e-Safety Policy

Mr D Moss

December 2020

Approved by Chair: _____

Review Date: December 2021

Rationale

As the use of online services and resources grows, so has awareness of the risks and potential dangers which arise from the use of communications technology and the internet. Those risks are not confined to the use of computers; they may also arise through the use of other handheld devices such as games consoles and mobile phones.

Children interact with new technologies on a daily basis. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial but can occasionally, if not used correctly, place children and young people in danger.

Our e-Safety Policy covers issues relating to children and young people and their safe use of the Internet, mobile phones and other electronic communications technologies, both in and out of school. It includes educating children on the risks and responsibilities of using such technologies safely and is part of the "duty of care" which applies to everyone working with children. Villiers Primary School and SHINE Academies will also provide safeguards and rules to guide staff, pupils and visitors in their online experiences.

e-Safety at Villiers Primary School and SHINE Academies is embedded in effective practice in each of the following areas:

- Education for responsible ICT use by all staff and pupils
- A comprehensive, agreed and implemented e-Safety Policy
- Use of a secure, filtered broadband and network
- A school network that complies with the National Education Network standards and specifications.

The policy is one of the strategies Villiers Primary School and SHINE Academies has in place to promote the safety of learners in their care both when they are in the school and when they are elsewhere.

Communications of this Policy

This e-Safety Policy has been written by the school, building on Local Authority and government guidance and through period of consultation with staff. It will be approved by Governors and the School Leadership Team. This policy will be available on the school's website and has been read and acknowledged by all staff.

Parents will be made aware that the school has a policy on e-Safety and will be advised on ways of keeping their children safe at home.

It is the responsibility of all staff to ensure that they use communications technology and the internet safely and responsibly. To this end, all staff and students agree to an Acceptable Use Policy (AUP).

Introducing the e-Safety Policy to pupils:

- e-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- e-Safety will be taught based on the materials from the Child Exploitation and Online Protection Centre (CEOP).
- e-Safety training will be embedded within the whole school curriculum.
- All children and young people require safe opportunities to understand the risks and benefits of the Internet and to balance these in their everyday use.

Staff and the e-Safety Policy:

- All staff will be given the School's e-Safety policy and emphasise its importance.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Where appropriate, staff will always try use a child friendly, safe search engine when accessing the web with pupils e.g. "Yahoo Kids", "Kiddle" or "KidsSafeSearch".
- Regular e-Safety training will be part of the school's Continuing Professional Development (CPD) programme.

Parents and the e-Safety Policy:

- Parents' and carers' attention will be drawn to the school's e-Safety policy in newsletters, the school brochure/prospectus and on the school's website.
- The school will maintain a list of e-Safety resources for parents/carers which will be attached to the e-safety policy and available on the school website.
- e-Safety support, guidance, advice and/or workshops will be offered to parents/carers with an e-Safety support contact available on the school's website.

1.0 Internet Use in School

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.

The use of the internet and digital communications is a part of the statutory curriculum and a necessary tool for staff and pupils.

The purpose of Internet use at Villiers Primary School is to:

- Raise educational standards
- Promote achievements
- Support the professional work of staff
- Enhance management systems
- Provide information to parents and the wider community

Children also use the Internet regularly outside school to support their learning as well as for recreational reasons. The quality of the information received via the internet is variable. It is vitally important, therefore, for children to be taught the appropriate skills to select and evaluate internet content. It is also important that children know that they should report any unsuitable material to an adult immediately.

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils via the SOPHOS filter.

e-Safety Actions

In the curriculum at Villiers Primary School, pupils will:

- Be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Be educated in the effective use of the Internet to research, including the skills of retrieval and evaluation.
- Be shown how to publish and present information to a wider audience.
- Be taught how to evaluate the relevance, accuracy and quality of Internet sourced material.
- Be taught the importance of cross-checking information before accepting its accuracy.
- Be supervised when using the Internet.
- Be taught how to report unpleasant Internet content by using the Child Exploitation and Online Protection Centre (CEOP) "Report Abuse" icon or similar systems.
- Know what to do if they experience any issues whilst online.
- Agree to an Acceptable Use Policy (AUP).

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The school cannot accept liability for the material accessed, or any consequences resulting from Internet use.

