

# E-safety Policy 2009



**Acknowledgements:**

Mr Patrick Shaw, Hodge Hill Girls School

## **Mission Statement**

At New Hall Primary and Children's Centre we aim to foster self esteem, confidence and independence, where all flourish within a calm secure environment. It is a place where children are encouraged to aim high, develop a love of learning, think positively and develop the ability to reflect. We will aim to nurture these qualities from birth. Mutual respect is encouraged for each other and our surroundings. Diversity and inclusion is promoted. Through this shared vision we aim to recognise the values of every individual as well as an awareness of the role they play within the wider community.

## **Our Vision**

New Hall Primary and Children's Centre embraces the positive impact and educational benefits that can be achieved through appropriate use of the Internet and associated communications technologies. We are also aware that inappropriate or misguided use can expose both adults and young people to unacceptable risks and dangers. To that end, New Hall Primary and Children's Centre aims to provide a safe and secure environment which not only protects all people on the premises but also educates them on how to stay safe in the wider world.

## **Scope**

This policy and related documents apply at all times to fixed and mobile technologies owned and supplied by the school and to personal devices owned by adults and young people while on the school premises.

## **Related Documents:**

Acceptable Use Policy for Adults - 'I agree statement' every time network is logged onto

Acceptable Use Policy for Young People – Contact Forms

Data Security Policy/Freedom of Information Policy

Behaviour Policy

Anti-bullying Policy

Birmingham City Council Internet Use Policy, Internet Use Code of Practice and Email Use Policy (linked from [www.bgfl.org/esafety](http://www.bgfl.org/esafety)) 'Birmingham Inline'. They can be accessed through 'Workzone, Information Technology then Email Use or Internet Use'. ([Inline Workzone Link](#))

AUP's in context: Establishing safe and responsible behaviours

## **Publicising e-Safety**

Effective communication across the school community is key to achieving the school vision for safe and responsible citizens. To achieve this we will:

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- Make this policy, and other related documents, available on the school website at: <http://www.newhall.bham.sch.uk>
- Introduce this policy, and related documents, to all stakeholders at appropriate times. This will be whenever it is updated
- Post relevant e-Safety information in all areas where computers are used
- Provide e-Safety information through the school newsletter

## **Roles and Responsibilities**

The Head and Governors have ultimate responsibility for establishing safe practice and managing e-Safety issues at our school. The role of e-Safety Leader has been allocated to the Deputy Head Teacher, our designated senior person for child protection and a member of the senior management team. They are the central point of contact for all e-Safety issues and will be responsible for day to day management. The school has established an e-Safety committee that are responsible for policy review, risk assessment, and e-safety in the curriculum. The current members are: the Deputy Head Teacher, Amy Mylett and CC and ES Leader.

All members of the school community have certain core responsibilities within and outside the school environment. They should:

- Use technology responsibly
- Accept responsibility for their use of technology
- Model best practice when using technology
- Report any incidents to the e-Safety Leader using the school procedures
- Understand that network activity and online communications are monitored, including any personal and private communications made via the school network.
- Be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action

Additional roles and responsibilities are discussed in the Becta document - AUP's in context: Establishing safe and responsible behaviours and also available at <http://www.bgfl.org/esafety>. These will be communicated to the relevant groups at appropriate times.

## **Physical Environment / Security**

The school endeavours to provide a safe environment for the whole community and we review both physical and network security regularly and monitor who has access to the system consulting with the LA where appropriate.

- Anti-virus software is installed on all computers and updated regularly
- Central filtering is provided and managed by Link2ICT. All staff and students understand that if an inappropriate site is discovered it must be reported to the e-Safety Leader who will report it to the Link2ICT Service Desk to be blocked. All incidents will be recorded in the e-Safety log for audit purposes.
- Requests for changes to the filtering will be directed to the e-Safety Leader in the first instance who will forward these on to Link2ICT or liaise with the Head as appropriate. Change requests will be recorded in the e-Safety log for audit purposes

- The school uses Policy Central Enterprise on all school owned equipment to ensure compliance with the Acceptable Use Policies.
- Pupils use is monitored by the Deputy Head Teacher
- Staff use is monitored by the Head and the Deputy Head Teacher
- All staff are issued with their own username and password for network access. Visitors / Supply staff are issued with temporary ID's and the details recorded in the school office
- Key stage one and two pupils have their own username and password and understand that this must not be shared

### **Mobile / emerging technologies**

- Most teaching staff at the school are provided with a laptop for educational use and their own professional development. All staff understand that the Acceptable Use Policies apply to this equipment at all times.
- To ensure the security of the school systems, personal equipment is currently permitted to be connected to the school network. Staff are made aware that the school uses Policy Central Enterprise on all equipment used on site.
- Staff understand that they should use their own mobile phones sensibly and in line with school policy.
- Pupils understand that their mobile phones must be turned off during directed time and used in line with school policies at all other times.
- The Educations and Inspections Act 2006 grants the Head the legal power to confiscate mobile devices where there is reasonable suspicion of misuse and the Head will exercise this right at their discretion
- Pictures /video's of staff and pupils should not be taken on personal devices.
- New technologies are evaluated and risk assessed for their educational benefits before they are introduced to the school community

### **E-mail**

The school e-mail system is provided, filtered and monitored by Link2ICT / Netmedia education and is governed by Birmingham City Council E-mail Use Policy

- All staff are given a school e-mail address and understand that this must be used for all professional communication
- Keys stage one and two pupils are given a school e-mail address that can be used for class based activities
- Everyone in the school community understands that the e-mail system is monitored and should not be considered private communication
- Guidance is given to the school community around how e-mail should be structured when using school e-mail addresses
- Staff are allowed to access personal e-mail accounts on the school system outside directed time and understand that any messages sent using the school equipment should be in line with Birmingham City Council's e-mail policy. In addition, they also understand that these messages will be scanned by the monitoring software
- Pupils may be given the opportunity to check their own e-mail outside directed time and understand that any messages sent using the school equipment should

be in line with the e-mail policy. In addition, they also understand that these messages will be scanned by the monitoring software

- Everyone in the school community understands that any inappropriate e-mails must be reported to the class teacher / e-Safety Leader as soon as possible

### **Published content**

The Head takes responsibility for content published to the school web site but delegates general editorial responsibility to the Deputy Head Teacher. Class teachers and Key Stage Leaders are responsible for the editorial control of work published by their students.

