Document Control			
Policy Name	E-Safety	Date Approved	19th July 2017
Status	Approved by Board	Review Date	Summer 2019
Committee	Pupil Achievement	Version Number	1.0

E-safety Policy
English Martyrs Catholic Primary School

"Working together to provide the very best in Catholic Education"

"There is a variety of gifts but the same Spirit gives them. There are different ways of serving but the same Lord is served. There are different abilities to perform service, but the same God who gives ability to all for their particular service. The Spirit's presence is shown in some way in each person for the good of all."
  1 Corinthians 12: 4 - 7

Why is the Internet important?

- The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.

How will Internet use enhance learning?

- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, evaluation and retrieval.

How will e-mail be managed ensuring safety for pupils?

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive or inappropriate e-mail.
- Pupils will be instructed that they must not reveal personal details about themselves or others in e-mail communication or via a personal web space, such as address or telephone number, or arrange to meet anyone. This will be regularly explained to them.
- Personal email or messaging between staff and pupils should not take place under any circumstances. This includes via the use of social networking sites and applications.
- Whole-class or group e-mail addresses should be used at Key Stage 1 and below.
- Access in school to external personal e-mail accounts may be blocked, if necessary. (As defined by Head or Deputy Head)

How should the school's website content be managed?

- The points of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected appropriately (as defined in this document). Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Inappropriate use of the Internet

- Pupils will not be allowed access to public or unregulated chat rooms.
- Pupils will not access any social networking sites.
- Staff should not access social networking sites during hours in the school day when children are present.
- No member of staff should engage in direct communication (in or out of school) of a personal nature with a pupil (who is not a member of their direct family), by any means, for example via SMS text message, email, instant messaging, social networking site or telephone.
- Staff and pupils should not access any website which would normally be deemed to be inappropriate in the setting of a primary school (such as those centred on violence, pornography, adult themes etc).

Personal websites and blogs

- When electronically publishing material on to websites, via text messaging or elsewhere, all members of the school community should consider the thoughts and feelings of those who might be affected by such action. Material that victimises, bullies or unfairly criticises someone else, or is otherwise offensive, is unacceptable.
- Staff should not use blogs, websites or social networking media (such as Facebook or Twitter) etc. to publicly discuss sensitive or confidential school issues.

Photographic, video and audio technology

- Care should be taken when capturing photographs or video to ensure that all pupils are appropriately dressed.
- Staff will only use school devices to photograph pupils in a way which supports and celebrates their education
- Staff should not use their own mobile phones (for reasons other than those above) when they are working directly with pupils. The use of such devices should be restricted to break times and lunch times or after school.

E-safety training and awareness

- The school will periodically remind children, staff and parents about how to 'stay safe' online, via PHSE lessons, assemblies and through visiting speakers. Children will be made aware of the dangers of talking to strangers online, as well as what online-bullying involves and how to address it.
- If a member of staff becomes aware of a child using the internet inappropriately or in an unsafe way, it will be immediately addressed with that child and if appropriate, their peers. Parents will also be informed so that they can help to address the situation
- Any concerns about a child using the internet or other electronic media inappropriately, should be reported initially to the head of key stage. Safeguarding concerns should be reported to the schools' designated person(s).

How will filtering be managed?

- The school will work in partnership with parents, the LEA, DfE and the Internet Service Provider to ensure that systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation (www.iwf.org.uk).

Maintenance and security of the ICT system

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be updated regularly.
- Staff and pupil laptops/tablets will be stored away safely overnight and pupil laptops/tablets will always be left charging.
- If teachers take their school laptops home, they should take appropriate measures to ensure the security of these.

Confidentiality

- Personal data and information about staff and pupils should be handled very carefully. Staff should only email such information using **secure** email accounts provided by the school.
- Personal data should only be transferred to memory sticks that are encrypted (the school will provide each teacher with an encrypted memory stick).
- Teachers should not store personal data and information about pupils on their school laptops; such data should be stored on encrypted memory sticks or on the school's server.
- Staff passwords will be 'strong', kept confidential and changed regularly.

Equality of Opportunity

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In light of the 2010 Equality Act, this policy has been written with due consideration to its potential impact (both positive and negative) on the many diverse groups of adults and children within the school. The school has ensured that to the best of its knowledge, the statements and procedures set out in this policy do not discriminate unjustly against any such groups or individuals.

The named e-safety staff member in this school is: Anton Dworzak

Approved by governing body on 19th July 2017

Signed by: .... Chair of Governors

Review: 2 years

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English Martyrs Twitter code of conduct

Using Twitter correctly

- **Never use a pupils name in the tweet.**
- The purpose of the twitter account is to showcase what your class is doing.
- The twitter account is not for informing parents of dates.
- A minimum of 1 tweet per week from each year group.
- You must include an appropriate picture.
- You must include a statement to accompany the photo.
- You must include at least one hashtag – you can be as creative as you want.

Types of Photograph to be used

Action shots where the children are not posing would be preferred. They could be reading their work to the class or a whole table could be hard at work looking focused. Remember anything we tweet is a representation of our school.

Posting a Tweet

At any point of the school week you can email the ICT lead with a tweet.

The only written content of the email should be everything you want to say in your tweet. Remember, no more than 145 characters.

To – aelliott@englishmartyrs.reading.sch.uk

Subject – Tweet followed by your year and class name if needed (e.g. Tweet 3 Morse)

Main body text – strictly just the words you want to be published.

Attachments – attach the photo you wish to accompany the tweet.

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