



E Safety Policy

Alyson Frost

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Reviewed by:	Alyson Frost	Date:	April 2023
Ratified by:	Full Governors	Review date:	March 2025

‘Let all that you do be done in love’

1 Corinthians 16:14

Nurturing individuals to be the best they can be in an inclusive environment where they feel valued, respected and know they belong.

Technology is a fundamental part of our everyday lives. It impacts upon the way we work, teach, learn and play. At Great Milton CE Primary School we recognise that using technology can be exciting, innovative and fun, but that it can also expose us to risks and dangers, some of these are noted below:

- Access to illegal, harmful or inappropriate images and content;
- Access to videos and games that are unsuitable or inappropriate to age;
- Unauthorised access to personal information;
- Contact/communication with strangers;
- Inappropriate contact/communication with people who are not whom they portray to be.
 - Sharing of personal images without the knowledge or permission of an individual;
 - Illegal downloading of music or video files;
 - Plagiarism and copyright infringement;
 - An inability to evaluate the quality, accuracy and relevance of information on the Internet;
 - Excessive use which impacts on social and emotional development and learning.

At Great Milton CE Primary School we believe it is very important to give E-Safety a high

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profile and to ensure that anyone that uses any of our technology systems, remain safe and in control.

This policy applies to all members of the school community (including staff, pupils, volunteers, parents/carers, visitors, community users) who have access to or are users of school ICT systems, both in and out of school.

E-Safety is explicitly taught throughout both Key Stages using differentiated and engaging sequences of lessons; we regularly use Think U Know resources, CEOPS and Oxfordshire approved websites which can be accessed at home also and has some useful tips for parents.

We have assemblies throughout the year that have an E-Safety focus and display E safety work from our lessons around the school. Our E-Safety and Acceptable Use Policies are robust, regularly reviewed and updated.

At our school our aims are that:

- ICT be presented as a creative and fascinating process in which children are encouraged to use their own initiative, imagination, reasoning and investigative
- Children appreciate the relevance of ICT in our society and that they see it as an essential tool for learning, communication, finding information and for controlling and understanding their environment;
- An ICT scheme is followed to ensure continuity and progression.
- Children receive equal opportunity to develop their ICT capability, with the use of ICT being planned for in line with its status as a core National Curriculum subject;
- Differentiation is planned for in each area of the ICT curriculum so that children achieve to the best of their ability;
- Children learn to work individually and collaboratively;
- Children have a heightened interest and awareness of ICT through the regular display of their ICT enhanced work in the classrooms and around the school, and the positive attitude of staff towards the use of ICT.

We aim to help every pupil and adult to:

- Feel safe and confident when using e-resources;
- Know who to speak to if they feel unsafe or threatened;
- Know how to report anything that causes concern when using e-resources;
- Know the importance of keeping personal information private;
- Know what to do to make their accounts safe and secure;
- Know how to block and delete accounts, messages and people;
- Show respect and be polite when communicating with others using e-resources;

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- Be aware of how to use the Internet correctly, to respect copyright and know how to verify information for accuracy;
- Ensure they only access sites appropriate for use in school and that are age and content appropriate;
- Be clear about what is acceptable and unacceptable behaviour when using e-resources.

ROLES AND RESPONSIBILITIES

All the adults involved in the life of our school; whether governors, teaching staff, support staff, technicians, have responsibilities relating to e-safety. Our pupils also have to take responsibility for times when they are using technology.

Our governors are responsible for the approval of this policy and for reviewing its effectiveness. The Headteacher is responsible for ensuring the safety, including e-safety, of the members of the school community, though the day-to-day responsibility for e safety is delegated to the E-Safety Co-ordinator, which in this case is Alyson Frost, Headteacher as the role overlaps with DSL.

The Headteacher and Senior Leadership Team are responsible for ensuring all staff and the ESafety Co-ordinator receive current and appropriate e-safety training. The Headteacher and Senior Leadership Team are to ensure they know the current procedures that need to be followed when a serious allegation has been made by a child or one that is in regards to a member of staff. E-Safety Co-ordinator Our E-Safety Co-ordinator is responsible for the day-to-day management of e-safety issues and has a leading role in establishing and reviewing the school e-safety policies/documents.

The ESafety Co-ordinator is also responsible for:

- Ensuring that of all staff are aware of procedures to be followed in the event of an e-
- Providing training and advice to staff;
- Liasing with the SLT to receive reports of e-safety incidents and creating e-safety logs of incidents to inform future e-safety developments.
 - Attending governor meetings as required to discuss current issues.

Seeking and receiving appropriate training and support to fulfil the role effectively; We currently have a technician supplied by "Turn it On" for one afternoon per fortnight.

The ICT Technician is responsible for ensuring that:

- The school's ICT infrastructure is secure and not open to misuse or malicious attack;
 - Users may only access the school's networks through a properly enforced password policy, in which passwords are changed regularly;

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- Short comings in the infrastructure are reported to the Headteacher.

Teaching and support staff are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of the current school e-safety policy and practices.
- They have read, understood and signed the school's Acceptable Use Policy, (AUP) and that they abide by this policy;
- They report any misuse or problems to the E-Safety Co-ordinator/Headteacher
- Any digital communications with pupils such as e-mail should be strictly professional and only carried out using school systems;
- E-safety issues are embedded in the curriculum and other school activities;
- Pupils read, understand and follow the Acceptable Use Policy and are aware of the Esafety
- They are aware of e-safety issues related to the use of mobile phones, cameras and other

They should be aware that serious child protection issues could occur due to:

- Cyber-Sharing of personal data;
- Inappropriate online conduct with adults/strangers;
- Potential or actual incidents of grooming.

