St. John the Baptist

Catholic Primary School

A Voluntary Academy

E-Safety Policy

Prepared by: Tom Ferguson

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Approved by Academy Council on:

MISSION STATEMENT

St. John the Baptist Catholic Primary School is rooted in the local Catholic community with which it shares beliefs and values.

Christ is the way, the truth and the life.

Our school is a welcoming Christ-centred community,
committed to the development of faith and worship.
Our mission is to provide a loving and stimulating environment,
where all are inspired and empowered to achieve their true potential as unique and valued individuals.
Our children will be encouraged to develop an awareness and respect of others as well as themselves,
as we all journey through life with Christ.

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1. INTRODUCTION

The main aims of our e-safety police are:

To set out the key principles expected of all members of the school community at St John the Baptist Catholic Primary School with respect to the use of ICT-based technologies.

To safeguard and protect the children and staff of St John the Baptist Catholic primary School.

To assist school staff working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice.

To set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational use.

To ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.

To minimise the risk of misplaced or malicious allegations made against adults who work with pupils.

2. SCOPE

This policy applies to the whole school community including the Senior Leadership Team, academy council, all staff employed directly or indirectly by the school and all pupils.

The senior leadership team and academy council will ensure that any relevant or new legislation that may impact upon the provision for e-Safety within school will be reflected within this policy.

The Education and Inspections Act 2006 empowers head teachers, to such extent as is reasonable, to regulate the behaviour of students or pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

This is pertinent to incidents of cyberbullying, or other e-Safety related incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will clearly detail its management of incidents within this policy, associated behaviour and anti-bullying policies and will, where known, inform parents and carers of incidents of inappropriate e-Safety behaviour that takes place out of school.

3. REVIEW/OWNERSHIP

The school has appointed an e-Safety coordinator who will be responsible for document ownership, review and updates.

The e-Safety policy has been written by the school e-Safety Coordinator and is current and appropriate for its intended audience and purpose.

The school e-Safety policy has been agreed by the senior leadership team and approved by governors.

The e-Safety policy will be reviewed annually.

The School has appointed a member of the governing body to take lead responsibility for e-Safety.

All amendments to the school e-Safety policy will be shared with all members of teaching staff.

4. COMMUNICATION POLICY

We believe that e-Safety is the responsibility of the whole school community, and everyone has a responsibility to ensure that all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. The following responsibilities demonstrate how each member of the community will contribute.

In consultation with other members of the school community, the e-Safety coordinator and the senior leadership team should set out the responsibilities for each group involved in e-Safety in the school:

- The Senior Leadership Team
- The e-Safety Coordinator
- Teachers and support staff
- Technical staff
- Pupils
- Parents and carers
- Academy Council
- Designated Safeguarding staff
- External groups

The next section outlines the roles and responsibilities for e-Safety of individuals and groups within

the school. In smaller schools, some of the roles described below may be combined, though schools will need to ensure that there is sufficient separation of responsibility for objectivity should this be the case.

5. ROLES & RESPONSIBILITIES

Senior Leadership Team

- The headteacher is ultimately responsible for e-Safety provision for all members of the school community, though the day-to-day responsibility for e-Safety will be delegated to the e-Safety coordinator.

- The headteacher and senior leadership team are responsible for ensuring that the e-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues when necessary.

- The headteacher and senior leadership team will ensure that there is a mechanism in place to allow for monitoring and support of those in school who carry out the internal e-Safety monitoring role. This provision provides a safety net and also supports those colleagues who take on important monitoring roles.

- The headteacher and senior leadership team should ensure that they are aware of procedures to be followed in the event of a serious e-Safety incident.

Responsibilities of the e-Safety Coordinator

- To promote an awareness and commitment to e-Safety throughout the school
- To be the first point of contact in school on all e-Safety matters
- To take day-to-day responsibility for e-Safety within school and to have a leading role in establishing and reviewing the school e-Safety policies and procedures
- To communicate regularly with school technical staff
- To communicate regularly with the headteacher
- To create and maintain e-Safety policies and procedures
- To develop an understanding of current e-Safety issues, guidance and appropriate legislation
- To ensure that all members of staff receive an appropriate level of training in e-Safety issues
- To ensure that e-Safety education is embedded across the curriculum
- To ensure that e-Safety is promoted to parents and carers
- To monitor and report on e-Safety issues to the e-Safety group and the senior leadership team as appropriate

