'Let Your Light Shine'

(Matthew 5.v16)

E Safety Policy

Approval Date: Spring Term 2022

Review Date: Spring Term 2023

OUR MISSION STATEMENT

'Let Your Light Shine'
(Matthew 5.v16)

At St. Stephen's Church of England Primary School we are proud to be a Church School with a distinct Christian character and ethos. We promote a love of learning within a safe and secure environment, in which every child matters as a precious gift from God. We believe every child is unique, different and special.

Christian values and spirituality are at the heart of all aspects of school life. Our school's Christian ethos reflects mutual care and concern- where faith, love, hope and truth flourish. Our school is a place where children are able to establish and deepen their understanding of God through prayer and reflection in daily acts of Collective Worship and Religious Education.

We provide a creative and challenging curriculum in order to inspire and motivate our pupils. We want all our children to feel secure and happy, enabling them to reach their fullest potential. We believe that happy children learn well and we thrive on celebrating the achievements of all our pupils across all areas of learning.

We aim to create an environment where children develop the confidence to think for themselves; where pupil voice is at the heart of all decision making and where all children feel valued and respected.

Our school ethos is built on mutual tolerance and respect for all human beings, regardless of beliefs culture or race. Charity and caring for those in need is fundamental to our work in school. We are all children of God so we aim to treat others as we would like to be treated ourselves.

We work in partnership with governors, families; the wider community and our local Parish Church to ensure everyone has a voice in achieving the best possible education for our children.

Ultimately we are committed to excellence for all and through a process of continual reflection and evaluation we ensure that standards are continually raised and improved.

'Let Your Light Shine'

(Matthew 5.v16)

Our school motto encompasses all that we are about as a school.

'Let your light shine'

The motto incorporates three fundamental elements:

The light of the Gospel message of Jesus

The light of individual talents

The light of learning

Principle of the policy

The internet is an exciting and fun place for adults and children to explore and use, both educationally and socially. Technology is becoming so advanced that you can now access the internet in lots of different ways however, while you enjoy the nice side of the internet, it's very important to be aware of the risks involved with such a public and open world. The challenge for parents, carers and teachers is to make sure our children are aware and understand how to be safe when using the internet and related technologies.

E-Safety is concerned with safeguarding young people in the digital world. Just as you would protect your child in the real world, you also need to keep them safe in the virtual world. It is about learning to understand and use new technologies in a positive way, it is not about restricting children, but instead educating them about the risks as well as the benefits so they can feel confident and happy online. It is also about being educated ourselves to be able to support and help young people.

St. Stephen's C.E. Primary aims to provide access to the range of teaching and learning opportunities provided by the Internet and the technologies we use in everyday life whilst minimising the risk of any harm. The school manages the issue of e-safety as part of its overall commitment to the safeguarding and wellbeing of pupils. As a school, we aim to help children to keep themselves safe, including encouraging pupils to adopt safe and responsible practices and deal sensibly with risk when using the Internet.

Roles and Responsibilities

As e-Safety is an important aspect of strategic leadership within the school, the head teacher and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named e-Safety co-ordinator in our school is **Mrs Linda Edwards**, all members of the school community have been made aware of who holds this post. The e-Safety coordinator updates Senior Management and Governors and all governors have an understanding of the issues at our school in relation to local and national guidelines and advice.
The e-safety governor in our school is **Mrs Doreen Booth.**

Writing and reviewing the e-Safety policy

This policy, supported by the school's Acceptable Use Agreement for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies including those for ICT, Home-school agreements, Behaviour, Health and Safety, Child Protection, and PSHE policies including Anti-bullying.

Our e-Safety policy has been written by the school (based on DCC e-safety policy and guidance) and has been agreed by the Senior Leadership Team and staff and approved by the Governing Body. The e-Safety policy and its implementation will be reviewed annually.

E-Safety skills development for staff

- Our staff receive regular information and training on e-Safety issues through the coordinator and external agencies at staff meetings.

- All staff are aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community.

