Christ Church C of E Primary School

E-Safety Policy

Vison
"As God loves us all, our vision at Christ Church is for everyone in our family to feel equal, valued and prepared for life in modern British society. While walking humbly with our God, our children will become wise, compassionate, independent and resilient learners in an inclusive and safe environment. We strive for success, spiritual fulfilment and a life lived 'in all its fullness'.
Believe and Achieve!"

Book of Micah: Verse 6:8
What does the Lord require of you? To act justly, to love mercy and to walk humbly with your God.

Mission:
Serving God's Community
In developing a greater understanding of Christian and other faiths within the community, we seek to develop the personality and potential of all, and to understand that we are created equally by God.
We are committed to providing an outstanding education to prepare our children for adult life in modern Britain in our locality by living in harmony before God.
By developing the social, moral and cultural and spiritual dimensions of pupils the school seeks to equip them to make a positive contribution to the community.
In finding time to be still and reflect, we seek to foster spirituality and a deeper relationship with God.

1. Introduction

1.1 The governing body of Christ Church CofE Primary School has adopted this policy to help the school meet its responsibilities for safeguarding and educating children, for regulating the conduct of employees and for complying with legislation covering the use of information and communication technologies and digital and mobile devices.

1.2 This policy was adopted by the governing body on 25 June 2015 and will be reviewed annually in the light of guidance from the local authority or earlier if the local authority issues further guidance in the light of particular circumstances or developments in information and communication technology.

2. Basic principles

2.1 In adopting this policy the governing body has taken into account the expectation by Ofsted that rigorous e-safety policies and procedures are in place in the school, written in plain English, with contributions from the whole school, updated regularly and ratified by governors.

2.2 The policy applies to all members of the school community, including staff, pupils, volunteers, parents and carers, governors, visitors and community users who have access to, and are users of, the school's information and communication technology systems or who use their personal devices in relation to their work at the school.

2.3 The governing body expects the head teacher to ensure that this policy is implemented, that training in e-safety is given high priority across the school, that consultations on the details of the arrangements for e-safety continue with all employees on a regular basis, and that any necessary amendments to this policy are submitted to this governing body for approval.

2.4 The principal context for this policy is the need to safeguard children. It will be applied in conjunction with the procedure for safeguarding children approved by the Birmingham Children's Trust and its partners. It will also be applied in conjunction with the school's behaviour and anti-bullying policies for pupils and with the rules and procedures governing the conduct of employees.

2.5 The governing body expects the head teacher to arrange for this policy to be published to all employees, representatives from other organisations, and volunteers in the school and for necessary instructions and guidance, particularly on acceptable use, to be given to pupils in a manner suited to their ages and abilities.

3. Roles and responsibilities

Governing body

3.1 The governing body will consider and ratify this e-safety policy, and review it annually in the light of guidance from the local authority, or sooner if the local authority issues new guidance in the light of particular circumstances or developments in information and communication technology. Governors are expected to follow the policy in the same way as volunteers are expected to follow it, including participating in e-safety training if they use information and communication technology in their capacity as school governors.

3.2 Governors are responsible for ensuring that proper procurement procedures are used if they decide to purchase information technology services from an external contractor and that City Council or other reputable specialist advice is taken on the specification for those services to ensure proper security and safeguarding of children.

Head teacher

3.3 The head teacher is responsible for ensuring that

- the governing body is offered appropriate support to enable this policy and its application to be reviewed regularly, and to ensure that other school policies, including that on pupils' behaviour, take account of this e-safety policy;
- the governing body is given necessary advice on securing appropriate information and communication technology systems;
- the school obtains and follows City Council or other reputable guidance on information and communication technology to support this policy;

- the school has a designated senior person to co-ordinate e-safety and that this person has adequate support from, and provides support to, other employees, particularly the designated safeguarding lead;
- there is effective consultation with all employees, and other users of the school's information and communication technology systems, to take account of the particular features of those systems and educational, technical and administrative needs;
- the school provides all employees with training in e-safety relevant to their roles and responsibilities and that training is also provided to volunteers and school governors who use information and communication technology in their capacity as volunteers or governors, as the case may be;
- pupils are taught e-safety as an essential part of the curriculum;
- the senior leadership team is aware of the procedures to be followed in the event of a serious e-safety incident, including an allegation made against an employee, and that all employees know to whom they should report suspected misuse or a problem ;
- records are kept of all e-safety incidents and that these are reported to the senior leadership team;
- necessary steps have been taken to protect the technical infrastructure and meet technical requirements of the school's information and communication technology systems;
- there is appropriate supervision of, and support for, technical staff;
- any outside contractor which manages information technology for the school undertakes all the safety measures which would otherwise be the responsibility of the school to the standard required by the school and is fully aware of this policy and that any deficiencies are reported to the body which commissioned the contract.

