# Policy: E-Safety Policy

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| Created by: | KG |
| Approved By: | FG & SJG |
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# Contents



# Mission Statement

At Abbey School our aim is to teach to inspire, motivate and nurture the next generation of creative and critical thinkers. We work in partnership with parents and the community to achieve the highest standards in all our activities and to provide all with the overarching principles that guide our approach to online safety. Our main goal is to encourage our children to be resilient, respectful,

responsible independent learners, equipped for lifelong learning. We strive to ensure that the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices. Through stimulating, safe learning environments and excellent opportunities to succeed in and out of the classroom, we encourage children's progress and achievements.

## Our Core Values

RESPECT, RESPONSIBILITY, RESILIENCE

These 3 core values underpin the ethos of Abbey School. Our young pupils are encouraged to understand these values and how they develop, initially, at the micro level around themselves, their friendships, their families and our school. Later, our older pupils begin to understand how these self-same values affect our lives on the macro level, with all this means for their lives as they grow into adults and their environment of Devon, the United Kingdom, and also the planet in which we live. We ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

## Rationale

The purpose of this policy is to ensure that all staff, parents and children understand and agree the school's approach to e-safety and understand that the policy statement applies to us all, shaping a positive online culture at Abbey School. The policy relates to other policies including ICT curriculum, Internet Access, Bullying, Safeguarding & Child Protection, and Health & Safety. We believe that young people should never experience abuse of any kind. We recognise that they online world provides everyone with many opportunities; however it can also present risks and challenges. We work in partnership with children, young people, their parents, carers and other agencies to promote children's welfare and support them to be responsible in their approach to online safety and develop safe, long-term behaviours.

**Designated E-safety Co-ordinator Mrs Kirsten Gibbs (Class Teacher)**

## We seek to keep children safe

Keeping children safe is our priority. In line with 'Keeping children safe in education 2021', all school teaching staff will undergo relevant annual training in online safety through the National Online Safety website. We support and encourage children to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others. We support and encourage parents and carers to do what they can to keep their children safe online by informing them of online safety training that they can undertake through the National Online Safety website. We ensure that, where appropriate we share up to date advice for how to keep their children safe online through the Wake-Up Wednesday resources, provided by the National Online Safety website. An online safety agreement exists to keep children safe when in school.

## Teaching and Learning

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the Internet is a necessary tool for staff and students. It helps to prepare students for their on-going career and personal development needs. It is a requirement of the National Curriculum (NC) for ICT and is implied in other subjects.

# Internet use enhances learning

Internet access is provided by Think IT of Exeter and designed for pupils. This includes filtering appropriate to the content and age of pupils.

- Internet access is planned to enrich and extend learning activities.
- Access levels are reviewed to reflect the curriculum requirement.
- Pupils are given clear objectives for Internet use.
- Staff select sites which support the learning outcomes planned for pupils' age and maturity.
- Pupils are taught how to take responsibility for their own Internet access.

## Pupils are taught how to evaluate Internet content

- Pupils are taught ways to validate information before accepting that it is necessarily accurate.
- Pupils are taught to acknowledge the source of information, when using Internet material for their own use.
- Pupils are made aware that the writer of an e-mail or the author of a Web page might not be the person claimed.
- Pupils are encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable and/or affects their or someone else's mental wellbeing.
- Pupils are taught how to consider the effect of their online actions on others and know how to recognize and display respectful behaviour online and the importance of keeping personal informal private.

# Managing Internet Access

## Information System Security

School ICT system security is reviewed regularly.
Virus protection is updated regularly.
Security strategies are discussed regularly with ICT advisors.
User names, logins, email accounts and passwords are used effectively.

## E-mail

- Pupils do not use email in school.
- Pupils must tell an adult immediately if they receive offensive email.
- In emails, pupils are taught that they must not reveal their personal details, those of others or arrange to meet anyone without specific permission.
- Pupils are taught not to open suspicious incoming email or attachments.
- The forwarding of chain letters is not permitted.

