

The Good Shepherd Primary Catholic Academy



E-Safety Policy

Mission Statement

**Our mission is to develop our children with active and creative minds,
a sense of understanding and compassion for others and
the courage to act on their Catholic beliefs.**

**In our school community we celebrate our faith and we work together to
achieve our personal potential by trying to live like Jesus and become the
person that he wants us to be.**

Ratified On:	December 2018
Review Date:	December 2019
Chair of Governor's signature:	Mrs R Burke
Headteacher's signature:	Mrs M.H.B.Williams

Psalm 4:8

“In peace I will both lie down and sleep; for you alone, O Lord, make me dwell in safety.”

The Purpose of the E-safety Policy

The purpose of this policy is to ensure that all staff, parents, governors and children understand and agree the school's approach to e-safety. The policy relates to other policies including Computing Curriculum, Internet Access, Bullying, Child Protection and Health and Safety.

Teaching and Learning

Why Internet use is important

- The Internet is an essential element in 21st-century 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
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils

Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils
- Pupils will be taught what Internet use is acceptable and what is not and they will be given clear objectives for Internet use
- Pupils will be 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 will ensure that the use of Internet-derived materials by staff and pupils complies with copyright law
- Pupils should be 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

- School ICT systems capacity and security will be reviewed regularly by CTK who provide our IT support
- Virus protection will be updated regularly

E-mail content and the school website

- Pupils may not use email in the school
- The contact details on the website should be the school address, email and telephone number. Staff or pupils' personal information will not be published
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate

Publishing pupils' images and work

- Photographs that include pupils will be selected carefully
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website and Twitter (see separate Twitter Policy)
- Pupils' work will only be published on the school's website with parental permission, surnames will not be attached to the work

Social networking and personal publishing

The school will deny access to social networking sites and parents will be advised, as part of their responsibility as parents, not to allow their children to use these at home.

Managing filtering

- The school will work with the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved
- If staff or pupils discover an unsuitable site, it must be reported to the Headteacher and E-Safety Co-ordinator
- Pupils are reminded several times throughout the year of what to do should something appear on their screen which they are not comfortable with

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during school time by anyone other than the Caretaker. This includes children and parents

Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate 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. The school cannot accept liability for the material accessed, or any consequences of Internet access.

Handling e-safety complaints

- The Headteacher will deal with complaints of Internet misuse
- 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 and Policy

Community use of the Internet

All use of the school internet connection by the community and other organisations shall be in accordance with the E-Safety Policy.

Introducing the E-safety Policy to pupils

- E-safety rules will be discussed regularly with the pupils at the start of each term and in each subsequent term
- E-safety posters will be posted in the school, so that all users can see them
- Pupils are informed that network and Internet use is monitored and appropriately followed up
- The children receive E-safety lessons once every half term, during National Anti-Bullying week and also as part of E-safety Week in February. Throughout the year they are constantly reminded of online safety

Staff and the E-Safety Policy

- All staff will have access to the School E-Safety Policy and its importance explained
- Staff should be aware that Internet traffic could be monitored
- Discretion and professional conduct are essential
- Staff will always use a child-friendly safe search engine when accessing the web with pupils
- The E-Safety Policy needs to be read in conjunction with the Mobile Phone Policy

Enlisting parental support

- Parents' attention will be drawn to the School E-Safety Policy in newsletters and conversations

- E-Safety sessions will be held for parents

If using the internet at home:

- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location
- Pupils must be made aware of how they can report abuse and who they should report abuse to
- Pupils should be taught the reasons why personal photos should not be posted on any social network space without considering how the photo could be used now or in the future
- Pupils should be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications
- Students should only invite known friends and deny access to others

E-Safety Incident Log

In the event of an issue arising in which the safety of a child or member of staff is in question, then an E-Safety Incident Form must be filled out immediately by the appropriate adult and handed to the Headteacher on the same day (Appendix 1)

Equality Statement

We have a legal duty under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs (SEN).

The curriculum is inclusive and facilitates the needs of all children regardless of their age, size, mobility, gender, ethnicity and ability. Our planning aims to foster an appreciation of each other's cultures and beliefs along with the promotion of a healthy and positive self-image. This is linked to the school's role as a Christian community, Special Education Needs and Inclusion.

Appendix 1
E-Safety Incident Form

<u>Number</u>	<u>Reported by (name of staff member/parent)</u>	<u>Reported to</u>
	<u>Date and time</u>	<u>Date and time</u>
<p><u>Incident Description</u> (Describe what happened, which children were involved, which staff members were involved and what action was taken at the time)</p>		
<u>Follow up/review date</u>	<u>Result of the review</u>	
<u>Is any further action needed?</u>		
<u>Headteacher signature:</u>		<u>Date</u>
<u>Governor signature:</u>		<u>Date</u>