

E-safety Policy

Introduction

At De Bohun, we understand the responsibility to educate our pupils on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Both this policy and e-safety Agreement (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, whiteboards, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones and camera phones).

Aims

Our aims are:

1. to ensure pupil safety
2. to protect the security of data for both pupils and staff
3. to enhance the learning of all pupils
4. to develop the ICT curriculum so that pupils have a good knowledge and understanding of the availability and uses of ICT to further their learning, and understand both the need for e-safety and what actions to take if they feel unsafe.

Roles and Responsibilities

As e-safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named e-safety co-ordinator in our school is Dominic Smart. All members of the school community have been made aware of who holds this post. It is the role of the e-safety co-ordinator to keep abreast of current issues and guidance through organisations such as Enfield LA and CEOP (Child Exploitation and Online Protection).

Governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.

This policy is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies: child

protection, health and safety, home-school agreements, behaviour, data protection and the staff code of conduct.

E-Safety skills development for staff

- Our staff receive regular information and training on e-safety issues in the form of inset or training courses.
- New staff receive information on the school's acceptable use policy as part of their induction.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- All staff are encouraged to incorporate e-safety activities and awareness within their curriculum areas. Descreet E-Safety lessons are delivered by the school's computing teacher.

E-safety in the curriculum

Computing and online resources are increasingly used across the curriculum. We believe it is essential for e-safety guidance to be given to the pupils on a regular and meaningful basis.

E-safety is embedded within our curriculum and we continually look for new opportunities to promote e-safety.

- The school has a framework for teaching internet skills in computing lessons
- The school provides opportunities within a range of curriculum areas to teach about e-safety.
- Educating pupils on the dangers of technologies that may be encountered outside school is done formally within the curriculum when opportunities arise and as part of the e-safety curriculum.
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modelling and activities.
- Pupils are taught about the impact of online bullying and know how to seek help if they are affected by these issues. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies.
- Pupils are taught to evaluate materials critically and learn research skills through cross curricular teacher models, discussions and via the computing curriculum.
- The LGFL filter system operates in school, ensuring as far as possible, inappropriate content is filtered from children.

Mobile technologies

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Many existing mobile technologies such as portable media players, PDAs, gaming devices, mobile and Smart phones are familiar to children outside of school too. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our school chooses to manage the use of these devices in the following ways so that users exploit them appropriately. We follow LA policy guidelines in order to protect both staff and pupils.

- Staff should always use school cameras, not take pictures on personal mobiles
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any members of the school community is not allowed.
- Personal devices should not be used for recording in any form.
- Pupils should not bring personal mobile devices/phones to school. Any brought in must be handed in to the school office.
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others, this includes when on school trips.

Pupils are introduced to email as part of the computing curriculum. At any event in school, the audience are advised that any recording must be kept for personal use and is not to be published in any way.

Safe Use of Images

With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.

Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on school trips. However with the express permission of the Headteacher, images can be

taken provided they are transferred immediately and solely to the school's network and deleted from the staff device.

Publishing pupil's images and work

On a child's entry to the school, all parents/guardians will be asked to give permission to use their child's work/photos in the following ways:

- For assessment purposes
- To help liaison with educational support services
- To liaise with PCT professionals to assist medical discussions
- on the school web site
- on the school's Learning Platform
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- for recorded transmission on a video
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, ie exhibition promoting the school
- general media appearances, eg local/national media/press releases sent to the press highlighting an activity (sent using traditional methods or electronically).

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances.

Storage of Images

Pupils and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the Headteacher. Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network/ Learning Platform. Please refer to the data protection policy for more information.

Misuse and Infringements

Any complaints will be dealt with following the school's complaints procedure.

Inappropriate material

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the e-safety co-ordinator.

- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the e-safety co-ordinator, depending on the seriousness of the offence; investigation by the Headteacher/ LA, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences
- Users are made aware of sanctions relating to the misuse or misconduct. Please refer to the code of conduct for more information.

Parental Involvement

We believe that it is essential for parents/carers to be fully involved with promoting e-safety both in and outside of school. We regularly consult and discuss e-safety with parents/carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

Parents/ carers and pupils are actively encouraged to contribute to adjustments or reviews of the school e-safety policy.

The school disseminates information to parents relating to e-safety where appropriate in the form of;

- Information and celebration evenings
- Posters
- Website
- Newsletter items
- Parent workshops

Prevent Radicalisation

We recognise that the school plays a significant part protecting children from the risk of radicalisation and will follow section 26 of the Counter-Terrorism and Security Act 2015.

The school community will therefore:

- Ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.
- Ensure that staff receive Prevent awareness training to equip them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

- Alert the Designate to signs of changes in pupils' behaviour which could indicate they are in need of help or protection.
- Ensure that children are safe from terrorist and extremist material when accessing the internet in schools, by ensuring that they are supervised and that the correct filters (LGFL) are in place. Children also receive E-Safety training every term.