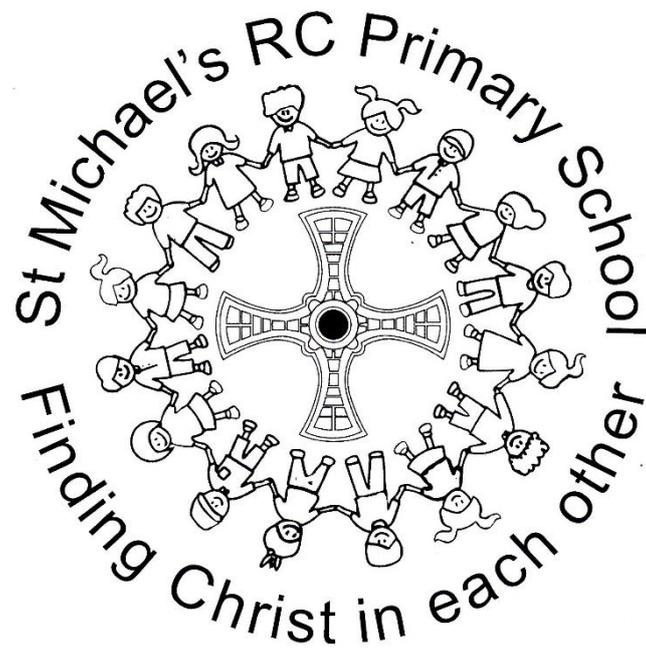


St Michael's Catholic Primary School



E- Safety Policy



St. Michael's RC Primary School

Our Mission Statement

'Finding Christ in each other'

'Catholic Education is above all a question of helping to form Christ in the lives of others.'

Pope John Paul II

The School aims to promote Catholic values based on the teachings of Christ and to bring all members of the school community – staff, children, parents and governors – closer to God through the daily practice of those values in all areas of school activity.

St Michael's Catholic Primary School

e-Safety Policy

Roles and Responsibilities

Our e-Safety Policy has been written by the school, building on the DCC e-Safety Policy and government guidance. The school has an appointed e-Safety Coordinator. The School has also appointed a member of the Governing Body to take lead responsibility for e-Safety.

The School e-Safety Coordinator is Mrs L Blakey

The lead e-Safety governor is Mrs Laura Hogan

Aims

- To create a safe teaching and learning environment
- To set out the roles, responsibilities and procedures for the safe and appropriate use of all technologies to safeguard adults, children and young people within our school
- To recognise the ever changing nature of emerging technologies
- To highlight the need for regular review to incorporate developments within ICT/Computing

Rationale

Importance of the Internet in School:

- Internet use is part of the statutory curriculum and is a necessary tool for learning. The Internet is a part of everyday life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security. 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 functions. Internet access is an entitlement for students who show a responsible and mature approach to its use.
- Information and Communications Technology covers a wide range of resources including web-based and mobile learning. It is also important to recognise the constant and fast-paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:
 - Websites
 - Learning Platforms and Virtual Learning Environments
 - E-mail and Instant Messaging

- Chat Rooms and Social Networking
- Blogs
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web- based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

How does the Internet benefit education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with DCC and DfE;
- access to digital clips
- learning games
- access to learning wherever and whenever convenient.

How will Internet use enhance learning?

The school Internet access will be designed expressly for pupil use to enhance and extend education.

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
 - Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
 - 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, retrieval and evaluation.
 - The school will ensure that the copying and subsequent use of Internet-derived materials by staff and pupils complies with copyright law.
-

How will pupils learn to evaluate Internet content?

Depending on the pupils' age:

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.
- Pupils should be taught how web sites are ordered when using search engines and how to avoid the bias and manipulation that is possible in the way search results are presented.

Managing Information Systems

How will information systems security be maintained?

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- The school will comply with the terms of the data protection act, and is responsible for registering with the information commissioner's office . www.ico.gov.uk advice is available from www.ico.gov.uk/for_organisations/sector_guides/education.aspx
- Personal data taken off site will be encrypted.
- Unapproved software is not able to be installed in work areas or attached to email without administrator permission.
- Files held on the school's network will be regularly checked.
- The ICT coordinator/network manager will review system capacity regularly.
- The use of user logins and passwords to access the school network will be enforced.

How will e-mail be managed?

At St. Michael's, children are not using email accounts within school. If these accounts are to be used in the future, the following guidelines will be adhered to:

- Pupils may only use provided Teams e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Only stmicsh.co.uk email accounts will be used by staff to send and receive work related information.

How should Web site content be managed?

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home or personal information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site and twitter feed.
- The headteacher (J. Bruton) and L Kirkwood will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.
- The school will scan regularly their own web site to check links that have been made into their own sites and to remove links from potentially dangerous sources.

Can pupils' images or work be published?

- Images or videos that include pupils will be selected carefully and will not provide material that could be reused.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Pupils work can only be published with their permission or the parents.
- Written consent will be kept by the school where pupils' images are used for publicity purposes, until the image is no longer in use.
- The School will have a policy regarding the use of photographic images of children which outlines policies and procedures.

How will social networking, social media and personal publishing be managed?

- The school will control access to social media and social networking sites.
 - Pupils will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends/family, specific interests and clubs etc.
 - Staff wishing to use Social Media tools with students as part of the curriculum will risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate. Staff will obtain consent from the Senior Leadership Team before using Social Media tools in the classroom.
 - The official school Twitter and Facebook accounts will only be accessed and updated by staff
-

- 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 will be discussed as part of staff induction and safe and professional behaviour will be outlined in the school Acceptable Use Policy.

How will filtering be managed?

