

McMillan E-Safety Policy, 2018

Access to ICT devices, and usage

Children at McMillan have access to ipods and ipads. They may use these devices to take pictures, videos and research using the internet. Staff use these devices for learning and assessment purposes only. Staff may take devices home for these purposes, in which case they should sign the register of borrowed assets. Staff should only use approved devices for learning purposes and assessment purposes, and should never use their personal devices to record any school-related data.

Supervision

Whenever a child has access to an ICT device, this will be individually monitored by a member of staff, who will have overview of what is on the screen.

Expectations on Staff

Staff who are monitoring children's use of ICT devices must ensure that they have individual oversight of any ICT usage, i.e. no child is to be left with an ICT device without individual supervision of the device by the supervising adult. No more than one device can be monitored by a member of staff at any one time, to ensure that what the child sees on the screen is entirely safe and appropriate.

Storage of Photos and Videos

Staff may store photos, videos and notes on children locally on their device, with a view to uploading them to the cloud-based EEXAT system. Once uploaded, they should be deleted from the local device. Data should not be stored on the device longer than necessary, e.g. when staff have non-contact time, they should use this to ensure that all data has been deleted locally.

Further Notes

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- School ICT systems capacity and security will be reviewed regularly by Dennis in conjunction with Turn it On.
- If staff or pupils discover an unsuitable site, it must be reported to Dennis and Turn it On will be informed so that they can take appropriate action.
- The school internet access is designed expressly for pupil use and includes appropriate filtering.

Published content

Any information that can be accessed outside the school's intranet should be classed as published whether in electronic or paper format.

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- Electronic communication sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- General contact details should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images

- Staff can publish assessment data of children on EEXAT. Only staff and individual parents have access to an individual child's data on EEXAT. Parents' access details to EEXAT is held by them alone.
- Other children may regularly appear in photos and videos of individual children: we will ask parents for permission for this when they join the school. If parents deny permission or permission is stopped due to a safeguarding issue, photographs of these children should never be used.
- Pupils' full names will not be used anywhere, particularly in association with photographs.

Managing emerging technologies

- The educational benefit of emerging technologies and any potential risks will be considered before it is used in school.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access. Any inappropriate access whether intentional or unintentional will be reported to the e safety co-ordinator and to the LA where necessary.
- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff and where appropriate inform the LA.
- Any complaint about staff misuse must be referred directly to the head teacher.
- Complaints of a child protection nature must be dealt with immediately in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure on request.