



Morden Mount Primary School

POLICY	<i>Date adopted</i>	<i>Date for review</i>
	September 2017	September 2019

E-SAFETY POLICY

Morden Mount Primary School is a safe environment for all members of our community.

Learning together, proud of our successes, inspired for life.

I INTRODUCTION TO POLICY

Our aim at Morden Mount Primary School is to help all of our pupils achieve their full potential.

We can only do this if we provide a safe learning environment that allows all children to thrive. We recognise that this includes online activities.

We have a duty to develop our children's core skill of computing use and for us to be successful with this we need to teach our children how to stay safe online. We want our children to enjoy the many positive aspects of the internet.

When thinking about safety in school the following areas need to be considered:

Area	Who is responsible	Extra information
Protection of children from harm and maltreatment	All members of our school staff Governing Body Parents and carers	See <i>Safeguarding policy</i>
Ensuring appropriate checks are in place on staff and volunteers	Senior Leadership Team Governing Body	See <i>Safeguarding policy</i>
Ensuring that our premises and site are safe for all school users	All members of our school staff	See <i>Health and safety policy statement</i>
Protection of children from bullying (including cyber bullying)	All members of our school staff Pupils	See <i>Relationships policy (includes bullying)</i>
Ensuring that our school community works in a safe online environment.	All members of our school staff Pupils	<i>Covered by this policy</i>
Providing a curriculum that promotes physical and mental well-being	Senior teachers and class teachers Governing body	See <i>long term and medium term plans</i>

2 ROLES AND RESPONSIBILITIES – KEEPING ALL OF OUR CHILDREN SAFE

The Governing body will

- ensure that our school has effective procedures in place in accordance with national guidance
- ensure that the school operates a safe online environment
- ensure that the school has procedures for dealing with e-safety issues including cyber bullying and online child protection concerns
- ensure that the senior member of the school's leadership team who is designated to take lead responsibility for dealing with safeguarding/child protection issues also considers online safety

The Head teacher will

- make all staff (including temporary and supply staff and volunteers) aware of the policy for maintaining a safe online environment
- ensure that the school maintains the appropriate contracts for ensuring that our online access is filtered and monitored
- ensure all staff understand their responsibilities in relation to keeping children safe online including educating their pupils about potential risks and monitoring pupils' use of the internet during school time

Head of school will

- Ensure that all year groups cover an element of e-safety during their computing lessons at the start of each year

All member of School staff will

- Follow the school's acceptable use policy that details their personal use of computing hardware
- Monitor pupils' use of computers and mobile devices when they are used on school premises are during school activities.
- Be alert to the signs of cyber bullying or other online safeguarding issues.
- Teach pupils how to stay safe online
- Report and safeguarding concerns to, and seek advice from the Designated Senior Person, providing a dated written record of their concerns using the school's pink form system.

NOTE: any e-safety safeguarding concerns should be logged on the school pink form and passed to a child protection officer.

3 ACCEPTABLE USE POLICY - STAFF

The acceptable use policy for staff has been signed by all members of staff and is stored in their personal file in the main office. This details the school's expectation about how staff use computing hardware and online sites. All staff are required to sign this during induction.

Our Acceptable Use Policy

This covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Headteacher and Governing Body.
- I will not reveal my password(s) to anyone.
- **I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.**
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- USB sticks that contain information about pupils or staff MUST have a password protecting them.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system for any school business. (Currently: LGFL Staff Mail)
- I will only use the approved school email, school MLE or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the business manager.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I can use personal digital cameras for taking and transferring images of pupils or staff without permission but I will not store images at home.
- I will use the school's Learning Platform in accordance with school advice.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will ensure any confidential data that I wish to transport from one location to another is protected and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school's e-safety curriculum into my teaching.
- I will only use LA systems in accordance with any corporate policies.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

4 PARENT PERMISSION

When pupils join our school, parents are asked to give their permission to allow their child to use the internet. If a parent is unwilling to give permission, then a meeting with the Head of School or Headteacher will be arranged.

If a parent does not give permission, then the school will explore a personalised response for each family detailing what the pupil can and cannot do.

5 SCHOOL FILTERING SERVICES

All internet services in our school are provided by the London Grid for Learning (LGFL). We follow LGFL guidance about filtering and monitoring.

This guidance can be found at: <https://www.lgfl.net/online-safety/google.aspx>

The school settings for youtube and google are set to the default setting – severe restricted (youtube) and safe search for google.

6 OUR APPROACH TO INTERNET SAFETY FOR PUPILS

The first computing lessons in each year group in September will focus on e-safety.

We use the resources at www.kidsmart.org.uk. www.thinkuknow.co.uk

Our key messages are:

- For all pupils – if you ever feel sad about something online tell someone.
- For older pupils – stay SMART (Safe, meeting, accepting, reliable, tell).