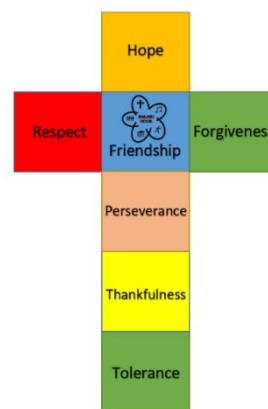




Garton on the Wolds CE Primary School E-Safety Policy

Respect, Aspire, Achieve



Our School Vision is to work as a community within the school's Christian ethos. We learn about world faiths alongside our Christian Values to work towards creating an Outstanding school where all can flourish. Through the provision of a broad and balanced curriculum we encourage every child to develop lively, creative and enquiring minds enabling them to become confident individuals who reach their full potential and succeed in Modern Britain.

Our school works in partnership with the church and the wider community to give a caring and nurturing environment. Together we enable and equip each child to "I have come that they may have life, and have it to the full" (The Gospel of John – Chapter 10, verse 10).

We will realise our Vision by:

- demonstrating, as a Church school, our Christian values in action
- consistently high standards of teaching
- providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute
- excellent leadership and governance
- encouraging a love of learning by participating in experiences full of opportunity and creativity
- pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all
- a partnership of pupils, teachers, parents, governors and the local community
- Targets are challenging and achievable.

Our Values

Our Values are at the heart of our school vision and are illustrated in the Cross and shared with children on a regular basis, in Collective Worship and reinforced through our teaching and every day school life.

We established these in collaboration within our school community.

Our values can be said to be 'Human Values' and inclusive for all. As a Church of England school, however, we have rooted these Values in our Christian beliefs and in stories from the Bible making it particularly memorable for children.

E-Safety Policy

Introduction

At Garton on the Wolds CE Primary School we are committed to ensuring that children learn how to use computers, ICT and modern technologies safely so that they:

- Are able to use ICT safely to support their learning in school
- Know how to use a range of ICT equipment safely
- Are able to use ICT and modern technologies outside school in a safe manner, including using ICT as a tool for communication
- Are prepared for the constant changes in the world of technology and understand how to use new and emerging technologies in a safe manner
- Know what to do if they feel unsafe when it comes to using technology and ICT

This policy outlines the steps the school takes to protect children from harm when using ICT and also how the school proactively encourages children to develop a safe approach to using ICT whether in school or at home.

Roles and Responsibilities

The Headteacher, alongside the E-safety coordinator will:

- * Ensure the policy is implemented, communicated and compliance with the policy is monitored
- * Ensure staff training in e-safety is provided and updated annually as part of safeguarding training
- * Ensure immediate action is always taken if any risks or dangers are identified i.e. reporting of inappropriate websites
- * Ensure that all reported incidents of cyber bullying are investigated
- * Ensure appropriate web filtering software is used to protect users from potentially damaging/offensive material

Teachers and Staff will:

- Keep passwords private and only use their own login details, which are stored securely.
- Monitor and supervise pupils' internet usage and use of other IT resources
- Adhere to the Acceptable Use Agreement
- Promote e-safety and teach e-safety units as part of computing curriculum
- Engage in e-safety training
- Only download attachments/material onto the school system if they are from a trusted source
- When capturing images, videos or sound clips of children, only use school cameras or recording devices

It is essential that pupils, parents/carers and the public at large have confidence in the school's decisions and services. The principles set out in this policy are designed to ensure that staff members use social media responsibly so that confidentiality of staff members and the reputation of the school and the County Council are safeguarded. In this context, staff members must be conscious at all times of the need to keep their personal and professional lives separate.

Governors will:

- Ensure that the school is implementing this policy effectively
- Adhere to the acceptable use agreement when in school
- Have due regard for the importance of e-safety in school

Teaching and Learning

The school will actively teach E-safety at an age-appropriate level. The school follows a scheme of work for each year group covering: what should and shouldn't be shared online, password control and cyber bullying among other topics. E-safety will also be embedded throughout learning whenever children are using ICT in other lessons.

Monitoring Safe and Secure Systems

Internet access is regulated by the Local Authority supplied filtered broadband connection which blocks access to unsuitable websites. Antivirus software has been installed on all computers and is to be maintained and updated regularly.

Staff take responsibility for safeguarding confidential data saved to laptops, ie use of strong passwords. If personal data has to be saved to other media, eg data sticks or CDs, it is to be encrypted or strong password protected.

Staff with access to the ICT systems containing confidential and personal data are to ensure that such data is properly protected at all times.