- The school will hold the copyright for any material published on the school web site or will obtain permission from the copyright holder prior to publishing with appropriate attribution.
- The school encourages the use of e-mail to contact the school via the school office/staff e-mail addresses
- The school does not publish any contact details for the pupils
- The school encourages appropriate, educational use of other Web 2.0 technologies and where possible embeds these in the school web site or creates a school account on the site

### **Digital Media**

We respect the privacy of the school community and will obtain written permission from staff, parents, carers or pupils before any images or video are published or distributed outside the school.

- Photographs will be published in line with Becta guidance and not identify any individual pupil
- Students' full names will not be published outside the school environment
- Written permission will be obtained from parents or carers prior to pupils taking part in external video conferencing.
- Students understand that they must have their teachers permission to make or answer a video conference call
- Supervision of video conferencing will be appropriate to the age of the pupils

### **Social Networking and online communication**

The school is reviewing the use of social networking sites and online communication and currently does not allow access to Facebook, MSN, Myspace. Staff are strongly discouraged from accepting parents and pupils (past and present) as 'friends' on these sites.

Guidance is provided to the school community on how to use these sites safely and appropriately. This includes

- not publishing personal information
- not publishing information relating to the school community
- how to set appropriate privacy settings

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- how to report issues or inappropriate content

Unmoderated chat sites present an unacceptable level of risk and are blocked in school. Pupils are given age appropriate advice and guidance around the use of such sites.

### **Educational Use**

School staff model appropriate use of school resources including the internet.

- All activities using the internet, including homework and independent research topics, will be tested first to minimise the risk of exposure to inappropriate material
- Where appropriate, links to specific web sites will be provided instead of open searching for information
- Students will be taught how to conduct safe searches of the internet and this information will be made available to parents and carers
- Teachers will be responsible for their own classroom management when using ICT equipment and will remind pupils of the Acceptable Use Policies before any activity
- Staff and students will be expected to reference all third party resources that are used

### **E-safety training**

The school have completed a baseline assessment of current staff skills and have a program of continuing professional development in place that includes whole school inset, in school support, consultancy and course attendance.

- There is an induction process and mentor scheme available for new members of staff.
- Educational resources are reviewed by Subject Leaders and disseminated through curriculum meetings / staff meetings / training sessions
- E-Safety is embedded throughout the school curriculum and visited by each year group
- Pupils are taught how to validate the accuracy of information found on the internet
- Parents' sessions are available as and when appropriate to provide advice and guidance

### **Data Security / Data Protection**

Personal data will be recorded, processed, transferred and made available in line with the Data Protection Act 1998

Data is stored on the school systems and transferred in accordance with the Becta Data Security Guidelines. Means in which to encrypt data are regularly reviewed.

### **Wider Community**

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Third party users of school equipment will be advised of the policies, filtering and monitoring that is in place. They will be issued with appropriate usernames and password that will be recorded in the school office

## **Equal Opportunities**

It is the policy of the school that each child should be offered a genuine equality of opportunity to succeed at school. Therefore, all children and members of staff are encouraged to understand and respect the differing ethnic, cultural, class, gender, appearance, disability and religious backgrounds of other children. All teaching materials are monitored with a view to prejudice.

## **Responding to incidents**

Inappropriate use of the school resources will be dealt with in line with other school policies e.g. Behaviour, Anti-Bullying and Child Protection Policy.

- Any suspected illegal activity will be reported directly to the police. The Link2ICT Service Desk will also be informed to ensure that the Local Authority can provide appropriate support for the school
- Third party complaints, or from parents concerning activity that occurs outside the normal school day, should be referred directly to the Head
- Breaches of this policy by staff will be investigated by the Head Teacher. Action will be taken under Birmingham City Council's Disciplinary Policy where a breach of professional conduct is identified. Incidents will be fully investigated and appropriate records made on personal files with the ultimate sanction of summary dismissal reserved for the most serious of cases involving gross misconduct. All monitoring of staff use will be carried out by at least 2 senior members of staff.
- Student policy breaches relating to bullying, drugs misuse, abuse and suicide must be reported to the nominated DSPs and action taken inline with school anti-bullying and child protection policies. There may be occasions when the police must be involved.
- Serious breaches of this policy by students will be treated as any other serious breach of conduct inline with school Behaviour Policy. Referral to Leaders of Phases may be appropriate at this level. Leaders of Phases will also deal with email alerts generated by PCE for students. For all serious breaches, the incident will be fully investigated, and appropriate records made on personal files with the ultimate sanction of exclusion reserved for the most serious of cases.
- Minor student offences, such as being off-task visiting games or email websites will be handled by the teacher in situ by invoking the school behaviour policy.
- The Education and Inspections Act 2006 grants the Head the legal power to take action against incidents affecting the school that occur outside the normal school day and this right will be exercised where it is considered appropriate

Anna Jaremko (DSP and e-Safety Leader):

Implementation Date:

Review Date:

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