Osmotherley Primary School

e-safety Policy

This policy has been written based on North Yorkshire e-safety guidance in conjunction with BECTA and CEOP materials. It has been adapted to reflect the school's own decisions on balancing educational benefits with potential risks. This e-safety policy will be used in conjunction with policies relating to curriculum, data protection, anti-bullying, safeguarding, acceptable use, security and home-school agreements.

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich their learning.

This policy applies to all pupils, all teaching staff, all support staff, all governors and all volunteers.

Our Aims
Pupils will learn how to:
- Use the internet and other digital technologies to support, extend and enhance learning
- Develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material
- Use the internet effectively for research purposes
- Evaluate information on the internet
- Report inappropriate web content
- Develop a positive attitude towards the internet and develop their ICT capability through both independent and collaborative working
- Use existing, as well as up-and-coming, technologies safely
- Use the internet safely (e-safety)
- Use ICT skills across the curriculum

Data Protection
There is a separate Privacy Notice (Data Protection) and Publication Scheme (Freedom of information)

Email
- Pupils and staff will only use approved email accounts when using the school network
- Pupils will tell a member of staff if they receive inappropriate email communications
- Pupils will only use email for approved activities

Internet Access
- Staff will read and sign the Acceptable Use Policy before using any ICT resources
- Parents and pupils will read and sign an Acceptable Use Policy before pupils are given access to internet resources
- Pupils' internet access during school hours will be supervised by a member of staff

Mobile Phones and Other Handheld Technology
- Pupils are not permitted to have mobile phones or other personal handheld technology in school unless by specific arrangement with the Head Teacher

- Such items can be confiscated by school staff if they have reason to think that they are being used to compromise the wellbeing and safety of others
- In exceptional circumstances, named mobile phones may be kept in an agreed location and collected at the end of the school day

Systems Security
ICT systems security will be regularly reviewed with support from the internet provider.

Web Filtering
- The school will work with the internet provider to ensure that appropriate filtering is in place
- Pupils will report any inappropriate content accessed to the headteacher

Communication of the E-Safety Policy to Pupils
- Pupils will sign the age-appropriate Acceptable Use Policy before using these resources
- E-safety rules will be posted in each room where a computer is used
- Pupils will be informed that internet use will be monitored

Communication of the E-Safety Policy to Staff
- The Acceptable Use Policy will be given to all new members of staff
- The E-Safety and Acceptable Use policies will be discussed with, and signed by, all staff at least annually
- Staff will be informed that internet use will be monitored

Communication of the E-Safety Policy to Parents/Carers
- The Acceptable Use Policy will be available on the school website
- Parents will be asked to sign a Home-School Agreement and Acceptable Use Policy when their children join the school
- The school will communicate e-safety issues to parents through the school newsletter and website

E-Safety Complaints
- Instances of pupil internet misuse should be reported to, and will be dealt with by, the e-safety coordinator
- Instances of staff internet misuse should be reported to, and will be dealt with by, the Head Teacher
- Pupils and parents will be informed of the consequences of internet misuse

Head Teacher
- Ensure that developments at Local Authority level are communicated to the e-safety co-ordinator Ensure that the Governing Body is informed of e-safety issues and policies
- Ensure that appropriate funding is allocated to support e-safety activities throughout the school Establish and maintain a safe ICT learning environment
- Establish and maintain a school-wide e-safety programme
- Work with the staff and governors to advise on, develop, and review, e-safety policies and procedures
- Respond to e-safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and maintain an incident log
- Establish and maintain a staff professional development programme relating to e-safety
- Develop parental awareness of e-safety
- Develop an understanding of relevant legislation
- Provide a technical infrastructure to support e-safety practices

- Ensure that appropriate processes and procedures are in place for responding to the discovery of illegal materials, or suspicion that such materials are on the school's network
- Ensure that appropriate processes and procedures are in place for responding to the discovery of inappropriate but legal materials on the school's network
- Report network breaches of acceptable use of ICT facilities to the Head Teacher
- Maintain a professional level of conduct in their personal use of technology, both within and outside school
- Take responsibility for their professional development in this area

Governing Body
- Ensure that e-safety is included as part of the regular review of child protection and health and safety policies
- Support the Head Teacher and/or designated e-safety co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment
- Ensure that appropriate funding is authorised for e-safety solutions, training and other activities as recommended by the Head Teacher and/or designated e-safety co-ordinator (as part of the wider remit of the Governing Body with regards to school budgets)
- Promote e-safety to parents and provide updates on e-safety policies

Teaching and Support Staff
- Contribute to the development of e-safety policies
- Adhere to the Acceptable Use Policy
- Take responsibility for the security of data
- Develop an awareness of e-safety issues and how they relate to pupils in their care
- Model good practice in using new and emerging technologies
- Embed e-safety education in curriculum delivery
- Know when and how to escalate e-safety issues
- Maintain a professional level of conduct in their personal use of technology, both within and outside school
- Take responsibility for their professional development in this area

Parents/Carers
Read the Acceptable Use Policy and encourage their children to adhere to its guidelines

Adhere to the Acceptable Use Policy if using the school internet

Discuss e-safety issues with their children, support the school in its e-safety approaches and reinforce appropriate behaviours at home

Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies

Model appropriate uses of new and emerging technologies

Liaise with the school if they are concerned that their child is using the internet inappropriately

Adopted: January 2019 Review date: January 2020