



E-SAFETY POLICY

Our Vision

St Michael's 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, St George's 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 Academy and to personal devices owned by adults and young people while on the Academy premises.

Related Documents:

Social Media Policy for staff (incorporating Staff Code of Conduct)

Data Protection Policy

Birmingham City Council Internet Use Policy, Internet Use Code of Practice and Email Use Policy (linked from www.bgfl.org/esafety)

Policy Owners: E Grice (Headteacher) and J Sullvarna-Hall (Deputy Headteacher)

Publicising E-Safety

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

- Introduce this policy, and related documents, to all stakeholders at appropriate times. This will be at least once a year or whenever it is updated
- Post relevant e-Safety information and rules in all areas where computers are used
- Provide e-Safety information at parents evenings and through the Academy newsletter

Roles and Responsibilities

The Headteacher and Governors have ultimate responsibility for establishing safe practice and managing e-Safety issues at our Academy. All members of the Academy community have certain core responsibilities within and outside the Academy 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 coordinator using the Academy procedures
- Understand that network activity and online communications are monitored, including any personal and private communications made via the Academy network.
- Be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action
- Read and sign the appropriate Staff Code of Conduct (found as an Appendix to Social Media Policy)

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 Academy 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
 - Academy ICT systems capacity and security will be reviewed regularly and improved as deemed appropriate
 - The Academy Internet access will be designed expressly for pupil use and will include where possible, filtering appropriate to the age of pupils.
 - Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
 - Requests for changes to the filtering will be directed to the e-Safety coordinator in the first instance who will then forward these on to the provider or liaise with the Head as appropriate. Change requests will be recorded in the e-Safety log for audit purposes
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- ✓ Pupils use is monitored by Staff
 - ✓ Staff use is monitored by the Headteacher

- All staff members 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 Academy office
- The Academy will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

Mobile / emerging technologies

- To ensure the security of the Academy systems, personal equipment is currently not permitted to be connected to the Academy network.
- Staff members understand that they should use their own mobile phones sensibly and in line with Social Media Policy.
- Pupils understand that their mobile phones must be handed in to the Academy office at the beginning of the Academy day as they are not to be used during lessons or formal Academy time. The sending of abusive or inappropriate text messaging is forbidden.
- 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 / videos 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 Academy community

E-mail

The Academy 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 an Academy e-mail address and understand that this must be used for all professional communication
- Everyone in the Academy community understands that the e-mail system is monitored and should not be considered private communication
- Guidance is given to the Academy community around how e-mail should be structured when using Academy e-mail addresses (see Social Media Policy).
- Staff are allowed to access personal e-mail accounts on the Academy system outside directed time and understand that any messages sent using the Academy 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 Academy community understands that any inappropriate e-mails must be reported to the class teacher / e-Safety co-ordinator as soon as possible
- Pupils are aware they must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- The forwarding of chain letters is not permitted.

Published content

The Head takes responsibility for content published to the Academy web site. Class teachers and Key Stage co-ordinators are responsible for the editorial control of work published by their students.

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

Digital Media

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

- Photographs will be published in line with Becta guidance and not identify any individual pupil
- Students' full names will not be published outside the Academy environment
- Written permission from parents or carers will be obtained before photographs of pupils are published on the Academy Web site.
- Pupil's work can only be published with the permission of the pupil and parents.
- 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 Academy is reviewing the use of social networking sites and online communication and currently does not allow access

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

Educational Use

The Internet is an essential element in 21st century life for education, business and social interaction. The Academy has a duty to provide students with quality Internet access as part of their learning experience.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Academy staff model appropriate use of Academy 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
- The Academy will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Staff and students will be expected to reference all third party resources that are used
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form.

E-safety training

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

- There is an induction process and mentor scheme available for new members of staff.
- Educational resources are reviewed by *staff* and disseminated through curriculum meetings / staff meetings / training sessions
- E-Safety is embedded throughout the Academy 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 on at least a termly basis to provide appropriate 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 Academy systems and transferred in accordance with the Becta Data Security Guidelines

Members of staff will only use Academy approved password protected USB pens to store data.

Members of staff will only use Academy computers for work never personal computers.

Wider Community

Third party users of Academy 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 Academy office

Responding to incidents

Inappropriate use of the Academy resources will be dealt with in line with other Academy policies e.g. Child Protection Policy.

- Third party complaints, or from parents concerning activity that occurs outside the normal Academy 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.
- Complaints of a child protection nature must be dealt with in accordance with Academy child protection procedures.
- Student policy breaches relating to bullying, drugs misuse, abuse and suicide must be reported to the nominated child protection representative and action taken in line with Academy antibullying 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 in line with Academy Behaviour Policy. 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 offenses, such as being off-task visiting games or email websites will be handled by the teacher in situ by invoking the Academy behaviour policy.
- The Education and Inspections Act 2006 grants the Head the legal power to take action against incidents affecting the Academy that occur outside the normal Academy day and this right will be exercised where it is considered appropriate.
- Pupils and parents will be informed of the complaints procedure.