

E-Safety Policy



We can and we will

GLEBE PRIMARY SCHOOL

E-Safety Policy

Mission Statement

At Glebe School, we believe in an ethos that values the whole child. We strive to enable all children to achieve their full potential academically, socially and emotionally.

Introduction

Computing and the use of digital devices 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. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment. Whilst exciting and beneficial all users need to be aware of the range of risks associated with the use of these technologies.

Computing and Information Communications Technology (ICT) covers a wide range of resources including web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of computing within our society. Currently the apps and software children and young people are using both inside and outside of the classroom include:

- Websites
- Podcasting
- Coding
- Gaming
- Mobile devices
- Video & Multimedia

At Glebe, we understand the responsibility to educate our pupils on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to be safe online.

Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors;
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology;
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

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Legislation and Guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#) <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>, and its advice for schools on:

- [Teaching online safety in schools](https://www.gov.uk/government/publications/teaching-online-safety-in-schools) <https://www.gov.uk/government/publications/teaching-online-safety-in-schools>
- [Preventing and tackling bullying](https://www.gov.uk/government/publications/preventing-and-tackling-bullying) <https://www.gov.uk/government/publications/preventing-and-tackling-bullying> and [cyber-bullying: advice for headteachers and school staff](#) <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>
- [Relationships and sex education](https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education) <https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>
- [Searching, screening and confiscation](https://www.gov.uk/government/publications/searching-screening-and-confiscation) <https://www.gov.uk/government/publications/searching-screening-and-confiscation>

It also refers to the Department's guidance on [protecting children from radicalisation](https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty). <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

It reflects existing legislation, including but not limited to the [Education Act 1996](https://www.legislation.gov.uk/ukpga/1996/56/contents) <https://www.legislation.gov.uk/ukpga/1996/56/contents> (as amended), the [Education and Inspections Act 2006](https://www.legislation.gov.uk/ukpga/2006/40/contents) <https://www.legislation.gov.uk/ukpga/2006/40/contents> and the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). <https://www.legislation.gov.uk/ukpga/2010/15/contents> In addition, it reflects the [Education Act 2011](http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted) <http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the national curriculum computing programmes of study.

Roles and Responsibilities

The Governing /body

The governing body has overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation.

The governing body will appoint a representative to co-ordinate annual meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the Designated Safeguarding Lead (DSL).

All governors will:

- Ensure that they have read and understand this policy;
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3).

The Headteacher

The Headteacher is responsible for ensuring that staff understand this policy and that it is being implemented consistently throughout the school.

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The Designated Safeguarding Lead

Details of the school's DSL (and safeguarding team) are set out in our child protection and safeguarding policy as well relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Ensuring that staff understand this policy and that it is being implemented consistently throughout the school;
- Working with the computing subject leader and other staff, as necessary, to address any online safety issues or incidents;
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy;
- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs);
- Liaising with other agencies and/or external services if necessary;
- Providing annual reports on online safety in school to the Headteacher and/or governing body.

This list is not intended to be exhaustive.

ICT Management (Provided by Inspire)

The ICT Manager (Inspire) is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material;
- Current filtering is provided through LGFL;
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly;
- Conducting a full security check and monitoring the school's ICT systems on a daily basis;
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files;
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy;

All Staff and Volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy;

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- Implementing this policy consistently;
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2);
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy.

This list is not intended to be exhaustive.

Parents

Parents are expected to:

- Notify a member of staff or the Headteacher of any concerns or queries regarding this policy;
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2).

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? - [UK Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues) <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues>
- Hot topics - [Childnet International](https://www.childnet.com/parents-and-carers/hot-topics) <https://www.childnet.com/parents-and-carers/hot-topics>
- Parent factsheet - [Childnet International](https://www.childnet.com/resources/parents-and-carers-resource-sheet) <https://www.childnet.com/resources/parents-and-carers-resource-sheet>

Visitors and Members of the Community

Visitors and members of the community, who use the school's ICT systems or internet, will be made aware of this policy, when relevant, and are expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 3).

Managing the School E-safety Messages

We endeavour to embed e-safety messages across the curriculum whenever the internet and/or related technologies are used. These messages will be appropriate to the age of the children being taught.

E-safety guidelines and the SMART rules will be prominently displayed around the school. As a school, each year, we also participate in e-safety activities during Safer Internet Day.

E-safety in the Curriculum

The school provides opportunities within a range of curriculum areas to teach about e-safety. Educating pupils on the dangers of technologies that may be encountered outside school is completed as part of the e-safety curriculum and informally when opportunities arise, for example as part of PSHE lesson or class circle time.