2.0 Managing Internet & Network Access

a. Information system security:

It is important that a school reviews and maintains the security of the whole computer and ICT system. This ensures the on-going delivery of essential learning services as well as the personal safety of staff and pupils. Maintaining computer security is a major responsibility of a school. It is a complex matter and will not be covered in full in this document. ICT infrastructure is monitored and controlled by S4S and their technicians.

e-Safety Actions

- The security of the school's information systems is reviewed regularly by the Computing Technicians, Computing Leader and Head Teacher.
- Virus protection is updated regularly.
- Use of the school purchased and accredited software ensures that all data sent by email is secure and all data stored on the platform is secure.
- Files held on the school's network are regularly checked and modified or deleted when necessary.
- Managing filtering:
    - The school will work with the Local Authority and a managed filtering system to ensure systems in place to protect pupils are reviewed and improved.
    - If staff or pupils come across unsuitable on-line materials, the site must be reported to the Computing Lead or the Head Teacher.
    - Children are taught to cover the device immediately when any unsuitable material appears, and notify an appropriate adult.
    - Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

b. Communication Software (email, TEAMS):

Email is an essential means of communication for both staff and pupils however the implications of e-mail use in school need to be thought through and appropriate measures put in place. E-mails can be difficult to monitor but unregulated e-mail can leave pupils exposed to influences outside what is acceptable in school. Children will therefore have restricted access to many communicative aspects and devolved to curriculum teaching.

With the advancement of Microsoft TEAMS as a result of remote learning, children will have access to a communal chat area with staff. Chat features between children are disabled. See the Remote Learning Policy for more in depth details and procedures.

e-Safety Actions

- Children only use their Microsoft TEAMS and portal accounts.
- Pupils will be given a username and password to use the Office portal software as licensed by SHINE Academies.
- Children tell an adult immediately if they receive any offensive messages.
- Children do not reveal personal details about themselves or others when communicating online or arrange to meet with a specific person.
- The Computing Lead and SLT have access to all TEAMS for monitoring purposes.

c. Published content and the school website:

Villiers Primary School will regularly publish information, resources and children's outcomes on the school's management system, website and on social media accounts.

Personal information should only be held on secure systems which are accessed by authorised staff whereas general information about the school may be published wider. Our schools' website is an effective way of publishing information relevant to Villiers Primary School and SHINE Academies families and community, as it requires authentication while reaching a wide and relevant audience. In these cases consideration of personal and school security is essential and must be performed in accordance with the school's GDPR policy.

e-Safety Actions

- The only contact details on the website are the office e-mail and telephone number. Staff and children's information is not shared.
- The Head Teacher has overall editorial responsibility for the website to ensure that content is accurate and appropriate.
- Parents or carers give explicit written permission for images of children and their work to be posted on the website, pupil and family portals unless individual pupils cannot be clearly identified.

d. Social networking and personal publishing:

Parents and teachers need to be aware that the Internet has online spaces and social networking sites which allow children to publish content (e.g. photos, comments and personal information). These sites should only be viewed by invited 'friends'. All staff should amend settings to ensure their status and photos cannot be shared by anyone, by using networking sites permissions settings.

When used by responsible adults, social networking sites provide easy to use free facilities however children should be encouraged to think about the issues related to uploading personal information before signing up to social networking. Children are discouraged from signing up to online spaces or social networking sites.

e-Safety Actions

- The school blocks access to general social networking sites.
- Children are taught about the dangers (including bullying) of sharing personal information, especially online.
- Staff who use social networking sites must be aware of the nature of what they are publishing online in relation to their professional position.
- If staff are signed up to social networking sites, they must not discuss any matters relating to the school, children or their professional role online.
- Staff do not invite children to be 'friends' online and equally do not accept requests for friendship from children or past pupils of the school. Names of children requesting are passed onto the Head Teacher for further investigation.
- Where necessary, the school will closely control access to and the use of school accepted social networking sites, with consideration given as to how the pupils can be educated in their safe usage.
- Pupils and staff will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils will be taught not to meet anyone first met online without specific permission or a responsible adult present.
- Pupils are encouraged to only ever use moderated social networking sites.
- Pupils and parents will be strongly advised of age restrictions of social networking sites that the use of social network spaces outside school may bring a range of dangers to all pupils.
- Ground rules must be established with pupils prior to video-conferencing to ensure appropriate behaviour. (see the Remote Learning Policy)
- Pupils must ask permission from the supervising teacher before making or answering a video-conference call. (see the Remote Learning Policy)
- Video-conferencing and webcam use will be appropriately supervised for the pupils' age. (see the Remote Learning Policy)

e. Managing emerging technologies:

