                |              | X                        |
|  | pornography   |            |                             |                                | X            |                          |
|  | promotion of any kind of discrimination   |            |                             |                                | X            |                          |
|  | promotion of racial or religious hatred   |            |                             |                                | X            |                          |
|  | threatening behaviour, including promotion of physical violence or mental harm                                      |            |                             |                                | X            |                          |
| any other information which may be offensive to colleagues, breaches the integrity of the ethos of the school or brings the school into disrepute                              |   |            |                             | X                              |              |                          |
| Using school systems to run a private business   |   |            |                             | X                              |              |                          |
| Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGfL and / or the school                                    |   |            |                             | X                              |              |                          |
| Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary                                      |   |            |                             | X                              |              |                          |

|  |  |   |   |   |  |
|--|--|---|---|---|--|
| licensing permissions  |  |   |   |   |  |
| Revealing or publicising confidential or proprietary information (e.g. financial / personal, databases, computer / network access codes and passwords)                             |  |   |   | X |  |
| Creating or propagating computer viruses or other harmful files  |  |   |   | X |  |
| Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet |  |   |   | X |  |
| On-line gaming (educational)   |  | X |   |   |  |
| On-line gaming (non educational)   |  |   |   | X |  |
| On-line gambling   |  |   |   | X |  |
| On-line shopping / commerce  |  |   | X |   |  |
| File sharing   |  |   |   | X |  |
| Recreational use of Social Networking during directed time (staff)   |  |   |   | X |  |
| Use of social networking sites apart from where sanctioned for specific educational use by Headteacher   |  |   |   | X |  |
| Use of video broadcasting e.g. Youtube   |  |   | X |   |  |

## Reporting and Dealing with Incidents

We expect all members of the school community to be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy take place, through careless, irresponsible or, very rarely, deliberate misuse. School-based online reporting processes are clearly in place and understood by the whole school.

- Pupils report any issue to their teacher or other adult
- Staff must immediately report any issue to the Headteacher and, in the case of possible child protection issues, to the Headteacher or Deputy Headteacher.
- Any issues that cannot be resolved by the teacher are escalated to involve the head teacher
- The Headteacher must report any issues to do with filtering to the local authority help desk. E-safety issues can also be escalated and should be reported to the South Gloucestershire Safeguarding team.
- If any misuse appears to involve illegal activity the SWGfL flow chart below is consulted and followed, in particular the sections on reporting the incident to the police and the preservation of evidence. Illegal activity would include:
  - child sexual abuse images
  - adult material which potentially breaches the Obscene Publications Act
  - criminally racist material
  - other criminal conduct, activity or materials



- If members of staff suspect that any misuse might have taken place it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. In such event the SWGfL “Procedure for Reviewing Internet Sites for Suspected Harassment and Distress” will be followed. This guidance recommends that more than one member of staff is involved in the investigation which should be carried out on a “clean” designated computer. The school is more likely to encounter incidents that involve inappropriate rather than illegal misuse.