Longhoughton C of E Primary School

# E-Safety Policy

## Introduction

E-Safety encompasses Internet technologies and any electronic device which allows the user to access the Internet. It highlights the need to educate staff and children about the benefits and risks of using these technologies; providing safeguards for users to enable them to control their online experience.

In order to ensure good practice there has to be:

- Responsible use by staff and children of Internet technologies; supported through awareness of current issues and published policies
- Implementation of the e-Safety Policy throughout the school
- Effective filtering and monitoring systems to ensure safe access to electronic materials

## Safeguards

- Unsupervised child use of the Internet is **NOT** allowed.
- All users of the School's Computer System must 'Agree' to the appropriate 'User Agreement', before they can access the system (not ipads, staff to verbally remind children of agreement).
- Filtering and monitoring systems are in place locally and at NCC; using senso.cloud Monitoring Software. Local systems are monitored regularly by the SLT.
- Staff to be aware that the ipads may update automatically and be aware of new apps that appear – please report to E-Safety Co-ordinator.
- Staff will discuss objectives for Internet use and teach children about Internet Safety.
- Children will be taught effective, safe and respectful (at school and at home) use of the Internet, including skills to locate, retrieve and evaluate information when researching materials.
- Internet materials used by staff and children must comply with copyright law.
- Usage of the Internet, including, E-Mail, must be in accordance with the School's Acceptable Use Policy (AUP).
- E-Safety information will be posted in all classrooms and discussed with children regularly.
- Staff and children will be reminded that network and Internet use **IS** monitored.
- Parents will be informed of the School's e-Safety Policy through the school newsletter, school prospectus and the school website.
- Emerging technologies will be examined for educational benefits and a risk assessment will be carried out before their use in school is approved.

## E-Mail

At present, most pupils do not have access to a School based E-Mail system and are not permitted to send or receive during School time. Children in lower Key Stage 2 are taught how to email through the Purple Mash unit of work. Once the children have been taught this unit of work they will be able to email other pupils in their class but staff have to approve emails before they can be read by the recipient.

## Social Network Sites

The use of Social Network Sites is **NOT** allowed and access to known Social Network Sites is blocked using senso.cloud Monitoring Software and Filtering systems provided by NCC.

## Mobile Phones

- Child use of mobile phones is **NOT** allowed in school.
- Staff must not use mobile phones, for personal reasons, during teaching time. (see Mobile Device Policy for further information)

**Videoconferencing and Webcams**

Google Meet, Teams and Zoom can now be used by staff for virtual CPD and meetings. Videoconferencing is used with children for virtual church festivals and Wall of Fame with appropriate supervision by staff.

**Handling e-Safety Complaints and Incidents**

- Complaints or incidents involving e-Safety **MUS**T be dealt with by the Headteacher and details recorded in the appropriate Incident Book held in the Headteacher's Office.
- Complaints or incidents involving staff **MUST** be referred to the Headteacher or Chair of Governors.
- Complaints or incidents of a child protection nature **MUST** be dealt with by the Designated Person for Child Protection (Tracey Critchlow) or Deputy Designated Person for Child Protection (Nicola Foy and Heather Mortimer).
- Discussions will be held with the appropriate authorities to establish procedures for handling potentially illegal issues.

The school will audit IT provision to establish if the e-Safety policy is adequate and that its implementation is effective.

The school will take all reasonable precautions to ensure that all users only access appropriate material. However, due to the international scale and linked nature of the Internet, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school, nor NCC can accept liability for the material accessed, or any consequences of Internet access.

The school will appoint an e-Safety Co-ordinator, who will also be the Designated Person for Child Protection, as the roles overlap (Tracey Critchlow).

The school will work with NCC to ensure that systems are reviewed regularly to ensure that children and staff are protected.

This e-Safety policy and its implementation will be reviewed annually.

Linked Policies:
Longhoughton C of E Primary School Acceptable Use Policy (AUP)
Longhoughton C of E Primary School ICT Security Policy
Longhoughton C of E Primary School ICT (Curriculum) Policy
Longhoughton C of E Primary School Confidentiality & Information Sharing Policy
Longhoughton C of E Primary School Photographic and Video Images Policy
Longhoughton C of E Primary School Mobile Device Policy

| **Author** | **Creation Date** |
|---|---|
| Duncan Barriskell | Autumn 2011 |
| **Agreed by** | **Revision date** |
| School Staff | November 2011, September 2013, February 2015, September 2016, Spring 2021 |
| **Agreed and Adopted by** | |
| Full Governing Body | 1st December 2011, Interim Meeting Autumn 2013, Interim Meeting Summer 2015 |
| Committee One: Policies & Resources | Autumn 2016, Autumn 2017, Spring 2021 |
| **Signed** | |