Many emerging communications technologies offer the potential to develop new teaching and learning tool, including mobile communications and multimedia. A risk assessment needs to be undertaken on each new technology before using it with children. The safest approach is to deny access until a risk assessment has been completed and safety demonstrated.

e-Safety Actions

- Emerging technologies are examined for educational benefit and a risk assessment will be carried out before use in school is permitted.
- If mobile phones are brought into school by children for safety purposes getting to and from school, they are placed in an agreed location for the duration of the child's school day and then returned at the end of the school day.
- Personal mobiles and personal digital cameras should not normally be used to record sound and images during the school day unless given permission by the Head Teacher.

- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new access route to undesirable material and communications.
- When mobile technology is used in the classroom, clear ground rules must be established for its safe and appropriate use.
- School digital cameras or tablets are not to be taken off the school site (with the exception of school trips).
- Any photographs or videos taken on any handheld devices are to be used in school for educational purposes only, or to create a record of children's activities for use in class or to be uploaded onto the website. Once photographs or videos are downloaded from a handheld device, they will be deleted from that device. In particular, any handheld devices which are taken off school premises, must be cleared of school photos before being removed. Any stored media must be done so in line with the school's GDPR policy and located on the Media Drive (:M/)
- The appropriate use of Learning Platforms and collaborative software will be reviewed as the technology becomes available within the school.
- Pupils will be given a username and password to access any software which is licensed and monitored by the school or SHINE Academies.
- The educational benefits of mobile technology will be encouraged but not misused.

f. Families and Community Use

The school values the need for Internet access to be made available at home for the children. In addition, access may be available through the school library, the local library, youth services, adult education centres and supermarkets.

e-safety Actions

- The school will liaise with the local authority and local organisations such as the police, to establish a common approach to e-safety in conjunction with the e-Safety pledge
- Parents' and carers' attention will be drawn to the school's e-Safety policy in newsletters, the school brochure/prospectus and on the school's website.
- The school will maintain, and regularly update, a list of e-Safety resources for parents/carers.
- e-Safety support, guidance, advice and/or workshops will be offered to parents/carers with an e-Safety support contact available on the school's website.

3.0 Leadership in e-Safety

a. Data Protection

The quality and variety of data held on pupils, families and on staff is expanding quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused. The Data Protection Act 2018 ("the Act") and the General Data Protection Regulation (GDPR) Act 2018 gives individuals the right to know what information is handled properly. The Head Teacher is responsible for ensuring the Data Protection procedures are in place and for liaising with the DPO.

e-Safety Actions

- Personal data will be recorded, processed, transferred and made available according to the current regulations.
- Staff will not store data related to children, families or school on a removable storage device.
- All devices ae tracked and encrypted to protect any data that is stored on them.

b. Complaints Procedure

Keeping in line with school policy, if a member of staff, child, parent or carer has a complaint relating to e-Safety, then it will be considered and prompt action will be taken following an immediate investigation.

e-Safety Actions

- Parents will be provided with advice via Family Liaison and through e-Safety meetings or workshops.
- Parents will be made aware of the schools e-Safety policy and the AUP agreements in place.
- The school liaises with local schools and organisations to establish a common approach to e-Safety.
- The school will offer parents and families advice on matters of e-Safety eg, social networking sites and monitoring child access at home.
- Complaints of Internet misuse will be dealt with by a senior member of staff.
- 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. (Appendix 1 displays a flowchart of responses to an incident of concern.)
- Pupils and parents will be informed of consequences for pupils misusing the Internet

c. Authorising Internet access

e-safety Actions

- All staff must read and sign the Staff Acceptable Use Policy before using any school ICT resource.
- Any governors that use school technology must sign an acceptable use policy.
- All pupils are guided through an AUP as part of the curriculum.
- At Villiers Primary School and SHINE Academies, access to the Internet will be with adult supervision and will only access specific, approved on-line materials.

d. Assessing risks:

e-safety Actions

- The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. Neither the school nor Local Authority can accept liability for any material accessed or any consequences of Internet access.
- The school will carry out an annual audit of ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate and effective.