- To ensure that all staff are aware of the procedures that need to be followed in the event of an e-Safety incident
- To ensure that an e-Safety incident log is kept up to date

Responsibilities of teachers and support staff

- To read, understand and help promote the school's e-Safety policies and guidance
- To read, understand and adhere to the school staff Acceptable Use Policy
- To report any suspected misuse or problem to the e-Safety coordinator
- To develop and maintain an awareness of current e-Safety issues and guidance
- To model safe and responsible behaviours in their own use of technology
- To ensure that any digital communications with pupils should be on a professional level and only through school based systems, **NEVER** through personal mechanisms, e.g. email, text, mobile phones etc.
- To embed e-Safety messages in learning activities across all areas of the curriculum.
- To supervise and guide pupils carefully when engaged in learning activities involving technology
- To ensure that pupils are fully aware of research skills and are made aware of legal issues relating to electronic content such as copyright laws
- To be aware of e-Safety issues related to the use of mobile phones, cameras and mobile devices
- To understand and be aware of incident-reporting mechanisms that exist within the school
- To maintain a professional level of conduct in personal use of technology at all times

Responsibilities of technical staff

- To read, understand, contribute to and help promote the school's e-Safety policies and guidance
- To read, understand and adhere to the school staff Acceptable Use Policy
- To report any e-Safety related issues that come to your attention to the e-Safety coordinator.
- To develop and maintain an awareness of current e-Safety issues, legislation and guidance relevant to their work
- To maintain a professional level of conduct in your personal use of technology at all times
- To support the school in providing a safe technical infrastructure to support learning and teaching
- To ensure that access to the school network is only through an authorised, restricted

mechanism
- To ensure that provision exists for misuse detection and malicious attack
- To take responsibility for the security of the school ICT system
- To document all technical procedures and review them for accuracy at appropriate intervals
- To restrict all administrator level accounts appropriately
- To ensure that access controls exist to protect personal and sensitive information held on school-owned devices
- To ensure that appropriate physical access controls exist to control access to information systems and telecommunications equipment situated within school
- To ensure that appropriate backup procedures exist so that critical information and systems can be recovered in the event network failure
- To ensure that controls and procedures exist so that access to school-owned software assets is restricted

Responsibilities of pupils

- To read, understand and adhere to the school pupil Acceptable Use Policy
- To know and understand school policies on the use of mobile phones, digital cameras and mobile devices
- To know and understand school policies regarding cyberbullying
- To take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home
- To take responsibility for each other's safe and responsible use of technology in school and at home, including judging the risks posed by the personal technology owned and used outside school
- To ensure they respect the feelings, rights, values and intellectual property of others in their use of technology in school and at home
- To understand what action they should take if they feel worried, uncomfortable, vulnerable or at risk while using technology in school and at home, or if they know of someone who this is happening to
- To understand the importance of reporting abuse, misuse or access to inappropriate materials and to be fully aware of the incident-reporting mechanisms that exists within school
- To discuss e-Safety issues with family and friends in an open and honest way

Responsibilities of parents and carers

- To help and support the school in promoting e-Safety
- To read, understand and promote the school pupil Acceptable Use Policy with their children
- To take responsibility for learning about the benefits and risks of using the internet and other technologies that their children use in school and at home

- To take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies
- To discuss e-Safety concerns with their children, show an interest in how they are using technology and encourage them to behave safely and responsibly when using technology
- To model safe and responsible behaviours in their own use of technology
- To consult with the school if they have any concerns about their children's use of technology
- To agree to and sign the home-school agreement which clearly sets out the use of photographic and video images outside of school
- To sign a home-school agreement containing the following statements <adapt or delete as appropriate>:

> *We will support the school approach to online safety and not deliberately*
> > *upload or add any images, videos, sounds or texts that could upset or offend*
> > *any member of the school community.*
> *We will support the school's stance on the use of ICT and ICT equipment*
> *Images taken of pupils at school events will be for personal use only and not uploaded or shared via the internet*

- Parents may take photographs at school events: however, they must ensure that any images or videos taken involving children other than their own are for personal use and will not be published on the internet including social networking sites.
- Parents and carers are asked to read through and sign acceptable use agreements on behalf of their children on admission to school
- Parents and carers are required to give written consent for the use of any images of their children through the home school agreement.

