

# Bill Quay Primary School



## E-Safety Policy

## **Our E-safety policy**

This policy should be read alongside Bill Quay Primary School's policies and procedures on:

- Whistleblowing
- Code of Conduct
- Capability
- Anti-bullying
- Safeguarding
- Staff handbook
- Remote Education Plan

The policy and procedures that it underpins applies to all staff, including volunteers, agency staff, students and anyone working on behalf of or in the school.

## **Rationale**

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of communications technology, for example, web-based resources and email. Access to life-long learning and employment increasingly requires computer and communication use and pupils need to develop life skills in their use.

At Bill Quay Primary School, Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement.

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills. As a Rights, Respecting school, we adhere to article 17: that every child has the right to reliable information from a variety of sources. We ensure that our curriculum teaches our pupils how to access these sources in a safe way.

We believe that used correctly, Internet access will not only raise standards, but it will support teachers' professional work and it will enhance the school's management information and business administration systems.

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

At the time of writing this document, the world is in the midst of a global pandemic of the COVID-19 virus. School is currently open to all pupils apart from those who may need to self-isolate due to the virus. In these unprecedented times, many pupils may access their learning through a remote channel - Google Classroom for pupils of Bill Quay Primary School. This policy will set out some additional safeguarding procedures to take account of the current situation.

### **Aims of this policy**

- To protect pupils who attend Bill Quay Primary School and who make use of information technology, such as mobile devices, games, consoles and the Internet as part of their involvement with us
- To protect pupils who are accessing their education from home due to the COVID-19 pandemic and those pupils who are in the classroom
- To provide staff and volunteers with the overarching principles that guide our approach to e-safety
- To ensure that we operate in line with our values and within the law in terms of how we use information technology and behave online.

### **We recognise that:**

- The welfare of the pupils who come into contact with our school is paramount and should govern our approach to the use and management of electronic communications technologies and online behaviour
- All pupils, regardless of age, disability, gender, racial heritage religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- Working in partnership with pupils, parents, carers and other agencies is essential in promoting children's welfare and helping them to be responsible in their approach to e-safety
- The use of information technology is an essential part of our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our pupils, and is greatly beneficial to all. It can, however, present challenges in terms of how we use it responsibly and, if misused by either an adult or child, can be potentially harmful to them.

### **We will keep our pupils safe by:**

- Developing a range of procedures that provide clear and specific directions to staff and volunteers on how to behave online and the appropriate use of ICT
- Supporting and encouraging pupils and parents/carers to use the opportunities offered by mobile phone technology and the internet in a way that keeps our pupils safe and shows respect for others
- Incorporating statements about safe and appropriate ICT use and online behaviour into the codes of conduct for both staff and volunteers and for pupils
- Developing an e-safety agreement for use with pupils and parents/carers
- Using our procedures to deal firmly, fairly and decisively with any inappropriate ICT use and online behaviour, complaints or allegations, whether by an adult or pupil
- Informing parents/carers of incidents of concern as appropriate
- Reviewing and updating the security of our information systems regularly
- Providing adequate security, such as filtering, for our ICT equipment
- Ensuring that user names, logins and passwords are used effectively and appropriately
- Using only official email accounts provided by the school
- Ensuring that the personal information of staff, volunteers and service users are not published on our website;
- Ensuring that images of pupils are only used after written permission has been obtained, and only for the purpose for which consent has been given
- Using our provider, Omnicom, to install new programs
- Examining and risk assessing any new emerging technologies before they are used within our school.

### **E-Safety during Remote Learning**

#### **Children in the class at school:**

- The class teacher will endeavour to ensure that no child is visible on the Google Meet screen. The web camera should be turned off. However, in lessons such as phonics where use of the camera is necessary, staff must endeavour to ensure that children are either under the camera or have their backs to it
- The class teacher will ask those children self-isolating to mute themselves. They will then mute the volume on the class PC so that nothing potentially inappropriate from home can be heard in the classroom
- The class teacher will share their screen with children on the Google Meet only once all self-isolating children have joined the Meet and the teacher feels that it is appropriate to begin the lesson.

