



This policy is linked to and derived from the overarching curriculum policy. This policy has been reviewed by the SMT to ensure it does not undermine British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

PARK SCHOOL

E - SAFETY POLICY

ACADEMIC YEAR 2020 - 2021



PARK SCHOOL

The purpose of the E-safety policy

- To educate students about e- safety issues and appropriate behaviours so that they remain safe and legal online.
- To help students to develop critical thinking skills to reflect and enable them to keep themselves safe.
- To keep any personal data and information secure.
- To minimise the risks of handling sensitive information.

Writing and reviewing the E-safety policy

The school's E-Safety Policy has been revised following recent government guidance. It has been agreed by senior management and approved by governors.

- The E-Safety Policy and its implementation will be reviewed annually.
- The E-Safety Policy was revised by the Head teacher and ICT Co-ordinator.

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 students.

Internet use will enhance learning

- The school Internet access will be designed expressly for student use and will include filtering appropriate to the age of students
- Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

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Reviewed Sept 2016/Sept 2017/September 2018/ September 2019/June 2020/Sept 2020
Next Review Date: September 2021



Students will be taught how to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and students complies with copyright law.
- Student 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 and ICT system security

- School ICT systems' capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with school support advisors

E-mail

Students may only use approved e-mail accounts for specific examination purposes on the school system supervised the ICT teacher. (Students have no access to the password).

For some lessons, online learning platforms may be used – e.g. Epic Books, BCS Mosaic, Scratch. The passwords will be kept and monitored by the class teacher, and access to these sites will be closely supervised.

Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or students' personal information will not be published.
- The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing student's images and work

- Photographs that include students will be selected carefully and will not enable individual students to be clearly identified.
- Students names will not be used anywhere on the school website or any blogs, particularly in association with photographs.

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- Written permission from parents or carers will be obtained before photographs of students are published on the school Web site.
- Students work can only be published with the permission of the student and parents/carers.

Social networking and personal publishing

- The school will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Students will be advised never to give out personal details of any kind which may identify them or their location.
- Students and parents/carers will be advised that the use of social network spaces outside school is inappropriate for primary aged students.
- The use of YouTube and other information sites will be reviewed on an individual basis. If anyone is found to be accessing inappropriate material – e.g. music videos with swearing/references to drugs or illegal activity, this will be reported to the Head Teacher. This will result in a tech ban for a period of time dependent on the severity of the material. The student's parents/carers will be informed.

Webcams

There is no reason for webcams to be used by any students, and as such their use is prohibited.

Mobile technology

Mobile phones are strictly prohibited for all students on school premises. Students found with mobile phones will have them confiscated and their parents/carers will be informed.

Staff will read and sign the School Phone policy and any breach of the policy will be treated as serious misconduct.

IPads and tablets are to be kept by the class teacher and may be used as a teaching tool under close supervision. The Acceptable Use policy applies to these.



Managing filtering

- The school will work with the DfE and the Internet Service Provider to ensure systems to protect students are reviewed and improved.
- If staff or students discover an unsuitable site, it must be reported to the Head teacher
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

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.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions Authorising Internet access

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- The school will keep a record of all staff and students who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a student's access be withdrawn.
- Access to the Internet will be closely supervised **AT ALL TIMES.**

Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate 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.
- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.



Handling E-safety complaints

- Complaints of Internet misuse will be dealt with by the Head Teacher
- Any complaint about staff misuse must be referred to the Head Teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Students/parents/carers will be informed of the complaints procedure.

5. Communications Policy Introducing the E-safety policy to students

- E-safety rules will be posted in all networked rooms and discussed with the students at the start of each year.
- Students will be informed that network and Internet use will be monitored.
- (Students will all complete an ECDL E-safety course).

Students will be shown the E-safety policy and will sign the attached document when given their login and password.

Staff and the E-Safety policy

- All staff will be given the School E-Safety Policy and its importance explained.
- All staff will complete an on line E-Safety course
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Failure to Comply

- Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by a senior member of staff.

Appendices:

1. [Acceptable Use Agreement – student](#)
2. [Acceptable Use Agreement – staff](#)



Student Acceptable Use Agreement / E-Safety Rules

Dear Parents/ Carers

ICT including the internet, email, laptops, digital cameras etc has become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT.

E-Safety rules have been discussed with all students attending Park School.

- I will only use ICT in school for school purposes.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will turn off my monitor and tell my teacher immediately.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.

Parents/ carer signature

We have discussed this and (student’s name.....) agrees to follow the E-Safety rules and to support the safe use of ICT at Park School.

Parent/ Carer Signature

Date

Full Name

This policy will be reviewed annually



Staff Acceptable Use Agreement / Code of conduct

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head Teacher

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head 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 students and staff are compatible with my professional role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download or upload material that could be considered offensive or illegal.
- I will not send to students or colleagues material that could be considered offensive or illegal
- Images of students will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's E-Safety policy and help students to be safe and responsible in their use of ICT and related technologies

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

SignatureFULL NAME.....

Date

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