# Published content and the school web site

- The website complies with the school's guidelines for publications.
- Pupils are taught to consider the audience and purpose for the work they publish on the school blog sites and ensure their work is of high quality.
- All material must be the author's own work or where permission to reproduce has been obtained, it is clearly marked with the copyright owner's name.
- The contact details on the website are for school admin only.

## Publishing pupils' images and work

- Photographs must not identify individual pupils. Group shots or pictures taken "over the shoulder" are used in preference to individual "passport" style images.
- Children's photographs are only allowed to go on the website once the child's parents have agreed by signing the appropriate part of the Registration Form and given consent to do so on the Pupil Consent Form.
- Children's photographs are not accompanied by names.
- Children's names are not accompanied by photographs.

- Children's work which contains photographs must not also contain the child's name.

# Social networking and personal publishing

Pupils will not be allowed to access public chat rooms without supervision.
New applications will be thoroughly examined and risk assessed before pupils are given access.

## Managing filtering

The school works in partnership with parents and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

Senior staff ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice. Weekly evidence of this is required to be logged.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.

## Managing video conferencing and webcam use

Video conferencing is always appropriately supervised.

## Managing emerging technologies

Mobile phones must not be used in school. The sending of abusive or inappropriate text messages is forbidden even from home use.
Smart phones and smart watches are not used by pupils. In exceptional circumstances, pupils' mobile phones will be stored in the school office if it is necessary for them to be present for pupil safety. Cameras in mobile phones and smart watches are not used by staff or pupils. Only school cameras are used by both staff and children for educational purposes. Pupils are taught the benefits of rationing their time online for a positive effect on their mental and physical well-being.

## Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the General Data Protection Regulation 2018.

Staff must not keep confidential information on removable devices such as USB devices unless suitably security protected. Emails containing documents with confidential information are securely shared using password protection.

# Policy Decisions

## Authorising Internet access

- All staff must read the school's "Computers, ICT and acceptable use policy" and the relevant section of the Staff Handbook before using any school ICT source.
- The school maintains a record of all staff and children who have access to the school's ICT systems.
- Pupils and parents are asked to sign a consent form regarding their child's internet use (see Acceptable Use Policy).
- Any person not directly employed by the school will be asked to read and sign the "Computers, ICT and acceptable use policy" before being allowed to access the internet from the school site.

## Assessing risks

The school takes all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. Neither the school nor Think IT can accept liability for any material accessed, or any consequences of Internet access. The school's e-safety policy and its implementation will be monitored and reviewed on a regular basis. The schools' approach to online safety will be reviewed annually, alongside an annual risk assessment that considers and reflects the risks our children face.

## Handling e-safety complaints

- Complaints of internet misuse must be referred to the ICT Co-ordinator, Miss Greinig.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with the school's child protection policy.
- Pupils and parents are informed of the complaints procedure.
- Pupils and parents are informed of the consequences for pupil misuse of the Internet (see Computers, ICT and acceptable use policy).

## Responding to online abuse

We will:

- support and training will be provided to all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.
- make sure that our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.
- Review the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

# Communications Policy

## Introducing the e-safety policy to pupils

- E-safety posters are posted in the computer suite so that all users can see them.
- Pupils are informed that network and Internet use is monitored and appropriately followed up.
- The children receive e-safety lessons and are constantly reminded of online safety.
- A pupil friendly e-safety policy is reviewed by school council on an annual basis and shared with their year groups.

## Staff and the e-safety policy

- All staff are trained regularly with all relevant online safety updates and receive a copy of the e-safety policy.
- Staff are informed that network and Internet traffic can be traced to an individual user.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.
- Mentors of trainee teachers and newly qualified teachers will be encouraged to use the UKCIS Online Safety Audit Tool to provide ongoing support, development and monitoring.

## Enlisting parents' and carers' support

Parents' and carers' attention is drawn to the school's E-safety Policy in newsletters and on the school website.

The school has links on its website to e-safety resources.