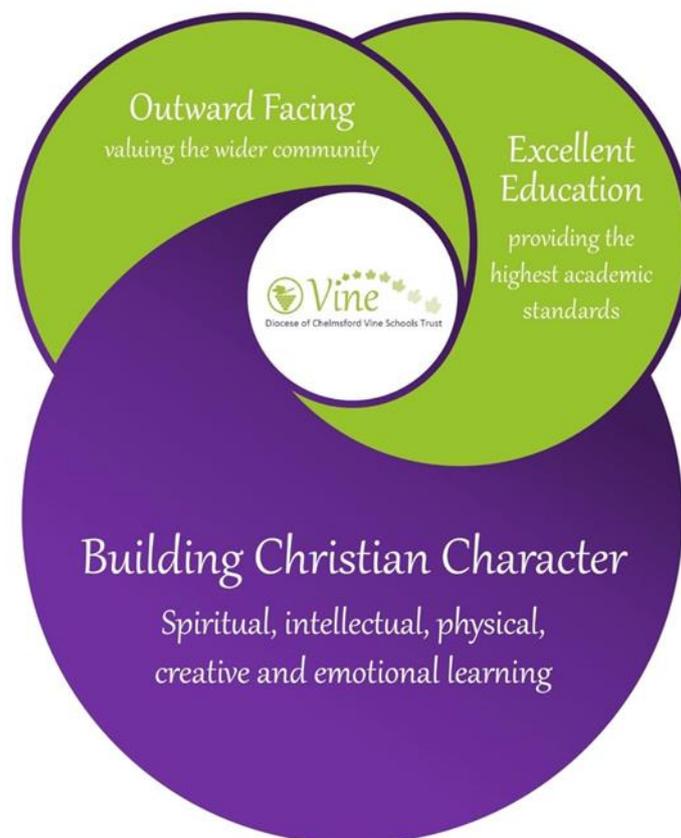# E-Safety Policy

> **"I am the vine; you are the branches.**
> **If you remain in me and I in you, you will bear much fruit"**
> **(John 15:5)**

This is a model policy for all Vine schools that has been reviewed and adapted for Great Clacton Church of England Junior School.

Policy Reference:	
Approved by Vine Schools Trust on:	Autumn 2021
Adopted by this school on:	Autumn 2021
Next review:	Autumn 2022

Vision & Values

V   **Valuing every person**

I   **Inspiring great teaching**

N   **Nurturing academic excellence and Christian Character**

E   **Excelling, unlocking great potential**

Outward Facing
valuing the wider community

Excellent Education
providing the highest academic standards

Vine
Diocese of Chelmsford Vine Schools Trust

Building Christian Character
Spiritual, intellectual, physical, creative and emotional learning

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This Policy must be read with the Code of Conduct Policy

1.   Introduction

1.1   We are committed to using computing technology and all it offers to promote learning in the most effective and appropriate way at our school - for the benefit of our pupils, staff and community. To this end, we have developed this Acceptable Use Policy, to provide safeguards and ensure that all members of our school community understand the benefits, risks and what is expected of them when they use ICT in the learning environment.

1.2 Our policy consists of:
- Statements outlining our school's approach and attitudes towards using technology safely and responsibly.
- Clear guidelines and rules for acceptable use of any computing technology.
- There are also Internet Use Agreements, to be signed by parents, staff and pupils

1.3   The school's computing subject leader will also act as the e-safety coordinator. The e-safety policy and its implementation will be reviewed regularly to ensure that it remains fit for purpose.

2.   Why Internet Use is Important

2.1   We believe the internet is an essential element in the 21st century life for education, business and social interaction.

2.2   The school recognises its duty to provide children with quality internet access as part of their learning experience.

2.3   Using the internet in general is a part of the statutory curriculum and a necessary tool for staff and pupils, alongside discrete computing lessons.

2.4   Pupils are increasingly using the internet and a range of devices outside of school life and therefore need to learn how to evaluate information and to take care of their own safety and security.

3.   Using the Internet for Learning

3.1   We teach all of our pupils how to find appropriate information on the internet and how to ensure as far as possible, that they understand who has made this information available and how accurate and truthful it is.

3.2   Teachers carefully plan all internet-based teaching and lessons to ensure that pupils are focused and using appropriate and relevant materials.

