E-SAFETY POLICY

Priestley Smith Specialist VI School

February 2023

Policy review date: February 2025

Policy status: Statutory

Responsible member of SLT: Joanna Garvey Headteacher

Priestley Smith School is committed to the rights of the child as outlined in the UN Convention and is working towards Rights Respecting Schools Gold award. This belief influences everything the school does and impacts upon all our policies.
Article 3 The best interests of the child must be a top priority in all things that affect children.
Article 16 Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation
Article 17 Every child has the right to reliable information from a variety of sources, and governments should encourage the media to provide information that children can understand. Governments must help protect children from materials that could harm them
Article 23 A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community.

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(Modelled on Birmingham City Council E-SAFETY POLICY FOR SCHOOLS (2014))

1. Introduction

1.1 The governing body of Priestley Smith School has adopted this policy to help the school meet its responsibilities for safeguarding and educating children, for regulating the conduct of employees and for complying with legislation covering the use of information and communication technologies and digital and mobile devices.
1.2 This policy was adopted by the governing body on 15/7/15 and will be reviewed annually by the school and Governors' Health and Safety Committee in the light of guidance from the local authority or earlier if the local authority issues further guidance in the light of particular circumstances or developments in information and communication technology.

2. Basic principles

2.1 In adopting this policy the governing body has taken into account the expectation by Ofsted that rigorous e-safety policies and procedures are in place in the school, written in plain English, with contributions from the whole school, updated regularly and ratified by governors.
2.2 The policy applies to all members of the school community, including staff, pupils, volunteers, parents and carers, governors, visitors and community users who have access to, and are users of, the school's Information and Communication Technology systems or who use their personal devices in relation to their work at the school.
2.3 The governing body expects the Head Teacher to ensure that this policy is implemented, that training in e-safety is given high priority across the school, that consultations on the details of the arrangements for e-safety continue with all employees on a regular basis, and that any necessary amendments to this policy are submitted to this governing body for approval.
2.4 The principal context for this policy is the need to safeguard children. It will be applied in conjunction with the procedure for safeguarding children approved by the Birmingham Safeguarding Children Board. It will also be applied in conjunction with all other relevant policies for pupils and with the rules and procedures governing the conduct of employees.
2.5 The governing body expects the Head Teacher to arrange for this policy to be published to all employees and volunteers in the school and for necessary instructions and guidance, particularly on acceptable use, to be given to pupils in a manner suited to their ages and abilities.

3. Roles and responsibilities

Governing body

3.1 The governing body will consider and ratify this e-safety policy, and review it annually in the light of guidance from the local authority, or sooner if the local authority issues new guidance in the light of particular circumstances or developments in Information and Communication Technology. Governors are expected to follow the policy in the same way as volunteers are expected to follow it, including participating in e-safety training if they use Information and Communication Technology in their capacity as school governors.
3.2 Governors are responsible for ensuring that proper procurement procedures are used if they decide to purchase information technology services from an external contractor and that City Council or other reputable specialist advice is taken on the specification for those services to ensure proper security and safeguarding of children.

Head Teacher

3.3 The Head Teacher is responsible for ensuring that

- the governing body is offered appropriate support to enable this policy and its application to be reviewed regularly, and to ensure that other school policies, including that on pupils' behaviour, take account of this e-safety policy;

- the governing body is given necessary advice on securing appropriate Information and Communication Technology systems;
- the school obtains and follows City Council or other reputable guidance on Information and Communication Technology to support this policy;
- the school has a designated senior person to co-ordinate e-safety and that this person has adequate support from, and provides support to, other employees, particularly the Designated Safeguarding Leads.
- there is effective consultation with all employees, and other users of the school's Information and Communication Technology systems, to take account of the particular features of those systems and educational, technical and administrative needs;
- the school provides all employees with training in e-safety relevant to their roles and responsibilities and that training is also provided to volunteers and school governors who use Information and Communication Technology in their capacity as volunteers or governors, as the case may be;
- pupils are taught e-safety as an essential part of the curriculum;
- the senior leadership team is aware of the procedures to be followed in the event of a serious e-safety incident, including an allegation made against an employee, and that all employees know to whom they should report suspected misuse or a problem ;
- records are kept of all e-safety incidents and that these are reported to the Senior Leadership Team;
- necessary steps have been taken to protect the technical infrastructure and meet technical requirements of the school's Information and Communication Technology systems;
- there is appropriate supervision of, and support for, technical staff, including technical services and Askelite technicians.
- any outside contractor which manages Information Technology for the school undertakes all the safety measures which would otherwise be the responsibility of the school to the standard required by the school and is fully aware of this policy and that any deficiencies are reported to the body which commissioned the contract.

