eSafety Policy

Introduction
New technologies have become integral to the lives of children and young people in today's society, both within and out of their school lives. It forms a key part of both their learning and their social lives, particularly since the developments in mobile technologies such as Smart Phones.

The internet and other digital information technologies are powerful tools. Recent developments in internet technology have seen a drive towards creation, communication and contribution, where 'social networking' and 'collaborative environments' are common place. Electronic communication helps adults and young people learn from each other.

Values
Lacewood Primary School considers that the use of such technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and Young people should have an entitlement to safe internet access at all times.

Organisation
The requirement to ensure that children and young people are able to use the internet and related communication technologies appropriately and safely is addressed as part of the wider duty of care to which all who work with them are bound. Lacewood Primary School will be responsible for ensuring that the technical infrastructure / network is as safe and secure as possible, and that policies and procedures approved within this policy are implemented. It will also ensure that the relevant people named in the sections below will be effective in carrying out their eSafety responsibilities.

- All users will be provided with a username and complex password. Users will be required to change their password every 30 days.
- Users will be responsible for the security of their username and password in accordance with the Information Security and Computer Usage Policy, and the eBehaviour agreements (NB as appropriate to their setting, i.e. provision for SEN children and children with disabilities).
- The establishment has in place a filtering mechanism and associated policy to block and prevent identified harmful and inappropriate websites. The list is monitored and updated on a regular basis by the school's ICT service provider in line with best practice such as provided by the Internet Watch Foundation.

Roles and responsibilities
The Governing Body
The Governing Body is responsible for the approval of the eSafety policy and for reviewing its effectiveness on an annual basis or as significant changes dictate. The school has an identified eSafety Governor whose role will be to review the effectiveness of the eSafety policy and report to the Governing Body so that the Governing Body may meet its statutory responsibilities.

Headteacher
The Headteacher is responsible for ensuring the Governing Body has the information required to meet its statutory responsibilities to approve and review the effectiveness of the eSafety policy, including reporting eSafety incidents to the Governing Body in accordance with safety protocols.

eSafety Co-ordinator

The eSafety Co-ordinator is responsible for the review of the eSafety policy and its relevant guidance and protocols on an annual basis or as significant changes dictate. They will work with the eSafety Governor to review the effectiveness of the eSafety policy and protocols and report to the Governing Body as appropriate. They will also support parents/carers and children with eSafety and provide communication and training as appropriate. The role of eSafety Co-ordinator falls within the remit of the ICT Co-ordinator.

Parents / Carers

The parent/carer of every child attending Lacewood Primary School must sign the eBehavior Agreement before their child is allowed to access the internet using Lacewood Primary School equipment. Staff, including the eSafety Co-ordinator will support parents/carers in understanding the importance of eSafety through written communication and training. It is the role of the parent/carer to ensure their child understands the eBehavior Agreement and the importance of remaining safe online.

Children and Young People

Each child must have a signed eBehavior Agreement before they may access the internet using Lacewood Primary School equipment. Children will made aware of eSafety protocols as soon as they enter the school and will be supported by staff and parent/carers to ensure they understand the procedures they must follow if they feel unsafe.

Incident Management Process

Lacewood Primary School has adopted the incident management process outlined within the eSafety protocols defined by the BMBC and these form the eSafety portfolio. It is important that this portfolio is made available to all people within the establishment who may at any point come in contact with a child or young person. The school will ensure this is available for staff to access on the shared area of the computer network and as a paper copy in the staffroom. The induction process will outline the eSafety policy and protocols and identify where new starters and/or students may access the eSafety portfolio.

Appendices

This eSafety Policy should be read in conjunction with the following documents, which form the 'e-safety portfolio':

- BMBC Information Security and Computer Usage Policy
- BMBC Information Security and Computer Usage Protocols
- eBehaviour Agreement Guidance
- eSafety Policy
- Self Review Tool
- Social networking guidance

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Next review due March 2016