3.3   Children are taught how to use search engines and how to evaluate internet-based information as part of the computing curriculum, and in other curriculum areas where necessary.

3.4   Pupils are taught what internet use is acceptable and what is not and given clear objectives for internet use.

3.5   Pupils are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

3.6   Pupils in Key Stage 1 will not be permitted to 'free-surf' the web. In Key Stage 1 and typically in Key Stage 2, pupils' internet access will be through a selection of evaluated sites suitable for the purposes of the task.

3.7   Processes are in place for dealing with any unsuitable material that is found during

internet use (see section on managing filtering).

3.8   Where pupils are allowed to freely search the internet, e.g. using search engines, staff are vigilant in monitoring the content of the websites the young people visit. Pupils who need to search individually will be in the upper primary years. Teachers, wherever possible, will have viewed the content prior to use to check its relevance and suitability.

3.9   The school's internet access includes filtering appropriate to the age of our pupils which is provided by an approved supplier.

3.10   The school enables the pupils to access the internet at lunchtime as part of a range of activities for young people. There are clear guidelines (see appendix 1) as to what is accessed and it is monitored by the SLT on duty at lunchtime.

4.   Evaluating Internet Content

4.1   The school will ensure that staff and pupils are mindful of copyright regulations when copying, downloading and representing materials from the internet. Web-based resources have similar copyright status to printed and recorded materials, such as books, films and music, and this must be taken into consideration when using them.

4.2   Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

4.3   Pupils will be taught how to carry out simple checks for bias and misinformation. Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

5.   Internet Use by Staff

5.1   Our school understands that the internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that we can use to support and enhance learning. It allows staff to share resources with other academies, and to engage in debate and discussion on educational topics and news.

5.2   It also provides an efficient way to access information from the Department for Education and other government agencies and departments that will help staff to keep abreast of national and local developments.

5.3   There are also increasing opportunities for staff to access INSET and Continuing Professional Development activities using the Internet and e-learning resources, such as Educare.

5.4   We are committed to encouraging and supporting our school staff to make the best use of technology and all the opportunities it offers to enhance our teaching and support learning.

5.5   Staff use of the internet on school computers will be responsible and legal at all times and in keeping with their professional role and responsibility. Misuse of the internet and school computer systems will be rigorously investigated.

5.6   Further guidance can be found in the Code of Conduct Policy.

6. E-Mail

6.1   E-mail is one of the many modes of communication which plays an important role in many aspects of our lives today. We teach the use of e-mail as part of our ICT curriculum by means of safe sites such as 2Email within Purple Mash. This is a secure means of children communicating with children in other academies. Open email contact is not possible. This provides a limited facility and yet it gives all the structure of using actual email.

6.2   In spite of this not being an open facility the opportunity is taken to educate children to be aware of the benefits and risks and how to be safe and responsible users as part of our e-safety provision.

6.3   Pupils are taught strategies to deal with inappropriate emails and are reminded of the need to write emails clearly and correctly, not including any unsuitable or abusive material.

6.4   Pupils are taught not to reveal personal details of themselves or others in e-mail communication, nor to arrange to meet anyone without specific permission. This is in both RHSE and computing sessions.

6.5   Staff are to use the Trust-provided email service and accounts that are available. They are more secure and are easier to access by a third party should the need for scrutiny arise. Personal accounts must not be used for school business.

6.6   Staff should always ensure that they represent the Academy in a professional and appropriate way when sending e-mail, contributing to online discussions or posting to public websites. Failure to do so could lead to disciplinary action being taken.

6.7   Further guidance can be found in the Code of Conduct Policy.

7. Publishing Pupils' Images and Work

7.1   The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images and video that they have recorded themselves or downloaded from the internet. However, staff and pupils need to be aware of the risks associated with sharing images and with posting digital images / video on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

7.2   The school will inform and educate users about these risks, during computing and RHSE sessions, and will implement policies to reduce the likelihood of the potential for harm.

7.3   Staff are allowed to take digital / video images to support educational aims, but must follow the school policy concerning the sharing, distribution and publication of those images which states that:

7.3.1   Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute or danger;

7.3.2   Nobody should take, use, share, publish or distribute images of others without their permission;

7.3.3   Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images;

7.3.4   Pupils' full names will not be used anywhere on the website or learning platform, particularly in association with photographs;

7.3.5   Parents or carers are informed of our policy on publishing and are able to opt their children out.

8   Communication Technologies

8.1   Most of these modes of electronic communication are restricted in the school however they are being used more frequently by pupils and staff outside of the school.