4.0 Monitoring & Review

This policy will be reviewed on an **annual** basis by the **SLT & Computing Lead.** Any changes to this policy will be communicated to all members of staff and other stakeholders. The next scheduled review date for this policy is December 2021.

Appendix 1

Villiers Primary School
Prouds Lane, Wolverhampton
WV14 6PR, 01902 558993
Updated 14.11..19

Work hard. Be kind.

Villiers Primary School

Acceptable Use Policy

Date of Policy: 14th November 2019 Date of Review: 14th November 2022

Introduction
It is the responsibility of all users of the University of Bath's I.T. services to read and understand this policy. This policy may be updated from time to time, in order to comply with legal and policy requirements.

1.1 Purpose
This Acceptable Use Policy (AUP) is intended to provide a framework for such use of the School's IT resources. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to.

1.2 Policy
This AUP is taken to include the Data Protection Policy and the GDPR Regulation. The school also has a statutory duty, under Section 26 of the Counter Terrorism and Security Act 2015, termed "PREVENT". The purpose of this duty is to aid the process of preventing people being drawn into terrorism.

1.3 Scope
Members of Villiers Primary School and all other users (staff, students, visitors, contractors and others) of the school's facilities are bound by the provisions of its policies in addition to this AUP. Villiers Primary School seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of learning, teaching, innovation and research to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to students, staff and partners of the wider Academy Trust.

2 Unacceptable Use
a) Subject to exemptions defined in 2f), the School Network may not be used directly or indirectly by a User for the download, creation, manipulation, transmission or storage of:

1. any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
2. unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;
3. unsolicited "nuisance" emails;
4. material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the School, Trust or a third party;
5. material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
6. material with the intent to defraud or which is likely to deceive a third party;
7. material which advocates or promotes any unlawful act;
8. material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
9. material that brings the Villiers Primary School or Shine Academies into disrepute.

b) The School Network must not be deliberately used by a User for activities having, or likely to have, any of the following characteristics:

1. intentionally wasting staff effort or other School resources;
2. corrupting, altering or destroying another User's data without their consent;
3. disrupting the work of other Users or the correct functioning of the School Network;
4. denying access to the School Network and its services to other users;
5. pursuance of commercial activities (even if in support of school business), subject to a range of exceptions.

c) Any breach of industry good practice that is likely to damage the reputation of the school will also be regarded prima facie as unacceptable use of the School Network.

d) Where the School Network is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the School Network.

e) Users shall not:

1. introduce data-interception, password-detecting or similar software or devices to the School's Network;
2. seek to gain unauthorised access to restricted areas of the School's Network;
3. access or try to access data where the user knows or ought to know that they should have no access;
4. carry out any hacking activities; or
5. intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.

f) Exemptions from Unacceptable Use: There are a number of legitimate academic activities that may be carried out using School information systems that could be considered unacceptable use, as defined at 2a-e. For example, research involving defamatory, discriminatory or threatening material or language, the use of images which may depict violence, the study of hate crime, terrorism related material or research into computer intrusion techniques. In such circumstances, advice should be sought from the School's Head Teacher.

