



Bell Lane Academy

E-Safety Policy

Policy updated by: K.Page (computing coordinator) in July 2016

Policy approved by Governing Body on: January 2017

Introduction

In a rapidly changing technological world, use of emerging technology and the internet is part of the statutory curriculum and a necessary tool for staff and pupils in order to enhance teaching and learning. Access to the internet and a range of resources for learning is essential and plays a large role in any learner's development. It is important that at Bell Lane Academy, we have good management processes in place to ensure the safe and effective use of the internet by staff, pupils and visitors.

The National Curriculum in England states that Computing in schools *“ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas through, information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.”* (DfE, Computing programmes of Study: key stages 1 and 2, 2013)

The use of technologies with school and at home is continually expanding and has become an integral part of learning and communication. Using the internet is now an everyday occurrence for most adults and children. The increased use and reliance on technology and internet use at school and home exposes children to a number of risks and dangers. This policy aims to identify and manage these risks to ensure that our children can use the internet in a way which will keep them safe without limiting their opportunities when using new and ever changing technologies.

Curriculum

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. Through the use of internet based activities, adults supporting learning are able to enrich the range of opportunities and resources available to pupils. Adults should be aware of the risks accompanied by such activities as well as the opportunities. Within the ICT scheme of work, there are age appropriate and progressive objectives related to e-safety. E-safety skills are embedded within the teaching of Computing as well as other subjects where staff reinforce key e-safety points across the curriculum.

Photographs and Video

Photographs and videos of children are used daily in order to evidence progress and to assess learning. This is done from Nursery to Year 6 and across all curriculum subjects. Such images and videos may be used by Bell Lane Academy on our website/newsletters/social media pages with the consent of parents/carers (see Home/School Agreement). Staff only take, store and use images of pupils for professional purposes in line with the data protection policy.

Teaching and Learning

E-safety will be taught and applied in the following ways:

- An age appropriate and progressive e-safety programme is provided as part of Bell Lane Academy's computing curriculum which covers the use of ICT both in school and at home
- Key e-safety messages will be addressed across the curriculum and through a planned programme of assemblies, parent information sessions and theme days
- Pupils will be helped to understand and apply the pupil acceptable use agreement
- Where pupils are allowed to freely search the internet, staff are vigilant in monitoring the content of the websites that children access
- Rules for use of technology (SMART rules) and the internet are displayed in the computing classroom and revisited by staff during computing lessons
- In lessons, processes are in place for dealing with and reporting any unsuitable material that is found in internet searches

- Pupils should be taught in all lessons to be critically aware of the accuracy and suitability of materials/content that they access online and know how to deal with and report inappropriate materials and content
- Pupils are taught to acknowledge sources of information uses and respect copyright when using material found on the internet

Whilst the above adult and technical regulations are very important, their use must be balanced by educating pupils how to be vigilant and take a responsible approach to using technology and the internet. Our pupils need the help and support of the school to be able to recognise and avoid potential risks and build their online resilience.

Staff and training

A program of e-safety training is made available to all staff as follows:

- An audit of the e-safety training needs of staff will be carried out regularly and training provided as necessary
- All new staff will receive an e-safety induction ensuring that they fully understand our e-safety policy and acceptable use agreement
- E-safety policy updates and changes will be shared with and discussed by management/staff/governors in staff and governors meetings and INSET days where necessary

ALL STAFF must sign and agree to the acceptable use agreement before using any school technology

Parents and Carers

Many parents and carers do not have the depth of understanding of e-safety risks and issues and schools do, yet their role is essential in monitoring and regulating their children's online experiences. Some parents may underestimate how often children may come across potentially harmful or inappropriate material on the internet and can be unsure about what to do about it. Bell Lane Academy will strive to inform parents and carers of any developments/changes within the e-safety policy and aim to share a positive and supportive message about the safe use of technology and the internet.

Reporting inappropriate content/misuse of technology

Any inappropriate content must be reported to and dealt with a senior member of staff. In case of inappropriate/harmful content accessed by a child, they should report immediately to a member of staff. Complaints of technological misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the headteacher. Complaints of a child protection nature must be dealt with in accordance with Bell Lane Academy child protection procedures (see Child Protection and Safeguarding Policy). Pupils and parents will be informed of consequences for pupils misusing the internet.

Cyber Bullying and Online Behaviour

Incidents of Cyber Bullying and/or negative online behaviour will be dealt with by senior members of staff in line with our school Bullying and Behaviour Policies.

Monitoring and Filtering

All incoming and outgoing traffic is monitored and filtered by an onsite filtering service. All users have individual accounts for the school ICT system and are responsible for keeping passwords secure. There are regular reviews and audits of the safety and security of the school ICT systems.

Computing Acceptable Use Agreement

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is to help ensure that all staff are aware of their professional responsibilities when using any form of ICT and to help keep pupils, staff and visitors safe. All staff are required to sign this Acceptable Use Agreement confirming their undertaking to adhere to its contents at all times.

Users of Bell Lane Academy computing equipment must:

- print only what is essential
- only download images of staff and pupils onto school computers
- only use the school's email/ Internet and any other related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher
- not disclose any passwords provided to me by the school or other related authority
- ensure that all electronic communications with pupils and staff are compatible with my professional role.
- not give out my own personal details, such as mobile phone number or personal home email address, to pupil
- only use the approved school email system for any communications with pupils, parents and other school related activities
- ensure that personal data (such as data held on the administration system) is kept secure and is used appropriately.
- not install any hardware or software on school equipment without the permission of the Computing Coordinator
- report any accidental access to inappropriate materials immediately to the headteacher
- not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- only take, store and use images of pupils and/or staff for professional purposes in line with data protection policy and with written consent of the parent, carer or staff member. Images must not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher in line with data security policy
- understand that all use of the Internet and other related technologies can be monitored and logged and can be made available to the Headteacher
- respect copyright and intellectual property rights
- ensure that online activity, both in school and outside school, will not bring my professional role into disrepute. This includes ignoring invitations from pupils and parents to be part of their social networking site(s), including Facebook, Twitter and Instagram
- understand that The Management and Governors will not support any members of staff to whom any allegations are made as a result of not adhering to sensible, professional practice of online activity.
- use mobile phones only during breaks, unless the need is judged to be urgent and I can justify the matter of urgency to the Headteacher
- support and promote the Bell Lane Academy's e-Safety policies and support pupils in being safe and responsible when using ICT and related technologies.

User Signature

I _____ (printed name) agree to comply to all of
the above in regards to the Acceptable User Agreement.

Signed _____ Date _____