Responsibilities of the academy council

- To read, understand, contribute to and help promote the school's e-Safety policies and guidance
- To develop an overview of the benefits and risks of the internet and common technologies used by pupils
- To develop an overview of how the school ICT infrastructure provides safe access to the internet
- To develop an overview of how the school encourages pupils to adopt safe and responsible behaviours in their use of technology in and out of school
- To ensure appropriate funding and resources are available for the school to implement its e-Safety strategy

Responsibilities of the Safeguarding staff

- To understand the issues surrounding the sharing of personal or sensitive information
- To understand the dangers regarding access to inappropriate online contact with adults and strangers
- To be aware of potential or actual incidents involving grooming of young children
- To be aware of and understand cyberbullying and the use of social media for this purpose

Responsibilities of other external groups

- The school will liaise with local organisations to establish a common approach to e-Safety and the safe use of technologies
- The school will be sensitive and show empathy to internet-related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice where appropriate
- Any external organisations will sign an Acceptable Use Policy prior to using any equipment or the internet within school
- The school will provide an Acceptable Use Policy for any guest who needs to access the school computer system or internet on school grounds
- The school will ensure that appropriate levels of supervision exist when external organisations make use of the internet and ICT equipment within school

6. MANAGING DIGITAL CONTENT

Written permission from parents or carers will be obtained for publishing photos and videos on the school website, social media accounts and in the press. This will be done annually, as part of the home-school agreement.

- Parents and carers may withdraw permission, in writing, at any time.
- We will remind pupils of safe and responsible behaviours when creating, using and storing digital images, video and sound.
- We will remind pupils of the risks of inappropriate use of digital images, video and sound in their online activities both at school and at home.
- Pupils will only use school equipment to create digital images, video and sound.
- Staff will use school equipment to create digital images, video and sound. Personal equipment may be used, provided that any media is transferred to the school network and deleted from personal devices.
- Digital images, video and sound will be of appropriate activities and participants will be in appropriate dress; full names of participants will not be used either within the resource itself, within the file name or in accompanying text online; such resources will not be published online without the permission of the staff and pupils involved.
- Parents may take photographs at school events: however, they must ensure that any

images or videos taken involving children other than their own are for personal use and will not be published on the internet including social networking sites.

- When searching for images, video or sound clips, pupils will be taught about copyright and acknowledging ownership.

Storage of images

- Any images, videos or sound clips of pupils must be stored on school devices and the school network, preferably in the 'picutures' drive.
- Pupils and staff are not permitted to use personal portable media for storage of any images, videos or sound clips of pupils.

7. TEACHING AND LEARNING

We believe that the key to developing safe and responsible behaviours online, not only for pupils but everyone within our school community, lies in effective education. We know that the internet and other technologies are embedded in our pupils' lives, not just in school but outside as well, and we believe we have a duty to help prepare our pupils to safely benefit from the opportunities the internet brings.

- We will celebrate and promote eSafeguarding through a planned programme of assemblies and whole-school activities, including promoting Safer Internet Day each year.

- We will discuss, remind or raise relevant eSafeguarding messages with pupils routinely wherever suitable opportunities arise during all lessons; including the need to protect personal information, consider the consequences their actions may have on others, the need to check the accuracy and validity of information they use and the need to respect and acknowledge ownership of digital materials.

- Any internet use will be carefully planned to ensure that it is age appropriate and supports the learning objectives for specific curriculum areas.

- Pupils will be taught how to use a range of age-appropriate online tools in a safe and effective way.

- We will remind pupils about their responsibilities through an end-user Acceptable Use Policy which every pupil will sign.

- Staff will model safe and responsible behaviour in their own use of technology during lessons.

- We will teach pupils how to search for information and to evaluate the content of websites for accuracy when using them in any curriculum area.

- When searching the internet for information, pupils will be guided to use age-appropriate search engines. All use will be monitored and pupils will be reminded to alert staff if they come across unsuitable content.

- All pupils will be taught in an age-appropriate way about copyright in relation to online resources and will be taught to understand about ownership and the importance of respecting and acknowledging copyright of materials found on the internet.

- Pupils will be taught about the impact of cyberbullying and know how to seek help if they are affected by any form of online bullying.

- Pupils will be made aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent or carer, teacher or trusted staff member, the use of the tootoot app, or an organisation such as Childline or the CEOP report abuse button.

Staff Training

- Our staff receive regular information and training on e-Safety issues in the form of staff meetings.
- As part of the induction process all new staff receive information and guidance on the e-Safety policy and the school's Acceptable Use Policies.
- All staff will be made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community.