

**E-Safety**

**Policy**

**E-Safety Policy**

|  |  |  |
| --- | --- | --- |
| **Revision No.** | **Details of Change** | **Date** |
| **1** | **Full review of procedures** | **December 2017** |
| **2** | **Policy Update** | **December 2020** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

E-Safety Policy

Reviewed – December 2017

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults.  Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning.  It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole.  Currently the internet technologies children and young people are using both inside and outside of the classroom include:

* Websites
* Blogs and Wikis
* Podcasting
* Multimedia
* Gaming
* Mobile devices

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed.  All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Echt Schoolwe 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 the Acceptable Use Agreement (for all staff, parents and pupils) are inclusive of fixed and mobile internet technologies provided by the school.

Roles and Responsibilities

As e-safety is an important aspect of strategic leadership within the school, the Headteacher has ultimate responsibility to ensure that the policy and practices are embedded and monitored.  The named e-safety co-ordinator at Echt School is Ruth MacDonald, HT.

This policy, supported by the school’s acceptable use agreement, is to protect the interests and safety of the whole school community.

Managing the school e-safety messages

We endeavour to embed e-safety messages across the curriculum whenever the internet and/or related technologies are used.  These messages will be appropriate to the age of the children being taught.

E-safety in the Curriculum

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 informally when opportunities arise and as part of the curriculum.

The teaching of e-safety focuses on helping children to recognise inappropriate content, conduct, contact and commercialism and helps them learn how to respond or react appropriately.

Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues.

Pupils know how to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline/ CEOP report abuse button.

Security, Data and Confidentiality

All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school’s E-Safety Policy.

Staff should be aware of their responsibilities when accessing sensitive school data.

School data will only be accessed by staff, using their own username and password.

School data will not be duplicated onto personally owned equipment.

Portable devices are encrypted and data can only be accessed using a secure log in.

Managing the Internet

The school maintains students will have supervised access to Internet resources (where reasonable) through the school’s fixed internet technology.

‘Safe search for kids’ is used to manage any internet research.

If Internet research is set for homework, staff will remind students of their e-safety training. Parents are encouraged to support and supervise any further research.

Children will be reminded that they must not delete their browsing history on their iPads.

iPads will be subject to random internet history searches by class teachers.

Infrastructure

Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required.

If staff or pupils discover an unsuitable site, the incident should be reported immediately to the teacher and then passed on to the e-safety coordinators.

If there are any issues related to viruses or anti-virus software, the esafety co-ordinator should be informed.

Mobile Technologies

Personal Mobile devices (including phones)

The school allows staff to bring in personal mobile phones and devices for their own use during designated times.  These are not to be used at any time whilst children are present.

The school is not responsible for the loss, damage or theft of any personal mobile device.

Managing Email

The use of email within school is an essential means of communication for staff.

P4-7 pupils have access to individual email accounts through Glow.

Staff must use the schools approved email system for any school business.

Staff must inform (the e-safety co-ordinator/ line manager) if they receive an offensive or inappropriate e-mail.

Social Networking

The school does not permit the pupils to access their private accounts on social or gaming networks at any time during the school day.

The school also strongly discourages children from using age inappropriate social networking outside of school.  Should the staff be made aware of incidents or activities on these social networks, which has a direct effect on the children’s behaviour or attitudes within school, then the school reserves the right to take action regarding their accounts.  This may include discussions with parents, information letters or reporting the child’s access to the respective organisations/companies.

Safe Use of Images

Taking of Images and Film

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 field trips.  School’s own mobile devices must be used in this case.

Publishing pupil’s images and work

All parents/guardians will be asked to give permission to use their child’s work/photos in publicity materials or on the school website, twitter account or mobile app.

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 where consent could be an issue.

Parents/ carers may withdraw permission, in writing, at any time.

Pupils’ names will not be published alongside their image and vice versa on the school website, twitter account, mobile app or any other school based publicity materials.

Storage of Images

Images/ films of children are stored securely on the school server and / or teacher’s individual school laptops.

Misuse and Infringements

Complaints

Complaints or concerns relating to e-safety should be made to the school e-safety coordinator.

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 coordinator.

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.  Staff are aware that misuse or misconduct could lead to disciplinary action.

Equal Opportunities

Pupils with additional needs

The school endeavours to deliver a consistent message to parents and pupils with regard to the schools’ e-safety rules.

Staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of e-safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of e-safety.

Internet activities are planned and well-managed for these children and young people.