3.4 **E-Safety Coordinator (DSL):**

- 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 the Local Authority / relevant body
- liaises with school technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments,
- attends relevant meeting / committee of Governors
- reports regularly to Senior Leadership Team

3.5 **Network Manager/Technical Staff**

The *Co-ordinator for Computing* is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack

- that the school meets required e-safety technical requirements.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- the filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- 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 / internet / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Head Teacher or E-Safety Coordinator

Other employees

3.6 Other employees are responsible for

- undertaking such responsibilities as have been delegated by the head teacher commensurate with their salary grade and job descriptions;
- participating in training in e-safety provided by the school and in consultations about this policy and about its application, including e-safety within the curriculum;
- using information and communication technology in accordance with this policy and the training provided;
- reporting any suspected misuse or problem to the person designated by the school for this purpose.

Pupils

3.7 Pupils are expected to use information and communication technology systems and devices as they have been taught and in accordance with the school's behaviour policy and the instructions given to them by staff.

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy
- 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 policies on the use of mobile devices and digital cameras. They should also know and understand 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 that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school

Other users

3.8 Volunteers, including governors, who help in the school and who use information and communication technology systems and devices in helping the school are expected to

- participate in training in e-safety provided by the school and in consultations about this policy and about its application, including e-safety within the curriculum;
- use information and communication technology in accordance with this policy and the training provided;
- report any suspected misuse or problem to the person designated by the school for this purpose.

Parents

3.9 Parents who help in the school as volunteers are covered by 3.8 above. Parents who are not voluntary helpers in the school are nonetheless subject to the law in the event of misuse of information and communication technology.

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local e-safety campaigns / literature. Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website

4. Acceptable use

4.1 The use of information and communication technology should follow the following general principles:

- This policy should apply whether systems are being used on or off the school premises.
- The school's information and communication technology systems are intended primarily for educational use and the management and administration of the school. During work breaks appropriate, reasonable personal use is permitted.
- Data Protection legislation must be followed.
- Users must not try to use systems for any illegal purposes or materials.
- Users should communicate with others in a professional manner.
- Users must not disclose their password and they should not write it down or store it where it is possible that another person might steal it.

Users must not attempt to use another person's user-name or password.

- Users must report as soon as possible any apparently illegal, inappropriate or harmful material or event to the person designated by the school.

The following table summarises the limitations placed on the use of some digital equipment:

	Staff & other adults			Students / Pupils				
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	✓			✓				
Use of mobile phones in lessons				✓				
Use of mobile phones in social time	✓			✓				
Taking photos on mobile phones								✓
Use of other mobile devices eg tablets, gaming devices		✓					✓	
Use of personal email addresses in school, or on school network			✓	✓				
Use of school email for personal emails				✓				
Use of messaging apps				✓				
Use of social media			✓	✓				
Use of blogs (the school blogsite)	✓				✓			

4.2 Employees, volunteers and governors should:

- not open, copy, remove or alter any other user's files without that person's express permission;
- only take and/or publish images of other people with their permission, or, in the case of pupils, the permission of their parents or guardians;

- when recording or publishing such images for educational purposes should not attach to those images any names or other personal information enabling identification;
- as far as possible communicate with pupils and parents only through the school's official communication systems and not publish personal contact details through those systems;
- if they occupy a senior post in which they need to keep e-mail and other messages confidential, ask the school for a separate e-mail address for this purpose;
- if they use personal devices during their work (subject to the agreement of the school in the case of employees), ensure that the systems which they use are secure, protected with passwords and encrypted;
- not use personal social networking sites through the school's information and communication technology systems;
- not open any hyperlinks in, or attachments to, e-mails, unless the source is known and trusted;
- ensure that their data is backed-up regularly in accordance with the rules of the school's systems;
- only download or upload large quantities of information if they have permission to do so, in order to avoid overloading the school's systems;
- not try to install any programmes or alter any computer settings unless this is allowed under the rules for the school's information and communication technology systems;
- not deliberately disable or damage any information and communication technology equipment;
- report any damage or faults to the appropriate member of staff.

4.3 Use of social media networks or sites, whether by pupils or employees, should be subject to the same standards as the school would expect for behaviour and conduct generally (as set out in the school's social networking policy). The school accepts the separation of private life and work and will not concern itself with people's private lives unless it appears that the law has been broken, or that an employee is in breach of contract, or that the school is, or will be, brought into disrepute.

5. Education and training

5.1 Education and training in e-safety will be given high priority across the school.

5.2 The education of pupils in e-safety is an essential part of the school's e-safety provision and will be included in all parts of the curriculum:

The education of pupils in e-safety is an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- All year groups will contribute to ‘Safer Internet Day’ annually
- A planned e-safety curriculum should be provided as part of Computing and other lessons and should be regularly revisited, which includes Year 5 completing the SKIPS ‘Safety Net’ programme annually. E Safety provision within the curriculum shall remain under review.
- Key e-safety messages should be reinforced as part of a planned programme of assemblies and pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Students / pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices
- in lessons where internet use is pre-planned, it is best practice that 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.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education – parents / carers

5.3 The school will offer education and information to parents, carers and community users of the school about e-safety.

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children’s on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, website,
- Parents / Carers evenings / sessions
- High profile events / campaigns eg Safer Internet Day
- Reference to the relevant web sites / publications

5.4 Suitable training will be provided through the school for all employees, as part of induction and subsequently during their employment in the school. There will be a regular review of the training needs of all staff and the content of training should be kept up to date. The training will be linked to training about child protection and data protection. It will cover related matters such as the law on copyright of electronic materials.