- New staff receive information on the school's Acceptable Use Agreement as part of their induction.

- All staff are encouraged to incorporate e-Safety activities and awareness within their lessons.

E-Safety information for parents/carers

- Parents/carers are asked to read through and sign the Acceptable Use Agreement with their child.

- Parents/carers are required to make a decision as to whether they consent to images/names of their child being taken/used on the school website.
- The school website contains useful information and links to sites like Thinkuknow, Childline, CEOP and the CBBC Web Stay safe page.

- The school will send out relevant e-Safety information through newsletters, website, Facebook and parents meetings.

Teaching and Learning

Internet use will enhance learning

- The school's Internet access is designed to enhance and extend education.

- The school provides opportunities within a range of curriculum areas to teach e-Safety.

- Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise and as part of the e-Safety curriculum appropriate to the age of children.

- Pupils are aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils are also aware of where to seek advice or help if they experience problems when using the Internet and related technologies; i.e. parent/carer, teacher/trusted member of staff, or an organisation such as Childline/CEOP.

- The school Internet access is designed expressly for pupil/staff use and will include filtering appropriate to the age of pupils. (4 different levels of filtering)

- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be taught how to evaluate Internet content

- The school ensures that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security

The Internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material, which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people.

- The security of the school's information systems and users is reviewed regularly.

- Virus protection is updated regularly.

- Security strategies are discussed with Durham County Council.
- Personal data taken off site must be encrypted.
- The use of user logins, and where appropriate passwords, to access the school network is enforced.

E-mail

- All children have an email account to use in school. Pupils may only use approved e-mail accounts on the school system.

- Pupils must immediately tell a member of staff if they receive offensive e-mail.

- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

- Staff will only use official school provided email accounts to communicate with pupils and parents/carers.

- E-mail sent to an external organisation will be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

- Staff must not use personal email accounts during school hours or for professional purposes.

Published content and the school web site

The contact details on the Website 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. The school website complies with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright.

Publishing pupil's images and work

- Written permission from parents or carers is obtained before photographs of pupils are published on the school website or Durham Learning Gateway (DLG). This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue.

- Parents/carers may withdraw permission, in writing, at any time.

- Photographs that include pupils are selected carefully and **will not** enable individual pupils to be clearly identified.

- Pupils' full names will not be used anywhere on the St. Stephen's Church of England Primary School Website/Facebook, particularly in association with photographs.

- Pupil's work can only be published by outside agencies with the permission of the pupil and parents.

Photographs taken by parents/carers for personal use

On the event of parents/carers wanting to take photographs for their own personal use, the school will demonstrate our protective ethos by announcing that photographs taken are for private retention and not for publication in any manner, including use on personal websites, e.g. School performances and assemblies etc. Parents/ carers will be asked to sign a form agreeing to this when their child starts our school, through home visits for new Early Years children and at the first visit for transferring students.

Social Network and Personal Publishing

- The school will control access to social media and social networking sites.
- Pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils. However, we accept that some pupils will still use them; they will be advised never to give out personal details of any kind, which may identify them or their location.

- Pupils are advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications.
- Pupil are encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private.
- Pupils are asked to report any incidents of cyber bullying to the school.
- All members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.
- Concerns regarding students' use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents/carers, particularly when concerning students' underage use of sites.
- Staff personal use of social networking, social media and personal publishing sites is discussed as part of staff induction and safe and professional behaviour will be outlined in the school Acceptable Use Policy.
- School staff are advised **not** to add past or present children as 'friends' if they use these sites. (A child is anyone under the age of 18 years.)

Managing Filtering
- The school works with the DCC to ensure systems to protect pupils/staff are reviewed and improved.
- The school has a system in place to make changes to the filter, including deciding who is responsible for authorising changes.
- The head teacher has overall responsibility to authorise blocking/unblocking of websites in agreement with the IT manager/technician.
- If the IT manager/technician has unblocks/blocks a site for a member of staff a log will be kept. This will include the name of the person making the request, their position, the website to be blocked/unblocked, date, time and if request was authorised by IT manger/technician and, if necessary, the head teacher.
- If pupils or staff discovers an unsuitable site, it must be reported to the Class Teacher, e-Safety Coordinator or Head teacher.
- The ICT technician/ E-safety coordinator ensures that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing Emerging Technologies

- Emerging technologies are examined for educational benefit and a risk assessment is carried out before use in school is allowed.