The teaching of E-safety focuses on helping children to recognise inappropriate content, conduct, contact and commercialism. The aim is to help children learn how to respond or react appropriately.

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Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues.

Pupils know how to seek advice or help if they experience problems when using the internet and related technologies; i.e. approaching a parent, carer, teacher, trusted staff member, or an organisation such as Childline.

Security, Data and Confidentiality

All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's e-safety Policy.

When accessing, amending and saving any data or information, relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations (GDPR) 2018. Please refer to our GDPR Policy for more Information.

Managing the Internet

All internet activity within school is monitored and filtered through LGFL.

Whenever any inappropriate use is detected, the DSL, or a member of the safeguarding team in her absence, must be notified.

The school maintains students will have supervised access to Internet resources (where reasonable) through the school's digital devices. If Internet research is set for homework, staff will remind students of their e-safety training. Parents are encouraged to support and supervise any further research.

Mobile Technologies

Personal Mobile Devices (including phones)

The school allows staff to bring in personal mobile phones and devices for their own use during designated times outside of the classroom. These are not to be used at any time whilst children are present. Any personal mobile devices do not have access to the internet via the schools WiFi network. The school is not responsible for the loss, damage or theft of any personal mobile device.

Year 6 children may bring mobile devices into school but during the school day they must be handed to class teachers who will store them securely.

Managing Email

The use of email within school is an essential means of communication for staff.

Pupils currently do not access individual email accounts within school.

Staff must use the school's approved email system for any school business.

Staff must inform a member of the Senior Leadership Team (SLT) if they receive an offensive or inappropriate e-mail.

Social Networking

The school does not permit the pupils to access their private accounts on social or gaming networks at any time during the school day.

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The school also strongly discourages children from using age inappropriate social networking outside of school. Should the staff be made aware of incidents or activities on these social networks, which has a direct effect on the children's behaviour or attitudes within school, then the school reserves the right to take action regarding their accounts. This may include discussions with parents, information letters or reporting the child's access to the respective organisations/companies.

Staff should be aware of

- Their online reputation and recognise that their online activity can be seen by others including parents, pupils and colleagues on social media;
- Ensuring that any use of social media is carried out in line with this policy and other relevant policies, i.e. those of the employer.

Please see the Staff Code of Conduct for more information.

Safe Use of Images

Creation of Videos and Photographs

With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.

All staff are aware of specific children (they have responsibility for) in school who do or do not have photograph permissions. If they do have permission, staff are aware of which platforms they can be used on.

Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes field trips. School's own mobile devices must be used in this case.

Publishing Pupil's Images and Work

All parents/guardians will be asked to give permission to use their child's work/photos in publicity materials or on the school website, twitter account or mobile app.

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue. Parents/carers may withdraw or amend permission, in writing, at any time.

Pupils' names will not be published alongside their image and vice versa on the school website, twitter account, mobile app or any other school based publicity materials.

Storage of Images

Images/ films of children are stored securely on the school server and / or teacher's individual school laptops.

Misuse, Infringements and Complaints

Complaints or concerns relating to e-safety should be made to the school staff who are the Computing Co-coordinators.

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Inappropriate material

All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the DSL or a member of the safeguarding team in her absence.

Deliberate access to inappropriate materials by any user will lead to the incident being logged, in the first instance, by Inspire and then forwarded to the e-safety coordinator. Depending on the seriousness of the offence; investigation may be carried out by the Headteacher or LA. Staff are aware that negligent use or deliberate misconduct could lead to disciplinary action.

Equal Opportunities

Pupils with Additional Needs

The school endeavors to deliver a consistent message to parents and pupils with regard to the school's e-safety rules.

Staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of e-safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of e-safety.

Internet activities are planned and well-managed for these children and young people.

Reviewed: June 2020

To be reviewed: June 2021

Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I click on a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- I will be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carers
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I do not follow the rules.

Signed (pupil):

Date:

Parent/carers agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carers):

Date:

Appendix 2: KS2, KS3 and KS4 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and that there will be consequences if I do not follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/governor/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material, which might upset, distress or harm them or others, and will do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):

Date:

Appendix 4: online safety training needs – self audit for staff

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member/volunteer:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

Appendix 5: online safety incident report log

ONLINE SAFETY INCIDENT LOG				
Date	Where the incident took place	Description of the incident	Action taken	Name and signature of staff member recording the incident