5.5 Volunteers and governors who use information and communication technology during their work will be offered the same training as employees.

6. Data Protection

6.1 The school will ensure that its information and communication technology systems are used in compliance with current data protection legislation and that all users are made aware of the school's data protection policy, including the requirement for secure storage of information.

7. Technical aspects of e-safety

7.1 The school will seek to ensure that the information and communication technology systems which it uses are as safe and secure as is reasonably possible by taking reputable advice and guidance on the technical requirements for those systems.

7.2 The school will undertake regular reviews of the safety and security of its information and communication technology systems.

7.3 Particular attention will be paid to secure password protection and encryption for devices located in the school and mobile devices.

7.4 The school's systems will also provide for filtering internet access for all users, preventing access to illegal content, and with additional filtering for different groups of users for inappropriate content.

7.5 The school will ensure that its information and communication technology systems include standard, automated monitoring for illegal materials, profanity, and unsolicited materials (generally known as 'spam'). It should safeguard children and adults against inappropriate use. It should provide the head teacher and senior leadership team with regular reports to indicate whether or not there have been any incidents.

7.6 Additional monitoring may take place as part of an investigation following evidence of apparent misuse.

8. Dealing with incidents

8.1 Any suspicions of misuse or inappropriate activity related to child protection should be reported as prescribed in the Safeguarding Board's child protection procedures.

8.2 Any suspicions of other illegal activity should be reported to the head teacher, who should take advice from appropriate persons (according to the nature of the suspected activity and the individuals apparently involved) and, depending on the advice and the outcome of preliminary investigations, should report alleged criminal activity to the police and may also instigate disciplinary procedures.

8.3 Suspicions of inappropriate, as distinct from illegal, use of information and communication technology should be reported to the head teacher or other designated member of the senior leadership team for investigation and appropriate action. This may lead to informal management discussions, improved training or, depending on the nature of the alleged misuse, investigation under the disciplinary procedure for employees, or the school's behaviour policy for pupils. Details are given in as follows:

Below is a summary of the level of acceptability for a range of digital activities:

		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	**Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978**					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					X	
On-line gaming (educational)					X	

On-line gaming (non educational)				X	
On-line gambling				X	
On-line shopping / commerce			X		
File sharing			X		
Use of social media			X		
Use of messaging apps				X	
Use of video broadcasting eg Youtube		X			

School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

Students / Pupils

Incidents:	Refer to class teacher	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X					
Unauthorised use of non-educational sites during lessons	X						X	
Unauthorised use of mobile phone / digital camera / other mobile device	X	X			X			
Unauthorised use of social media / messaging apps / personal email					X		X	
Unauthorised downloading or uploading of files	X			X				
Allowing others to access school network by sharing username and passwords	X						X	
Attempting to access or accessing the school network, using another student's / pupil's account	X						X	
Attempting to access or accessing the school network, using the account of a member of staff		X			X			X
Corrupting or destroying the data of other users				X				X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	X		X			X
Continued infringements of the above, following previous warnings or sanctions		X		X				X

Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X		X				X
Using proxy sites or other means to subvert the school's / academy's filtering system					X		X	
Accidentally accessing offensive or pornographic material and failing to report the incident		X	X	X	X		X	X
Deliberately accessing or trying to access offensive or pornographic material		X	X		X			X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act		X						X

Staff Actions / Sanctions

Incidents:	Refer to eSafety Co-ordinator	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	X	X		X				X
Inappropriate personal use of the internet / social media / personal email	X	X				X		
Unauthorised downloading or uploading of files	X				X	X		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	X				X	X		
Careless use of personal data eg holding or transferring data in an insecure manner	X					X		
Deliberate actions to breach data protection or network security rules		X			X	X		X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X			X	X		X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	X	X			X	X
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils		X	X					X
Actions which could compromise the staff member's professional standing		X	X					X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X					X	

Using proxy sites or other means to subvert the school's filtering system	X					X	X	
Accidentally accessing offensive or pornographic material and failing to report the incident		X	X					
Deliberately accessing or trying to access offensive or pornographic material				X			X	
Breaching copyright or licensing regulations		X						X
Continued infringements of the above, following previous warnings or sanctions		X					X	X

This e-safety policy was approved by the *Governing Body on:*	25/6/2015
The implementation of this e-safety policy will be monitored by the:	*SLT*
Monitoring will take place at regular intervals:	*Annually*
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	*June 2020*
Should serious e-safety incidents take place, the following external persons / agencies should be informed as necessary and appropriate:	*D. Westwood (DSL)* *N. Whitehouse (DSL)* *J. Large (DSL)* *Birmingham Children's Trust* *West Midlands Police*

Other Relevant Policies

Behaviour Policy
Anti Bullying Policy
Safeguarding Policy
Pupil Internet Policy
Social Networking Policy
GDPR Policy

N Whitehouse
July 2018

Governor Annual Review December 2020