- Pupils are not allowed to bring personal mobile devices/phones to school. Any phones that are brought to school will be sent to the school office and kept there until the end of the day.

- Staff will use a school phone where contact with pupils/parents/carers is required.

- Staff **should not** use personal mobile phones during designated teaching sessions, for any reason.
- The use of mobile phones and other personal devices by students and staff in school will be decided by the school and covered in the school Mobile Phone Policies.

Protecting personal data

The school collects personal information about you fairly and will let you know how the school and Durham LA will use it. The school uses information about pupils to further curriculum, professional and managerial activities in accordance with the business of the school and will contact the parents or guardians, if it is necessary, to pass information beyond the school or Durham LA.

The school will hold personal information on its systems for as long as you remain a member of the school community and remove it in the event of you leaving or until it is no longer required for the legitimate function of the school. We will ensure that all personal information supplied is held securely, in accordance with the policies and practices of Durham County Council and as defined by the Data Protection Act 1998.

You have the right to view the personal information that the school holds about you and to have any inaccuracies corrected.

Data can be removed on request of parent/pupil.

Authorising Internet access

- All pupils must sign up to the Acceptable Use Agreement for pupils and abide by the school's e-Safety rules. These e-Safety rules will also be displayed clearly in all networked rooms and a discussed termly.

- All parents are asked to sign the Acceptable Use Agreement for pupils giving consent for their child to use the Internet in school by following the school's e-Safety rules and within the constraints detailed in the school's e-Safety policy.
- All staff must read and agree in writing to adhere to the Acceptable Use Agreement for Staff before using any school ICT resource
- All visitors to the school site who require access to the schools network or internet access **must** read and sign an Acceptable Use Policy.
- Access to the Internet will be by directly supervised access to specific, approved on-line materials.
- <u>All signed Acceptable Use Policy Agreements are checked and stored in pupil files in the main school office.</u>

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. Neither the school nor DCC can accept liability for the material accessed, or any consequences of Internet access. 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 the Head Teacher and reported to the e-Safety coordinator.
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the e-Safety coordinator and recorded in the e-Safety incident logbook.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents are informed of the complaints procedure.
- If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the County e-Safety Officer.

Introducing the e-Safety policy to pupils

- E-Safety rules are displayed in all classrooms and discussed with the pupils at the start of each year and at regular points during the year. Specific lessons will be taught by class teachers at the beginning of every year and at relevant

points throughout e.g. during PSHE lessons/circle times/anti-bullying week/Safer Internet Day

- Pupils will be informed that network and Internet use will be monitored.
- E-Cadets in years 3, 4, 5 and 6 will work with the e-safety coordinator to plan an deliver at least one e-safety lesson per term to their class.

Introducing the e-Safety policy to staff

- The e–Safety Policy is formally provided to and discussed with all members of staff.
- To protect all staff and pupils, the school has an Acceptable Use Policies.
- Staff are made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, is provided for all members of staff.

Introducing the e-Safety policy to parents

- Parents' attention is drawn to the school e–Safety Policy on the school website.
- Parents are encouraged to read the school Acceptable Use Policy for pupils and discuss its implications with their children.
- Information and guidance for parents on e–Safety is available to parents on the school website
- A partnership approach to e-Safety at home and at school with parents is encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use.

Cloud Based Storage
All of our Cloud Based Storage providers will conform to the ICO Data Protection Policy.

This policy is implemented on a day-to-day basis by all school staff and is monitored by the e-Safety Coordinator.

The e-Safety policy will be revised by the e-Safety Coordinator.

Date reviewed: Spring 2022
Date for future review: Spring 2023