

West End Academy



## **E-Safety Policy**

**Reviewed: September 2022**

**Next review date: September 2023**

## **Rationale**

In a rapidly changing technological world, internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Pupils and staff have access to the most up-to-date information, which is beneficial for both teaching and learning. A recent study shows that 85% of pupils between the years of 1 to 6, at West End Academy have access to home internet. Pupils are encouraged to use educational sites out of school.

## **Purposes**

To enable children to

- *access world-wide educational resources and up-to-date information*
- *have fun whilst learning*
- *learn how to critically evaluate information and realise that not all print is true*
- *use email as a modern way of communication*
- *learn about e-safety*

## **Broad Guidelines:**

- *Parents will be asked to sign and return a consent form to allow their child to use the internet in school.*
- *Pupils will be taught, through clear guidelines, what internet use is acceptable and what is not.*
- *Pupils will not be permitted to use the internet without a teacher present.*
- *Pupils will be taught the skills to keep safe when using the internet.*
- *If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the computing leader (Rebecca Barlow) and logged in our own record book.*
- *Pupils must not reveal personal details of themselves or others in e-communication, such as address or telephone number, or arrange to meet anyone.*
- *The point of contact on the website is the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.*
- *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 or in the local paper.*
- *Rules for internet access will be posted in the ICT suite.*

## **Conclusion**

Through the use of the Internet we have the world at our fingertips but safe and monitored use is of paramount importance.

## Roles and Responsibilities

### Governors:

- Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the governors receiving regular information about e-safety incidents and monitoring reports. A member of the governing body has taken on the role of e-safety.

The role of the e-safety Governor will include:

- meetings with the e-safety Leader (Rebecca Barlow)
- regular monitoring of e-safety incident logs
- regular monitoring of filtering / change control logs
- reporting to relevant governors' meetings

### Headteacher and Senior Leaders:

- The headteacher is responsible for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the e-safety leader.
- The headteacher is responsible for ensuring that the e-safety Leader and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The senior leadership team will receive regular monitoring updates from the e-safety leader.
- The headteacher and e-Safety leader, should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

### E-Safety Leader

- leads on e-safety
- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- provides training and advice for staff
- liaises with school ICT technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments

### Technical staff:

MINT and the computing leader are responsible for ensuring:

- that the school's ICT infrastructure is secure and is not open to misuse or malicious attack
- that users may only access the school's networks through a properly enforced password protection policy
- that they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- that the use of the network / remote access / email is regularly monitored in order that any misuse / attempted misuse can be logged as an e-safety issue.
- that monitoring software / systems are implemented and updated as agreed in school policies if they are deployed

## **Teaching and Support Staff**

are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- they have read and understood the Acceptable Use Policy
- they have read, understood and signed the Acceptable Use Agreement
- they report any suspected misuse or problem to the E-Safety Leader / Headteacher for investigation / action / sanction
- digital communications with students / pupils (email) should be on a professional level and only carried out using official school systems
- e-safety issues are embedded in all aspects of the curriculum and other school activities
- pupils understand and follow the school e-safety and acceptable use policy
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor ICT activity in lessons, extra-curricular and extended school activities
- they are aware of e-safety issues related to the use of mobile phones, cameras and hand-held devices and that they monitor their use and implement current school policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

## **Designated Child Protection Officer**

Should be trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

## **Pupils:**

- are responsible for using the school ICT systems in accordance with the Pupil Acceptable Use Agreement, which they will be expected to sign before being given access to school systems
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand-held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise the benefits of adhering to the school's e-safety policy out of school

## **Parents / Carers**

Parents / carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website, blog and information about national / local e-safety campaigns / literature.

Parents and carers will be responsible for:

- endorsing (by signature) the Student / Pupil Acceptable Use Agreement
- accessing the school website in accordance with the relevant school Acceptable Use Policy.

Appendix 2

**Staff, Governor and Visitor Acceptable Use Agreement**  
**for West End Academy**

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 staff, governors and visitors safe. All staff are expected to sign this policy confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with Rebecca Barlow, ICT Leader.

