

# E-Safety Policy

## Harvills Hawthorn Primary School

2017-2018

**Introduction**

This policy aims to outline the necessary procedures, behaviours and expectations which will improve the safety of children and staff in relation to the use of computers, mobile devices and any other technology.

We, as a school, recognise the growing concerns which are held by children, parents and educators about the risks and threats posed by technology which is, in many cases, readily available.

At Harvills Hawthorn Primary School, we have access to the internet through MacBooks, Windows computers, iPads and the 'Imagination Room' software. Therefore, this policy aims to ensure that these technologies and devices are used responsibly and safely to the end of ensuring safe use by staff and children alike.

This policy applies to all children, all staff, all volunteers/companies/visitors/students/educators and anyone else who may use technology within school.

This policy has been written by the E-Safety Co-ordinator (Ryan Brydon) and any safeguarding concerns, including those related to e-safety, are dealt with by the headteacher (Joanne Sheen).

## **Use of digital technologies, devices and the internet within school.**

The use of digital technologies, devices and the internet should adhere to the following guidelines. Generally, usage should seek to promote education, learning and engagement and not stray into illegal or harmful usage which causes risk. The school expects all users of the technologies, devices and the internet to understand and follow the policy in order to establish a safe and purposeful basis in which computing and technology can be explored.

Users of the digital technologies, devices and internet within school should NOT:

- Visit internet sites, make, post, download, upload or pass on material, comments or media which relates to:
  - Indecent images of children
  - Promoting discrimination of any kind
  - Promoting racial or religious hatred
  - Promoting illegal acts
  - Anything pornographic or sexual in nature
  - Anything which may cause offense to peers, staff or students

Sometimes, some of these areas may arise when exploring or browsing sites. When/if this happens, advise children (if they are involved) on how to deal with happening upon inappropriate material and later report the incident to the e-safety co-ordinator, Ross Fields or the safeguarding lead.

However, if there are incidents whereby deliberate access to websites, online forums or groups or articles which pertain to any of the following areas has been carried out, then the incident should be reported to the police:

- Images of child abuse
- Adult material which breaches the Obscene Publications Act
- Criminally racist or anti-religious material
- Violence and bomb making
- Illegal taking or promotion of drugs
- Software piracy
- Material related to terrorist activity or propaganda

In addition to this, users may also not use the school's broadband services in the following manners or instances:

- To run a private business
- Enter into personal transactions that involve the school
- Visit sites which may be defamatory or incur liability or adversely impact upon the image or reputation of the school or associated partners
- Use, upload, download or transmit copyrighted material
- Reveal confidential information, which includes but is not limited to: financial information, personal information, databases, computing access codes, business relationships.
- Intentionally interfere with the normal operation of the Internet connection
- Use the internet to reveal personal opinions which could be considered inappropriate or offensive
- Violate the privacy of others
- Corrupting or deleting others' data within prior permission
- Continue to use a device or item after request to desist because it is causing technical, safety, privacy or other issues
- Use technologies to intimidate, threaten or cause harm to others
- Use technology, either owned by the school or yourself, to take images or videos of children which are then taken out of the school premises (i.e. images or videos of children should not be stored on a device which will leave the school grounds).

## **Reporting abuse**

- Any abuse suffered by children or staff should be reported to the SLT.
- Where possible, evidence (screenshots, recordings etc) should be kept and used to report the incident
- If the abuse is of a criminal nature, then it should, along with any relevant evidence, be reported to the police service.

## **Education and Training**

We recognise the importance of a sound, thorough and purposeful education about the key elements of e-safety relevant to the lives of the young people we teach. It is crucial that we ensure all children have an understanding of the risks posed by the use of online technologies, the consequences of their actions and decisions and the steps they can take to seek help, guidance and safety if instances occur which make them uncomfortable, anxious or fear for their or others' safety.

To this end, we ensure that e-safety learning forms a crucial and paramount aspect of our computing curriculum. During each computing unit undertaken by classes periodically throughout the year, there is an expectation that e-safety be discussed and learnt about explicitly. Furthermore, staff are aware that, whenever online technologies are used, the children are reminded and taught about responsible and safe behavior online.

To emphasise these points, every year there will be an E-Safety Week, during which children will discuss e-safety and the relevant areas in relation to this at an appropriate level for their age group. They will be expected to engage with and produce learning which helps them to understand how to keep themselves safe when using technology within and outside of school.

In order for staff to deliver this wealth of e-safety coverage adequately, they are frequently trained on new or topical e-safety points. Every year, staff undertake safeguarding training and e-safety forms part of this training. Also, at least once a year, staff receive explicit e-safety training. Staff are made aware of practices, procedures, relevant information and where to find additional resources or information to further their knowledge.

As a school, we also understand the importance of educating and engaging with parents. Periodically, we run e-safety workshops after school which aim to provide information to parents about topical issues and tips for ensuring their child's safety online. We also aim to provide updates on e-safety issues through our distribution of newsletters or explicit communications, which inform parents of relevant issues.

## **Monitoring**

The use of technology within school (by children) is always supervised by adults. As well as this 'over the shoulder' approach, all of our devices are equipped with forensic software which is always scanning for key words which are identifiers for inappropriate or worrying use. If one of these key words is typed or searched for, a screenshot is taken and sent to Ross Fields, along with the time of the incident. Ross Fields will then investigate the incident and pass along any concerning information appropriately to the relevant people (SLT team, e-safety co-ordinator, class teacher etc).

## **Sanctions**

If a children is seen to be misusing technology or using technology in a way which is deemed worrying, concerning, harmful or abusive, then appropriate steps will be taken in line with the school's behavior policy.

If the incident is serious enough in nature, the children's parents will be informed and/or their use of technology may be suspended or withdrawn for their and others' safety and wellbeing.

If staff are known, seen or proven to be misusing technology, then this shall be reported to the headteacher. If the staff are found to be in breach of any school policies, including this one, then disciplinary procedures may be undertaken. If the incident is serious in nature, then incidents may be passed to the police or child protection services.

It is important that all staff are responsible for their own actions but also for monitoring and reporting worrying actions witnessed by other members of staff to ensure the safety of all children and staff within school.