### Children accessing remote learning:

- Children at home should be dressed for the day (school uniform is not necessary) and should have everything to hand that they may need: charger for their device, writing materials and anything else as appropriate
- The class teacher will speak to each child once they join the Meet to check that they can hear them and that they can see the teacher's screen
- Children will be asked to mute themselves for the duration of the lesson. If the teacher would like to interact with a child, they may unmute them
- The teacher will then turn off their web camera and mute the volume of the class PC
- Once the teaching input has finished, the class teacher will ask the self-isolating pupils to log out of the Meet. The teacher will not end the Meet until they are the last ones present
- The class teacher must then immediately change the link ID and remove Meet ID visibility in their Google Classroom.

### Staff expectations:

In the event that a teaching member of staff is well but is required to self-isolate at home, or in the event that school is closed to most pupils, they will endeavour to teach remotely from home. In this situation, staff will ensure that:

- they are wearing suitable professional attire
- when visible on camera, their background is, as much as possible, neutral and contains nothing of an offensive nature
- only the member of staff will endeavour to be on screen
- they will conduct themselves in a professional manner at all times.

### **Roles and Responsibilities**

Role	Key Responsibilities
Head Teacher/DSL (Mrs Hilton)	<ul style="list-style-type: none"><li>● To take overall responsibility for e-safety provision</li><li>● To take overall responsibility for data and data security</li><li>● To ensure the school uses an approved, filtered Internet</li><li>● To ensure equipment is serviced correctly, complying with current statutory requirements</li><li>● To be responsible for ensuring that staff receive</li></ul>

	<p>suitable training to carry out their e-safety roles and to train other colleagues, as relevant</p> <ul style="list-style-type: none"> <li>● To be aware of procedures to be followed in the event of a serious e-safety incident.</li> </ul>
E-safety Coordinators (Mrs Dye and Mrs Cutler)	<ul style="list-style-type: none"> <li>● To promote an awareness and commitment to e-safeguarding throughout the school community</li> <li>● To take day to day responsibility for e-safety issues</li> <li>● To liaise with school ICT technical staff</li> <li>● To communicate regularly with SLT and the designated safeguarding Governor to discuss current issues, review any incident logs and filtering</li> <li>● To ensure that an e-safety incident log is kept up to date</li> </ul>
Computing Lead (Mrs Dye)	<ul style="list-style-type: none"> <li>● To oversee the delivery of the e-safety element of the Computing curriculum</li> <li>● To liaise with the e-safety coordinator regularly</li> <li>● To facilitate training and advice for all staff</li> <li>● To ensure that e-safety education is embedded across the curriculum</li> </ul>
Governors	<ul style="list-style-type: none"> <li>● To ensure that the school follows all current e-safety advice to keep pupils and staff safe</li> <li>● To approve the E-Safety Policy and review the effectiveness of the policy. This will be carried out by the Curriculum Committee receiving regular information about e-safety incidents and monitoring reports.</li> <li>● To support the school in encouraging parents and the wider community to become engaged in e-safety activities</li> </ul>
Staff	<ul style="list-style-type: none"> <li>● To read, understand and help promote the school's safety policies and guidance</li> <li>● To be aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices</li> <li>● To report any suspected misuse or problem to the e-safety Coordinators</li> <li>● To maintain an awareness of current e-safety issues and guidance e.g. through CPD</li> <li>● To model safe, responsible and professional behaviours in their own use of technology</li> <li>● To ensure that any digital communications with pupils should be on a professional level and only through school based systems, never through personal mechanisms, e.g e-mail, text, mobile phones etc.</li> </ul>
Pupils	<ul style="list-style-type: none"> <li>● To be critically aware of the materials they read</li> </ul>