Safe Use of the Internet and Web Filtering

- * All staff and pupils will have access to the internet through the school's network
- * All staff, volunteers who have use of the school's IT equipment, must read and sign the Staff Acceptable Use Agreement.
- * All children must read and sign the Pupil Acceptable Use Agreement.
- * If a site containing inappropriate material is encountered, children must report it to an adult who will report it to the Headteacher to pass to the Local Authority. Staff must ensure a CPOMS log is completed and that Filtering and Monitoring is selected as the category.
- * If an adult finds a site that they consider unsuitable they should report it to the Headteacher.
- * The Headteacher receives daily Filtering and Monitoring reports from the Smoothwall. These reports are checked daily and, where required, a record is kept of any breaches and follow up actions.

The Use of E-Mail

Staff emails should never be used to forward 'chain' or 'junk' email. Staff should not communicate with pupils via email. All school-related business should be completed via school e-mail addresses.

The School Website

- The school web site complies with statutory DFE requirements
- Images that include pupils will be selected carefully and only used if parents have given permission for such images to be posted online.

Social Networking, Social Media and Personal Publishing

The school recognises that it has a duty to help keep children safe when they are accessing such sites at home, and to this end the school will cover such issues within the curriculum. Pupils will not access social networking sites, e.g. Facebook or Twitter in school. They will be taught about how to stay safe when using such sites at home. School and class blogs are run through the school website and are password protected.

Staff private use of social media:

- No reference should be made in social media to students / pupils, parents / carers / school staff or issues / situations related to the school

- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school
- Security settings on personal social media profiles should be regularly checked to minimise risk of loss of personal information.
- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.
- Staff are not permitted to maintain a Social Media relationship with any pupil, current or alumni until such time that the pupil turns 18.

The Use of Cameras, Video and Audio Recording Equipment

Staff may only use the school's photographic or video devices to support school visits and curriculum activities. Photos should only be uploaded to the school system. They should never upload images to the internet unless specific arrangements have been agreed with the Headteacher or Assistant Headteacher, nor circulate them in electronic form outside the school. It is never acceptable to use photographic or video devices in changing rooms or toilets.

Personal Mobile Phones and Mobile Devices

- Use of mobiles by adults is discouraged throughout the school, particularly in certain areas. The areas which should be considered most vulnerable include: toilets and changing areas, including where children change for swimming.
- The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices may be searched at any time as part of routine monitoring at the direction of the head teacher.
- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.

Management of Online Safety Incidents

- There is strict monitoring and application of the e-safety policy and a differentiated and appropriate range of sanctions; all members of the school are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes; support is actively sought from other agencies as needed (i.e. East Riding Safeguarding Hub, UK Safer Internet Centre helpline, CEOP, Prevent Officer, Police) in dealing with online safety issues;
- Monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school;
- Parents/carers are specifically informed of online safety incidents involving young people for whom they are responsible;
- The Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law;
- We will immediately refer any suspected illegal material to the appropriate authorities – Police, Internet Watch Foundation and inform East Riding Safeguarding Hub

Working in Partnership with Parents

Parents' attention will be drawn to the e-safety policy through the school newsletters and on the school website. A partnership approach with parents will be encouraged. Parents will be requested to sign an Acceptable Use Agreement as part of the Home School Agreement on entry to the school.

Protecting School Staff

In order to protect school staff we require that parents do not comment on school issues or staff using social networking sites. Any concerns or complaints should be discussed directly with the school. The school will take action if there is evidence that inappropriate comments about staff have been placed on the internet in a public arena.

Safeguarding (Also see Safeguarding and Behaviour Policies)

The Education and Inspections Act 2006 empowers the Headteacher to such extent as is reasonable, to regulate the behaviour of 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 cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the school's Behaviour Management Policy.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate e-safety behaviour that take place out of school.

Policy Written By	Headteacher
Approved	October 2023
Review Date (Or before if necessary)	September 2025

Garton on the Wolds CE Primary School
ICT Pupil Acceptable Use Agreement and E-Safety Rules

- ☐ I will log on using my own username and password.
- ☐ I will tell an adult straight away if something on the computer has upset me or worried me so if I find anything or anyone online that makes me feel uncomfortable, unsafe or uneasy in any way, I will **tell an adult** immediately.
- ☐ I will be polite and friendly to everyone I speak to on the computer so I will make sure that all online contact with other children and adults is **responsible, polite and sensible**.
- ☐ I will only send pictures, videos or words that are kind and friendly so I will only upload or add images, video, sounds or text that are **appropriate, kind and truthful** and will not possibly upset someone.
- ☐ I will not tell anyone on the computer my name, how old I am or where I live so I will keep my personal details **private** when I'm online.
- ☐ I know that my teachers will always check to see if I am being friendly and sensible on the computer and the internet and they will speak to my parents and carers if I am not.
- ☐ I will behave sensibly when I am on the computer because I am responsible for the way I behave online, and I know that these rules are to keep me safe.