8.2   We acknowledge social networking sites, blogs, instant messenger services, chat rooms and forums are beneficial for communication, learning and research. They also present a range of personal safety and privacy issues.

8.3   In school time, pupils and staff are not permitted to access social networking sites, public chat rooms, discussion groups and forums etc. using school resources. Most are blocked by the filtering service used by the school. One exception is the school Facebook page set up for the Friends of Mistley Norman.

9.   Mobile Phones

9.1   We anticipate that more and more of our pupils will have access to internet-enabled devices such as mobile phones or other hand held devices which are capable of browsing and uploading to the internet, accessing email and social networking services, as well as taking photos and recording video.

9.2   The school recognises the potential advantages these devices can offer for staff and pupils and there are clear and enforceable rules for their use.

9.3   Pupils are taught the legal and moral implications of posting photos and personal information from mobile phones to public websites and how to use these technologies in a safe and responsible manner.

9.4   Children who bring mobile phones to school must hand them to their class teacher each morning, and collect the again at the end of the day. They are stored in locked cabinets for the day.

9.5   Staff should represent the school in a professional and appropriate way when communicating via the internet, contributing to online discussions or posting to public websites using Academy facilities.

10. Electronic Communication

10.1   Communication between children and school staff should take place within clear and explicit professional boundaries.

10.2   Staff must be careful not to share any personal information with children such as personal emails, web based communication facilities, social media accounts, or home or mobile phone numbers. They should not request, or respond to, any personal information from the child / young person, other than that which might be appropriate as part of their professional role.

10.3   Staff should ensure that all communications are transparent and open to scrutiny. In addition all staff must be sure of their social networking and uphold professional confidentiality at all times. Staff should not accept parents or pupils as 'friends' on social contact sites such as Facebook.

11. Downloads

11.1   The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

11.2   Pupils are not allowed to download any material from the internet unless directed to do so by an appropriate staff member.

11.3   Staff should take care that files from both other computers outside the Academy and internet are checked for virus contamination before they are used on the Academy system.

11.4   Pupils are not allowed to use CDs, DVDs or memory sticks brought from home or, for example, from magazines unless they have been given permission.

11.5   The school subscribes to suitable antivirus software. The software is updated regularly and virus detection is monitored by the Academy's technician.

12. Filtering

12.1   Whilst filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

12.2   The action will include:

12.2.1 Making a note of the website and any other websites linked to it;

12.2.2 Informing the computing leader and Headteacher;

12.2.3 Logging the incident;

12.2.4 Informing the Internet Service Provider and computing support company (Zenzero until December 31st 2021, Air IT and Visual Synergy from 1st January 2022) so that the website can be added to the content filter if appropriate;

12.2.5 Discussion with the pupil about the incident, and how they might avoid similar experiences in future

12.2.6 Parents will be informed where necessary.

12.3   The school will work with the local authority, CLEOPS and our Internet Service Provider to ensure systems to protect pupils and staff are effective and appropriate.

12.4   Pupils or staff who deliberately try and access unsuitable materials will be dealt with in accordance with the school's discipline policies for pupils and staff.

13. Emerging Technologies

13.1   Emerging technologies and resources will be examined for educational benefit and a risk assessment will be carried out before use in the Academy is permitted.

14. Online Bullying (Cyberbullying)

14.1 Online bullying and harassment via instant messaging, chat rooms, social networking sites etc. are potential problems that can have an effect on the wellbeing of pupils and staff alike.

14.2 Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. These include:

14.2.1 No access in the school to public chat-rooms, instant messaging services and social networking sites;

14.2.2 Pupils are taught how to use the internet safely and responsibly which includes how to identify and respond to 'cyberbullying';

14.2.3 Pupils are taught how and where to report incidents that make them feel unhappy or worried;

14.2.4 As with any form of bullying, we encourage pupils to discuss with staff any concerns or worries they have about online bullying and harassment.

15. Authorising Internet Access

15.1 All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school computing resource.

15.2 The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

15.3 Parents are asked to sign and return a consent form when their child starts at the school.

16. Review

16.1 There will be an annual review of this policy by the Trust Board.

16.2 Next Review Autumn 2022