

Lakeside Community Primary School

E-Safety

Date	Review Date	Responsible Persons	Nominated Governor
October 2017	October 2019	Safeguarding Leads- L Knibbs & M Peasgood Zoe Wingfield- Teacher in charge of ESafety G Evans – IT technician and Worm Purple IT support	E Parsons (Safeguarding Governor)

We believe this policy relates to the following legislation:

- Obscene Publications Act 1959
- Children Act 1989
- Computer Misuse Act 1990
- Education Act 1996
- Education Act 1997
- Police Act 1997
- Data Protection Act 1998
- Human Rights Act 1998
- Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE) ▪ Prevent Strategy (HM Gov)
- Teaching approaches that help build resilience to extremism among people (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

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We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

We believe all pupils and other members of the school community have an entitlement to safe Internet access at all times.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

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We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide pupils with quality Internet access as part of their learning experience across all curricular areas.
- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.
- To evaluate Internet information and to take care of their own safety and security.
- To raise educational standards and promote pupil achievement.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility of the Policy and Procedure

Role of the Governing Board

The Governing Body has:

- appointed a member of staff to be responsible for Safeguarding – which includes-Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- undertaken training in order to understand e-Safety issues and procedures;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure the safety and e-Safety of all members of the school community;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Governing Body, Designated Safeguarding Officer, IT support services and ESafety Lead Teacher in school to create a safe ICT learning environment by having in place:
 - an effective range of technological tools

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- clear roles and responsibilities
- safe procedures
- a comprehensive policy for pupils, staff and parents

- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- embed e-Safety in all aspects of the curriculum and other school activities;
- work closely with the link governor and Esafety lead, safeguarding lead and IT support;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
 - monitoring learning and teaching through observing lessons
 - monitoring planning and assessment
 - speaking with pupils, school personnel, parents and governors

- annually report to the Governing Body on the success and development of this policy.

Role of the Safeguarding Lead / ESafety Lead Teacher/ IT support services (Worm Purple & onsite technician)

The coordinator (along with the IT school support) will:

- be responsible for the day to day e-Safety issues;
- undertake an annual e-safety audit in order to establish compliance with LA guidance;
- ensure that all Internet users are kept up to date with new guidance and procedures;
- to ensure editorial rights are the responsibility of the Onsite IT technician to ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- undertake risk assessments in order to reduce Internet misuse;
- reports all e-Safety incidents to the Headteacher;
- ensure e-Safety is embedded in all aspects of the curriculum and other school activities;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;

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- ensure that everyone connected with the school is aware of this policy;
- undertake appropriate training;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training;
- before using any Internet resource in school must accept the terms of the 'Responsible Internet Use' statement;
- be responsible for promoting and supporting safe behaviours with pupils;
- promote e-Safety procedures such as showing pupils how to deal with inappropriate material;
- report any unsuitable website or material to the IT technician;
- will ensure that the use of Internet derived materials complies with copyright law;
- ensure e-Safety is embedded in all aspects of the curriculum and other school activities;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will be aware of this policy and will be taught to:

- be critically aware of the materials they read;
- validate information before accepting its accuracy;
- acknowledge the source of information used;
- use the Internet for research;
- respect copyright when using Internet material in their own work;
- report any offensive e-mail;
- report any unsuitable website or material to the IT technician or their teacher;
- know and understand the school policy on the use of:
 - mobile phones and other hand held devices.
- know and understand the school policy on the taking and use of photographic images and cyber bullying;

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- learn to take pride in their work;

Role of Parents/Carers

Parents/carers will:

- be aware of, support and comply with this policy;
- make their children aware of the e-Safety policy;
- be encouraged to take an active role in the life of the school by attending:
 - parents and open evenings
 - parent-teacher consultations
 - class assemblies
 - school concerts
 - fundraising and social events

Support the school in not posting any photographs of children in school/ or in an off site school performance (apart from their own) on social media/websites/internet.

Internet Filtering and Use

We have a contract with a reputed and national Internet provider to manage a secure and filtered Internet service which enables us to safely access and use the Internet and all email. The Internet filtering service will be regularly reviewed.

Access to the Internet is designed to protect pupils and school personnel by blocking the following content:

- adult content containing sexually explicit images
- violent content containing graphically violent images
- hate material content promoting violence or attack on individuals or institutions on the basis of religious, racial or gender grounds
- illegal drug taking content relating to the use or promotion of illegal drugs or the misuse or prescription drugs
- criminal content relating to the promotion of criminal and other activities
- gambling content relating to the use of online gambling websites
- non educational websites such as social networking sites

All users access the Internet in accordance with the School's Acceptable Internet Use & Agreement and will inform the Head of School or the Designate Safeguarding Lead if at any time they find they have accessed inappropriate Internet sites.

When inappropriate material has been accessed the Internet Service Provider will be contacted and if necessary the Police.

Password Security

All users are responsible for the security of any password protected access and will keep their ir username and password confidential, they must not allow other users to use this information to access the system. All breaches of security must be reported.

E-mail

Pupils must:

- only use approved e-mail accounts;
- report receiving any offensive e-mails;
- not divulge their or others personal details;
- not arrange to meet anyone via the e-mail;
- seek authorisation to send a formal e-mail to an external organisation ▪ not take part in sending chain letters

School Website

Contact details on the website will be:

- the school address
- e-mail address
- telephone number

The school website will not publish:

- staff or pupils contact details;
- pictures/video/work of any child that their parent/carers have specifically asked not to be published (forms are available to complete in the school office withdrawing consent to publish photos/video of their child via school website or Class dojo);

Social Networking and Personal Publishing

Pupils will not be allowed access:

- to social networking sites except those that are part of an educational network;;
- to newsgroups unless an identified need has been approved;

Inappropriate Material

- Any inappropriate websites or material found by pupils or school personnel will be reported to the IT technician/Safeguarding Lead who in turn will report to the Internet Service Provider.

Internet System Security

- New programs will be installed onto the network or stand alone machines by Local Authority technicians or IT Worm Purple;
- Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

Complaints of Internet Misuse

- The Head of School/SLT will deal with all complaints of Internet misuse by school personnel or pupils.
- Parents will be informed if their child has misused the Internet.
- Any complaints brought to the schools attention about inappropriate use of social media/internet usage outside of school by staff, pupils or parents will be dealt with by the Safeguarding Lead/Head of School or SLT member.

Raising Awareness of this Policy and Safe Internet Use

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- Schools Policy Schedule
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as Stars newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- Displays around school

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Related Polices – All Safeguarding related Policies – School Website.