3 Consequences of Breach

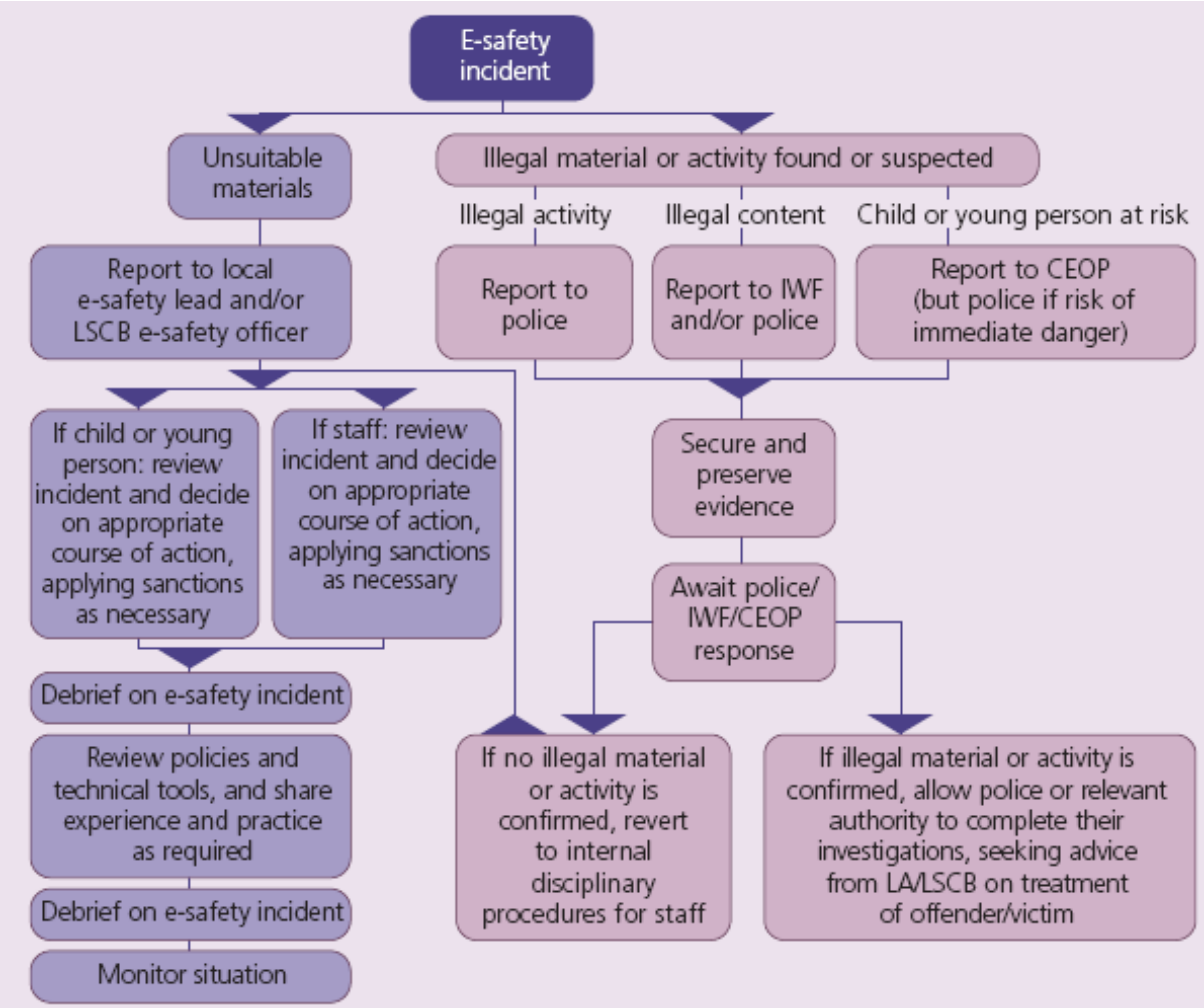
In the event of a breach of this AUP by a User, the School may in its sole discretion:
a) restrict or terminate a User's right to use the School Network;
b) withdraw or remove any material uploaded by that User in contravention of this Policy; or
c) where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith.
In addition, where the User is also a member of the School community, the School may take such action, disciplinary or otherwise as it deems appropriate and which is in accordance with its Charter, Statute, Ordinances and Regulations.