Pupils at Great Milton C of E Primary School are responsible for:

- Understanding the importance of reporting abuse, misuse or access to inappropriate online
- Knowing how to report incidents of online abuse, misuse, inappropriate content or anything that makes them feel uncomfortable or threatened whilst using e-resources;
- Knowing the school policy on mobile phones, cameras and other hand held devices and to recognise that these can be used for cyber-bullying;
- Understanding that the e-safety policy also covers their actions outside school, if related to their membership of the school.

Parents and Carers have the responsibility to:

- Ensure their children use e-resources safely and do not abuse these technologies;
- Abide by the school's policy with regards to using mobile phones, cameras and other hand held devices when attending school events or helping on school visits;
- Be aware of and agree to the school's E Safety and Acceptable Use Policy.

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E Safety Education

At Great Milton CE Primary school we encourage our pupils to use technology throughout the curriculum and recognise how most of our pupils have access to a range of technologies outside of school. The use of technology must be balanced by educating our pupils to take a responsible approach.

We therefore see the education of our pupils in e-safety as an essential part of their education and of our e-safety provision.

We believe that children need the help and support of the school to recognise and avoid e-safety risks. It is particularly important for helping our pupils to stay safe when out of school where technical support and filtering may not be available.

- All pupils will receive planned e-safety lessons through Computing/PSHE and other lessons.

These lessons will be regularly revisited and revised to suit new technologies in and out of

- Key resources we will use when teaching e-safety will from CEOP's Think U Know website. <https://www.thinkuknow.co.uk/professionals/resources/>

(Hectors World and Lee and Kim at EYFS/KS1 and Band Runner or Play Like Share at KS2)

- E-safety messages will be reinforced through assemblies, e-safety week and through informal discussions when the opportunity arises.
- Pupils will be shown how to question the validity of the information they find online.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the Internet.
- In lessons where Internet use is pre-planned, it is best practise that pupils should be guided to sites checked as suitable.
- When pupils are allowed to search the Internet freely, e.g. using search engines, staff must be vigilant in monitoring the websites the children visit.
- All staff will receive regular training for e-safety.
 - New staff and volunteers will receive e-safety training as part of their Safeguarding Induction to ensure they are fully aware of and understand our school e-safety policy and the Acceptable Use Policies.
- The E-Safety Co-ordinator will attend e-safety update training as required and will report back to staff any new issues they need to be aware of.

TECHNICAL INFORMATION

Great Milton C of E Primary school receives a filtered broadband service which includes a web filtering service. The service is intended to stop users from accessing any material that would be regarded as inappropriate or illegal.

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Up to date virus protection is installed on all computers and networks by the ICT technician. All personal data will be stored accordingly to the latest personal data legislation. Staff must use personal data on secure password protected machines, ensuring that they 'log off' at the end of any session. Any personal data that is stored on a USB device, portable hard drive, also needs to be password protected and encrypted.

E-safety agreement form: parents

Internet and ICT: As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my daughter / son access to:

the Internet at school

the school's chosen email system

the school's online managed learning environment

ICT facilities and equipment at the school.

- I accept that ultimately the school cannot be held responsible for the nature and content

of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

- I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

The use of digital images and video Use of digital images, photography and video:

- I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.
- I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.
- I will not take and then share online, photographs of other children (or staff) at school events without permission.
- I understand the school has a clear policy on "The use of digital images and video" and I support this.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your child.

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We follow the following rules for any external use of digital images:

- If the pupil is named, we avoid using their photograph.
- If their photograph is used, we avoid naming the pupil.
- Where showcasing examples of pupils work we only use their first names, not their surnames
- If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end.
- Only images of pupils in suitable dress are used.
- Staffs are not allowed to take photographs or videos on their personal equipment.

Social networking and media sites:

- I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.
- I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.
- I will support the school by promoting safe use of the Internet and digital technology at home.
- I will inform the school if I have any concerns.

My child's/ren's name(s): _____

Parent / guardian signature: _____

Date: __/__/__

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Great Milton C of E Primary School Pupil Digital Rights

We believe that rules and sanctions do not help us become safe users of technology. We agree to abide by our Digital Rights Charter to ensure we have a positive and safe experience online:

- I have the right to enjoy the internet and all the informative, fun and safe things it has to offer within school boundaries and rules.
- I have a right to keep information about myself private. I only have to tell people what I really want them to know in conversation and profiles.
- I have a right to explore the internet but I know that I cannot trust everything that I see or read on the internet and will be discerning in how I use this information.
- I have a right to know who I am talking to on the internet; I don't have to talk to someone if I don't want to.
- I will remember not everyone is who they say they are on the internet. I have a right to tell someone I trust if I think anyone is suspicious.
- I have the right to not be videoed or photographed by anyone using cameras, web cams or mobile phones without my permission and for those to not be shared without my permission.
- I have a right not to be bullied or intimidated by others through technology and I have the right to report this if this happens.
- I have the right to not be judged by others when I report something that makes me feel uncomfortable or violates my privacy.
- If I accidentally see something I shouldn't, I have the right to tell someone and not to feel guilty or judged about it.
- We are all responsible for treating everyone on line with respect. You should not use behaviour or language that would be offensive or upsetting to somebody
- I have read and understand these rights and agree to follow them when using technology in my education.

Signed by child: _____

Name of child: _____