	<ul style="list-style-type: none"> <li>● To not intentionally visit sites that contain obscene, illegal, hateful or otherwise objectionable materials</li> <li>● To only use the internet for educational purposes</li> <li>● To never disclose or publicise personal information</li> <li>● To validate information before accepting its accuracy</li> <li>● To acknowledge the source of information used</li> <li>● To use the Internet for research</li> <li>● To respect copyright when using Internet material in their own work</li> <li>● To report any unsuitable website or material to the class teacher</li> <li>● To not use personal memory sticks, CD Roms or other digital storage media in school</li> <li>● To treat others with respect at all times and not undertake any actions that may bring the school into dispute.</li> </ul>
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### **Our E-safety programme**

At Bill Quay Primary School, our e-safety education programme is clear and progressive, and is taught as part of the Computing and PSHE curriculum. This covers a range of skills and behaviours appropriate to pupils' age, including to:

- STOP and THINK before they CLICK
- Develop a range of strategies to evaluate and verify information before accepting its accuracy
- Be aware that the author of a website / page may have a particular bias or purpose and to develop skills to recognise what that may be
- Know how to narrow down or refine a search
- For older pupils, to understand how search engines work and to understand that this affects the results they see at the top of the listings
- Understand acceptable behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private
- Understand how photographs can be manipulated and how web content can attract the wrong sort of attention
- Understand why online 'friends' may not be who they say they are and to understand why they should be careful in online environments

- Understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings
- Understand why they must not post pictures or videos of others without their permission
- Know not to download any files – such as music files - without permission
- For older pupils, to understand why and how some people will ‘groom’ young people for sexual reasons
- Understand the impact of cyber-bullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying
- Know how to report any abuse including cyber-bullying, and how to seek help if they experience problems when using the Internet and related technologies, i.e. parent or carer, teacher or trusted staff member, or an organisation such as Child Line or the CLICK CEOP button.

### **Mobile Phones**

It is our policy to discourage mobile phones in school. Where the parents of pupils in Year 6 want the pupil to have a mobile phone with them before and after school, they may do so under the conditions outlined below:

- If there is a specific reason why a child needs to bring a phone into school e.g. because they walk home unaccompanied, then the school will allow this provided that the parent and child agree to the conditions set out in this policy
- Phones must always be switched off (not on silent mode) and handed in to the teacher before the start of the school day, to be collected at the end of the day
- If a pupil is found with a mobile in school (including the playground) without permission, the phone will be taken from the pupil and placed in the office. Parents will be contacted and asked to collect the phone in person
- If a pupil is found using a phone on the school site for any purpose including messaging, taking photographs or video, this will be regarded as a serious offence and the Head Teacher will decide on appropriate action. This will include cancelling permission for the pupil to bring a phone to school if this had previously been given
- Parents are advised that Bill Quay Primary School accepts no liability for the loss of or damage to mobile phones which are brought into the school. It is the responsibility of parents and pupils to ensure mobile phones are adequately insured
- If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly

### **Cyberbullying**

- Cyberbullying will not be tolerated in school. Details of how bullying incidents are managed are set out in the school’s Anti-Bullying Policy
- All incidents of Cyberbullying reported to the school will be recorded

- The school will take steps to identify the perpetrator where possible, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police if appropriate
- Parents / carers will be informed.

Follow-up actions for a Cyberbullying incident may include:

- The perpetrator being asked to remove any material deemed to be inappropriate or offensive
- A service provider being contacted to remove content
- Internet access being suspended at school for the user for a period of time
- The police being contacted if a criminal offence is suspected.

### **Inappropriate Material**

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Any inappropriate websites or material found by pupils or school personnel will be reported to the E-safety Co-ordinators/Head Teacher and immediate action will be taken.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school prospectus
- the school website
- the staff handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as the "Friday letter"
- Head Teacher reports to the Governing Body

The practical application of this policy will be reviewed annually, or when the need arises.