4 Definitions

School Network – all computing, telecommunication, and networking facilities provided by the School, with particular reference to all computing devices, either personal or owned, connected to systems and services supplied.

updated 14th November 2019 by D Moss (IT Curriculum Leader)
reviewed 15th November 2019 by L Westwood (Head Teacher)

Appendix 2



(Figure reproduced from Becta - *Safeguarding children online: a guide for Local Authorities and Local Safeguarding Children Boards*, page 27, appendix B)

Appendix 3

SHINE Academies e-Safety Audit: Villiers Primary School

Has the school an e-Safety Policy in conjunction with SHINE Academies and the Wolverhampton Local Authority?	**Y**
The school e-safety policy was agreed on:	**December 2020**
The policy is available for staff on:	**December 2020**
The policy is available for parents/carers:	**December 2020**
The responsible member of the Senior Leadership Team is:	**Head Teacher**
The responsible member of the Governing Body is:	**Chair of Governors**
The Designated Child Protection Officer is:	**Mrs. L. Westwood**
The e-Safety lead in school is:	**Mr. D. Moss**
Has e-safety training been provided for pupils?	**Y – ongoing**
Has e-safety training been provided for staff?	**Y - ongoing**
Is there a clear procedure for a response to an incident of concern?	**Y**
Have e-safety materials been obtained from recommended providers?	**Y**
Do all staff sign an Acceptable Use Policy on appointment?	**Y**
Are all pupils aware of the School's e-Safety rules and acceptable use policy?	**Y**
Are e-Safety rules or Acceptable Use Policies displayed in all rooms where computers are used and expressed in a form that is accessible to all pupils?	**Y**
Do parents/carers sign and return an agreement that their child will comply with the School e-Safety rules and acceptable use policy?	**Y**
Are staff, pupils, parents/carers and visitors aware that network and Internet use is closely monitored and individual usage can be traced?	**Y**
Has an ICT security audit been initiated by the Senior Leadership Team, possibly using external expertise?	**Y**
Is personal data collected, stored and used according to the principles of the Data Protection Act?	**Y**
Is Internet access provided by an approved educational Internet service provider which complies with Department for Education (DfE) requirements.	**Y**
Has the school-level filtering been designed to reflect educational objectives and approved by the Senior Leadership Team?	**Y**
Is anti-virus up-to-date, and installed on all devices?	**Y**
Are all shareholders aware of the CEOP Report Abuse button?	**Y**
Is there a working link on the School website to report abuse using the CEOP button?	**Y**

Appendix 4:

Useful resources

Child Exploitation and Online Protection Centre: www.ceop.gov.uk

Childnet: www.childnet-int.org

Kidsmart: www.kidsmart.org.uk

Safer Children in the Digital World: www.dfes.gov.uk/byronreview

Think U Know: www.thinkuknow.co.uk

NSPCC: https://www.nspcc.org.uk/keeping-children-safe/online-safety/

Internet Watch Foundation: www.iwf.org.uk

Parents Centre: www.parentscentre.gov.uk

Internet Safety Zone: www.internetsafetyzone.com

Safety Net Kids: http://www.safetynetkids.org.uk/personal-safety/staying-safe-online/

Childline: https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/

National Online Safety: https://nationalonlinesafety.com/guides

Internet Matters: https://www.internetmatters.org/advice/6-10/

Appendix 5:

Acceptable Use Policy & Guidance for Nursery – Y2 inclusive

I agree that I will:

- Always keep my passwords a secret.
- Not tell anyone about myself online (this is my name, home or school address, school name etc.).
- Not upload pictures or digital images of myself or others without my teacher's permission.
- Tell my teacher if anything online or in a message makes me feel scared or uncomfortable.
- Only use my school email.
- Only send polite messages.
- Only access my own work.
- Not bring mobile phone to school.

I know:

- Where to find and how to use the CEOP report abuse button.

Appendix 6:

Acceptable Use Policy & Guidance for KS2 (Y3-6 inclusive)

I agree that I will:

- always keep my password a secret
- only visit sites which are appropriate to my learning
- work in collaboration only with friends and I will deny access to others
- turn the monitor off and tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- make sure all messages I send are respectful
- show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my/or my parents mobile phone number to anyone who is not a friend
- only e-mail people I know or those approved by a reasonable adult
- only use an e-mail account which has been provided by school
- talk to a responsible adult before joining chat rooms or networking sites
- always keep my personal details private (my name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult and my parents before I show photographs of myself or friends
- never put a photo of myself online with my school uniform on
- never meet an online friend without taking a responsible adult that I know with me

I understand that:

- once I post a message or an item on the internet then it is completely out of my control
- anything I write or say or any website that I visit may be being viewed by a responsible adult.
- Any inappropriate use will lead to my rights being removed