Think before you click!

Dear Parent/ Carer,

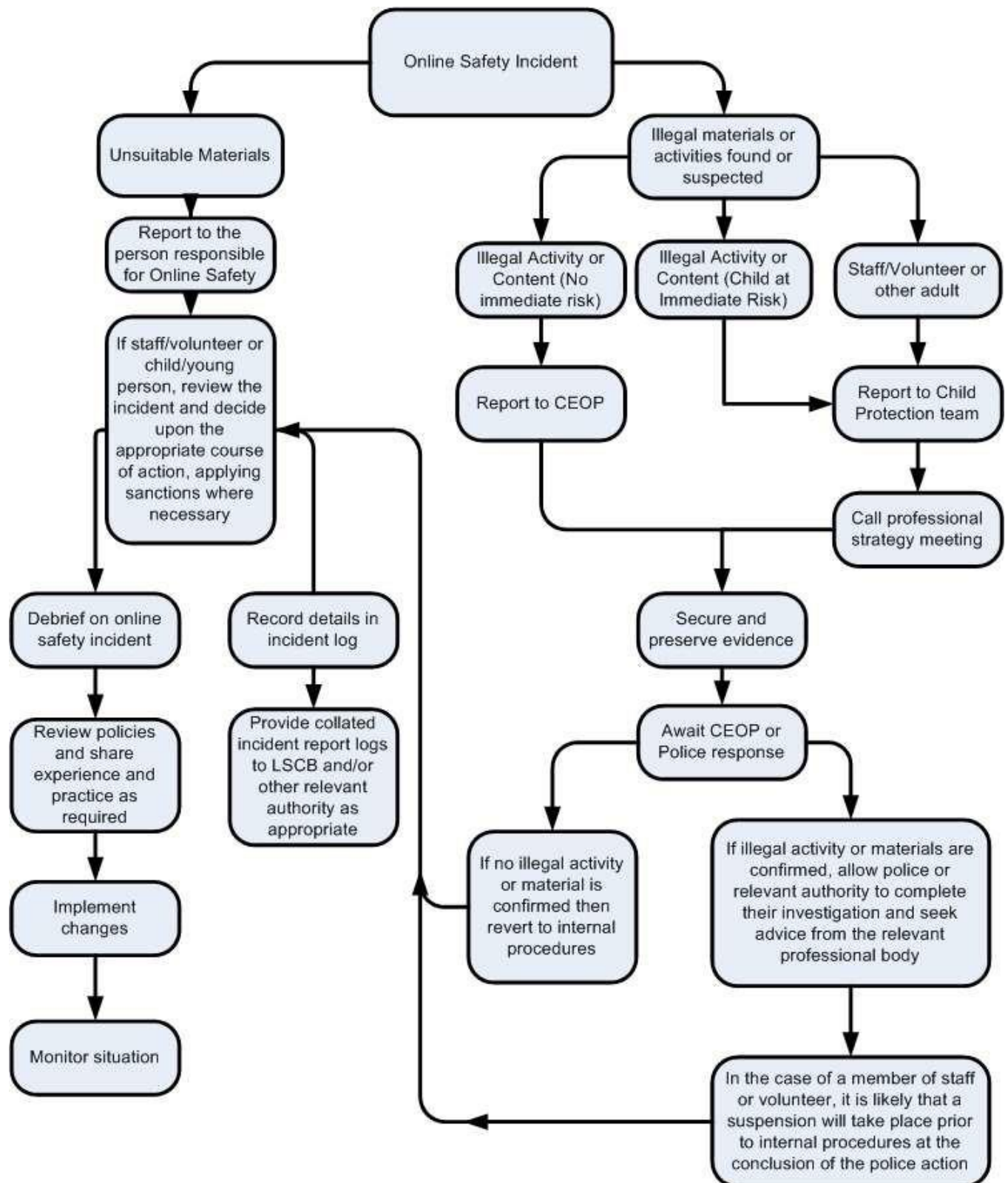
ICT, including the internet, email, digital and mobile technologies has become an important part of learning in our school. We expect all children to act safely and be responsible when using any ICT. Please read and discuss these E-Safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation, please contact your class teacher.

Parent/ carer signature

We have discussed this and(child name)
agrees to follow the E-Safety rules and to support the safe use of ICT at Garton on the Wolds CE Primary School.

Parent/ Carer Signature

Class Date,



Incident Flowchart