- ✓ I will not use the printer for my personal use.
- ✓ I am aware that, as a school we need to cut down on our ink consumption, therefore I will play my part by only printing only what is essential.
- ✓ I will only download images of staff and pupils onto school computers.
- ✓ I will only use the school's email/ Internet and any other related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- ✓ I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- ✓ I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- ✓ I will not give out my own personal details, such as mobile phone number or personal home email address, to pupils.
- ✓ I will only use the approved school email system for any communications with pupils, parents and other school related activities.
- ✓ I will ensure that personal data (such as data held on the administration system) is kept secure and is used appropriately. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body and with appropriate levels of security in place.
- ✓ I will not install any hardware or software on school equipment without the permission of the ICT leader, Rebecca Barlow.
- ✓ I will report any accidental access to inappropriate materials immediately to Rebecca Barlow.
- ✓ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- ✓ Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with data protection policy and with written consent of the parent, carer or staff member. Images will 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.
- ✓ I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to the Headteacher.
- ✓ I will respect copyright and intellectual property rights.
- ✓ I will ensure that my 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 Bebo.
- ✓ I 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. Failure to follow these procedures may result in disciplinary action.
- ✓ I will use my mobile phone only during breaks, unless the need is judged to be urgent and I can justify the matter of urgency to the Headteacher.
- ✓ I will support and promote the school's e-Safety policies and help pupils to be safe and responsible in their use of ICT and related technologies.

**User Signature**

I agree to follow this acceptable use agreement and to support the safe use of ICT throughout the school.

Signature .....

Date.....

Full Name ..... (printed)

Role in School.....

**KS1 Pupil Acceptable Use Agreement**  
**For West End Academy**

- ✓ I will handle all ICT equipment with care.
- ✓ I will get permission from a member of staff before using the printer.
- ✓ When I am allowed to print, I will only click the print icon once. I will wait patiently and not click the print icon again.
- ✓ I will not deliberately look for or save anything that other people would not like.
- ✓ I will switch my monitor off immediately if I find anything inappropriate on the Internet, then I will tell my teacher.
- ✓ I will only log onto the computer as myself.
- ✓ I know that a member of staff can check everything I do on the Internet.
- ✓ I will be responsible for my behaviour when using ICT in school and at home because I know that these rules are to keep me safe.
- ✓ My parent or carer will be contacted if I am putting my safety, and others', at risk.
- ✓ I understand that using the Internet and other related technologies is a privilege, and I must use them properly.

**Pupil**

I agree to follow this acceptable use policy and to try my best to always keep safe when using ICT.

Name of pupil..... Year group.....

Pupil Signature

..... Date.....

**Parent/carers**

I understand that each point has been explained fully to my child. I agree that s/he must follow this acceptable use agreement to support his/her safety when using ICT.

Signature Parent/carers

..... Date.....

**KS2 Pupil Acceptable Use Agreement**  
**For West End Academy**

- ✓ I will handle all ICT equipment with care.
- ✓ I will behave sensibly when using ICT, as I would in all other areas of school life.
- ✓ I will only use ICT in school for school purposes.
- ✓ I will only log onto the computer as myself.
- ✓ I will only open/delete my own files.
- ✓ I will get permission from a member of staff before using the printer.
- ✓ When I am allowed to print, I will only click the print icon once. I will wait patiently and not click the print icon again.
- ✓ I will ask permission from a member of staff before using the Internet.
- ✓ I will only use my own school email address to send emails.
- ✓ I will make sure that emails and text messages that I send to other children and adults are sensible and polite.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will tell an adult if I receive an email or text message that makes me unhappy.
- ✓ I will not deliberately look for, save or send anything that could offend others.
- ✓ I will switch my monitor off immediately if I accidentally find anything inappropriate on the Internet, then I will tell my teacher.
- ✓ I will not give out my personal details such as my name, phone number, home address or school.
- ✓ I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will not use my own mobile saving device (eg. pen drive) without getting permission from my teacher first.
- ✓ If it is necessary to bring my mobile phone to school, I must bring a letter to school stating a valid reason from my parent/carer. My phone must be switched off at the start of the school day and I will hand it in at the office for safekeeping. I will collect it at the end of the school day.
- ✓ I know that a member of staff can check everything I do on the Internet, including the Internet sites that I visit and the emails that I send and receive.
- ✓ I will be responsible for my behaviour when using ICT in school and at home because I know that these rules are to keep me safe.
- ✓ My parent or carer will be contacted if I am putting my safety, and others', at risk.
- ✓ I understand that using the Internet and other related technologies is a privilege, and sanctions will apply if I misuse them.

**Pupil**

I agree to follow this acceptable use policy and to try my best to always keep safe when using ICT.

Name of pupil..... Year group .....

Pupil Signature

..... Date.....

**Parent/carer**

I understand that each point has been explained fully to my child. I agree that s/he must follow this acceptable use agreement to support his/her safety when using ICT.

Signature Parent/carer

..... Date.....