HANDCROSS PRIMARY SCHOOL

E-Safety Policy

Adopted from WSCC Model E-safety Policy for Schools V1.2 ICT in Schools 1 19/08/2014

Reviewed by Safeguarding Committee: June 2016

Renew date: June 2019

At Handcross School, every child is special

Aims for the School
- To make all children and staff feel safe, happy, respected, cared for and have a sense of belonging. To create a trusting atmosphere in which the spiritual life and personal qualities of the children will flourish and their growing confidence and independence nurtured.
- For there to be high expectations which inspire, motivate and challenge **every** child to learn in every aspect of a broad curriculum. For the children to learn how to think independently, develop their imaginations and have fun. For every day to be used to the full.
- To have good working relationships between all who work in the school and a strong partnership with the parents, other schools and the community.
- To create an in/outdoor environment which is attractive, lively, stimulating, informative and which supports the children's learning.
- For the learning to be based on our knowledge of *how* children learn, the preferences and interests expressed by the children themselves and from stimuli within the locality.
- For exciting and memorable lessons to be well planned and resourced, with plenty of rich, satisfying, enjoyable, multi-sensory experiences, and for lessons to be suitably differentiated to meet every individual need.
- For the good and relevant use of IT to be fully exploited.
- To set short, medium and long-term goals which challenge and stretch each individual, and for progress to be carefully tracked.
- For teachers to accurately assess individuals at every stage of the learning so that the resulting interventions have a direct *impact on the children's learning.*
- For the children to be able to talk about their progress towards their targets, and for their achievements to be celebrated.
- For the children to be prepared to lead a life within a diverse and constantly changing society, in which they will respect British values, adopt a healthy lifestyle, achieve economic well-being, and make a positive contribution.

September 2016

Introduction

Our aim in presenting an e-safety policy is to create a safe environment where we can both work and learn. This environment should be safe for both children and adults alike.
E-safety is not purely a technological issue, the responsibility for e-safety lies with all Staff.

Schools must therefore, firmly embed e-safety within all safeguarding policies and practices. This then makes that responsibility rest with of all those who work with children whether in a paid or unpaid capacity.
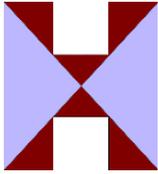
No one policy or technology can create the safe learning and working environment we need. Schools can work towards this by combining the following:

1. **Policies** and Guidance.
2. **Technology** Based Solutions
3. **Education** in terms of acceptable use and responsibility

Policies

The policies and guidance to help form safe environments to learn and work in include, but are not limited to:
- The school Acceptable Use of IT Policy for Staff (AUP)
- The school Internet Filtering Policy
- Photographic images of children Policy
- The staff Guidance for the Safer Use of the Internet
- West Sussex Information Security Guidance for Schools by Staff working with young people March 2015

These policies set the boundaries of acceptable use. Schools need to use these policies however in conjunction with other policies including, but not limited to:

- Child Protection Policy
- The Behaviour Management Policy
- The Anti Bullying Policy
- The Staff Handbook / Code of Conduct for Staff
- West Sussex Standards of Conduct
- Prevent Extremism and Radicalisation Policy

Technology

The technologies to help form a safe environment to learn and work include:
- Internet filtering – provided by EXA Networks, managed by JSPC.
- Antivirus Software – provided by ESET Antivirus and regularly updated and supplied by JSPC.

Education

The education of young people is key to them developing an informed confidence and resilience that they need in the digital world.

The National Curriculum programme for Computing in Key Stages 1 to 2 makes it mandatory for children to be taught how to use IT safely and securely. Together these measures form the basis of a combined learning strategy that can be supported by parents, carers, and the professionals who come into contact with children.

Educating children in the practice of acceptable use promotes responsible behaviour and builds resilience. Personal, Social and Health Education (PSHE) lessons can also provide an opportunity to explore potential risks, how to minimize these and to consider the impact of our behaviour on others.

We cannot realistically provide solutions to each and every potential issue arising in a rapidly changing world. As a result, young people must be able to transfer established skills and safe working practices to any new "e-activities" they encounter.
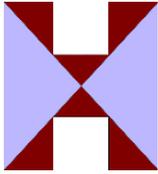
We recognise that it is equally important to ensure that the staff who care for children should have the right information to guide and support children whilst empowering them to keep themselves safe.

Email

Staff and pupils may only use approved WSGFL or handcross.w-sussex.sch.uk domain email accounts on the school network. Emails using this system are filtered using EXA Networks, managed by JSPC

All users must report immediately if they receive an offensive email. Incoming email should be treated as suspicious and attachments not opened unless the sender is known.

When using email, pupils are taught not to reveal personal details or those of others, or arrange to meet anyone without specific permission of a parent.

Staff or pupils personal contact information will not be shared or published. The contact details given should be that of the school office wherever possible. Work email addresses may be shared with parents at the class teacher's discretion to support home school partnership.

Social Networking

Pupil access to social networking sites is blocked. The school will seek to educate pupils in the safe use of social media and by demonstrating the safe and responsible use of Twitter for school achievements, successes and events.

Handcross Primary school does not advocate pupils having social media accounts and is committed to promoting the safe and responsible use of the internet. Whilst children cannot access social media sites at school, parents must be aware that they could have access to them on computers or other mobile technology at home. Pupils, parents and staff will be advised that the use of social networks outside of school can bring a range of dangers if used irresponsibly.

Video Conferencing and Webcam Use

Pupils will always be supervised when utilising video conferencing and webcam facilities.

Emerging Technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Staff must adhere to West Sussex Guidance for the Safer Use of the Internet By Staff Working With Young People which outlines the risks of using new technology such as smart phones and cloud based services.

Authorised Access

Before using the school network, internet and IT resources, all staff must;

•   Read all policies and guidance referred to through this over aching e-Safety policy
•   Sign the Handcross Primary School 'Agreement Form for Acceptable Use of IT Policy for Staff'

All pupils must;

•   Have parental permission by the school receiving a signed 'Acceptable Use Policy of IT Policy for Staff'

Any person not directly employed by the school will be asked to sign a 'Acceptable Use Policy of IT Policy for Pupils' before being allowed to access the internet from the school site.

JSPC will maintain a record of all staff and pupils who are granted access to the school network, internet and IT resources.

Monitoring and Reviewing

All staff, governors, parents/carers and members of the Handcross Primary School community will be made aware of this policy. The Headteacher will monitor the implementation of this policy and take appropriate steps to ensure that it is operating effectively.

All Staff and Governors at Handcross Primary have a responsibility to continually monitor e-safety.