- The school's broadband access will include filtering.
- Any breaches of filtering are reported via the system to the Headteacher and recorded in the incident record sheet.
- If staff or pupils discover unsuitable sites, the URL will be reported to the School e-Safety Coordinator (J. Bruton) who will then record the incident and escalate the concern as appropriate.
- The School filtering system will block all sites on the Internet Watch Foundation (IWF) list.
- Any material that the school believes is illegal will be reported to appropriate agencies such as IWF, Durham Police or CEOP

When unblocking selected websites:

- If a contentious website is requested (e.g. youtube) it will be discussed with the Headteacher
- For other sites the responsibility for checking the suitability of the site rests with the teacher requesting access.

How are emerging technologies managed?

With technology advancing regularly, and new technologies being introduced on a regular basis, we will ensure that:

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils will be instructed about safe and appropriate use of personal devices both on and off site in accordance with the school Acceptable Use or Mobile Phone Policy.
- Children's group e cadets will be working with Miss Ballentine and will meet regularly and will support in classes

How should personal data be protected?

Please refer to The Data Protection Policy

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

Policy Decisions

How will Internet access be authorised?

- All staff will read and sign the School Acceptable Use Policy before using any school ICT resources.
- Parents will be asked to read the School Acceptable Use Policy (AUP) for pupil access and discuss it with their child, where appropriate. Parents and children will then sign the AUP which will be kept on file during their time in school.
- All visitors to the school site who require access to the schools network or internet access will be asked to read and sign an Acceptable Use Policy.
- Parents will be informed that pupils will be provided with supervised Internet access appropriate to their age and ability.
- When considering access for vulnerable members of the school community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).

1.4.2 How will risks be assessed?

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor DCC can accept liability for the material accessed, or any consequences resulting from Internet use.
- The school will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate.
- Any incidents of inappropriate material being accessed will be recorded on the school incident log and dealt with appropriately by the e-Safety coordinators (see below).
- Methods to identify, assess and minimise risks will be reviewed regularly.

How will the school respond to any incidents of concern?

- All members of the school community will be informed about the procedure for reporting e-Safety concerns (such as breaches of filtering, cyberbullying, illegal content etc).
 - The member of staff reporting will record the reported incident, the headteacher will then record actions taken and other in any relevant areas e.g. Bullying or Child protection log.
 - The Designated Child Protection Coordinator will be informed of any e-Safety incidents involving Child Protection concerns, which will then be escalated appropriately.
 - The school will manage e-Safety incidents in accordance with the school discipline/behaviour policy where appropriate.
 - The school will inform parents/carers of any incidents of concerns as and when required.
-

- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Children’s Safeguard Team or e-Safety officer and escalate the concern to the Police
- If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the Area Children’s Officer or the County e-Safety Officer.
- If an incident of concern needs to be passed beyond the school then the concern will be escalated to the e-Safety officer to communicate to other school in Durham.

How will e–Safety complaints be handled?

- Complaints about Internet misuse will be dealt with under the School’s complaints procedure.
- Any complaint about staff misuse will be referred to the head teacher.
- All e–Safety complaints and incidents will be recorded by the school, including any actions taken.
- Parents and pupils will need to work in partnership with the school to resolve issues.
- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.
- Any issues (including sanctions) will be dealt with according to the school’s disciplinary, behaviour and child protection procedures.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.

How will Cyberbullying be managed?

Please refer to online/cyberbullying policy

How will mobile phones and personal devices be managed?

Please refer to mobile phone policy

Communication Policy

How will the policy be introduced to pupils?

e-Safety is included in our Computing curriculum at St. Michael’s. The teaching of e-Safety is integrated and taught throughout the year. The content of this teaching is carefully planned to

ensure that it is suitable for each age group and shows progression throughout the school. As well as regular teaching of e-Safety and policies, children will also be involved in assemblies and other activities throughout the year, particularly during anti-bullying week and Safer Internet Day. Our school website provides further guidance and suggested websites for parents and children. The school has a dedicated group of pupils, e-cadets who meet with the e safety lead to deliver support and e safety lessons in school.

How will the policy be discussed with staff?

- The e–Safety Policy will be formally provided to and discussed with all members of staff.
- To protect all staff and pupils, the school will implement Acceptable Use Policies.
- Staff will be 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, will be provided for all members of staff.
- Staff who manage filtering systems or monitor ICT use will be supervised by the Senior Leadership Team and have clear procedures for reporting issues.
- The School will highlight useful online tools which staff should use with children in the classroom. These tools will vary according to the age and ability of the pupils.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

How will parents' support be enlisted?

- Parents' attention will be drawn to the school e–Safety Policy in newsletters, the school prospectus and on the school website.
- A partnership approach to e-Safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use, or highlighting e–Safety at other attended events e.g. parent evenings and sports days.
- Parents will be requested to sign an e–Safety/Internet agreement as part of the Home School Agreement.
- Parents will be encouraged to read the school Acceptable Use Policy for pupils and discuss it's implications with their children.
- Information and guidance for parents on e–Safety will be made available to parents in a variety of formats.
- Advice on useful resources and websites, filtering systems and educational and leisure activities which include responsible use of the Internet will be made available to parents.

Responsibilities of Governing Body at St Michael's School

- *Read, understand, contribute to and help promote the school's eSafety policies and guidance.*
- *Develop an overview of the benefits and risks of the internet and common technologies used by pupils.*
- *Develop an overview of how the school ICT infrastructure provides safe access to the internet.*
- *Develop an overview of how the school encourages pupils to adopt safe and responsible behaviours in their use of technology in and out of school.*
- *Support the work of the eSafety group in promoting and ensuring safe and responsible use of technology in and out of school, including encouraging parents to become engaged in eSafety activities.*

Ensure appropriate funding and resources are available for the school to implement their eSafety strategy

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.