Other employees

3.4 Other employees are responsible for

- undertaking such responsibilities as have been delegated by the Head Teacher commensurate with their salary grade and job descriptions;
- participating in training in e-safety provided by the school and in consultations about this policy and about its application, including e-safety within the curriculum;
- using Information and Communication Technology in accordance with this policy and the training provided;
- reporting any suspected misuse or problem to the person designated by the school for this purpose.

Pupils

3.5 Pupils are expected to use Information and Communication Technology systems and devices in accordance with their appropriate acceptable use policy, the school's behaviour policy and the instructions given to them by staff.

Other users

3.6 Volunteers, including governors, who help in the school and who use Information and Communication Technology systems and devices in helping the school are expected to

- participate in training in e-safety provided by the school and in consultations about this policy and about its application, including e-safety within the curriculum;
- use Information and Communication Technology in accordance with this policy and the training provided;
- report any suspected misuse or problem to the person designated by the school for this purpose.
- Be aware of and sign to show their agreement to abide by the terms of the acceptable use policy for staff, governors and visitors.

Parents

3.7 Parents who help in the school as volunteers are covered by 3.6 above. Parents who are not voluntary helpers in the school are nonetheless subject to the law in the event of misuse of Information and Communication Technology.

Visitors

Visitors to the school are expected to follow the procedures set out in the current Visitors to School Policy. If during the course of their visit they need to use school ICT systems, they must first be made aware of the content of this eSafety policy and comply with its terms, as consistent with their role while visiting the school.

4. Acceptable use

4.1 The use of Information and Communication Technology should follow the following general principles:

- This policy should apply whether systems are being used on or off the school premises.
- The school's Information and Communication Technology systems are intended primarily for educational use and the management and administration of the school. During work breaks appropriate, reasonable personal use is permitted.
- Data Protection legislation must be followed.
- Users must not try to use systems for any illegal purposes or materials.
- Users should communicate with others in a professional manner.
- Users must not disclose their password and they should not write it down or store it where it is possible that another person might steal it. Users must not attempt to use another person's user-name or password. A secure record of passwords may be kept for any student with recall and/or memory difficulties.
- Users must report as soon as possible any apparently illegal, inappropriate or harmful material or event to the Headteacher.

4.2 Acceptable Use Policies

A number of acceptable use policies are attached to this policy and will form part of it.

- Specific acceptable use policies are provided for Foundation Stage, Primary (KS1 & 2) students, Secondary (KS3,4 & 5) students and staff and other adults.
- At the start of each academic year a copy of the appropriate acceptable use policy will be sent home for the information of parents/carers and pupils will sign to show their agreement to be bound by the terms of the policy. The terms of the acceptable use policy will be explained verbally to foundation stage pupils (and any others where this is the most appropriate method of communicating the agreement).
- Similarly at the start of each academic year staff and other adults to whom it may apply will sign a copy of the staff acceptable use policy. Depending upon the nature of their visit, visitors may need to be made aware of the appropriate use policy, and if making use of school computer facilities, sign to show their agreement.
- Key stage leaders will keep records to show pupils' agreement to be bound by the appropriate acceptable use policy. Similar records for staff and other adults will be kept within the existing staff confidential records.
- Although pupil and student acceptable use policies are differentiated by Key Stage as above the individual development of pupils may suggest that a policy from a different key stage may be more appropriate for an individual pupil. In these cases the Key Stage Leader should keep a record of the particular policy that an individual pupil has agreed to be bound by, verbally or by signing.

4.3 Use of social media networks or sites, whether by pupils or employees, should be subject to the same standards as the school would expect for behaviour and conduct generally (as set out in the school's code of conduct). The school accepts the separation of private life and work and will not concern itself with people's private lives unless it appears that the law has been broken, or that an employee is in breach of contract, or that the school is, or will be, brought into disrepute.

5. Education and training

5.1 Education and training in e-safety will be given high priority across the school.

5.2 The education of pupils in e-safety is an essential part of the school's e-safety provision and is included in all parts of the curriculum. This will specifically include training in the safe use of facebook and other social media systems.

5.3 The school will offer education and information to parents, carers and community users of the school about e-safety.

5.4 Suitable training will be provided through the school for all employees, as part of induction and subsequently during their employment in the school. There will be a regular review of the training needs of all staff and the content of training should be kept up to date. The training will be linked to training about Child Protection and Data Protection. It will cover related matters such as the law on Copyright of electronic materials.

5.5 Volunteers and governors who use Information and Communication Technology during their work will be offered the same training as employees.

6. Data Protection

6.1 The school will ensure that its Information and Communication Technology systems are used in compliance with GDPR Data Protection legislation and that all users are made aware of the school's Data Protection Policy, including the requirement for secure storage of information.

7. Technical aspects of e-safety

7.1 The school will seek to ensure that the Information and Communication Technology systems which it uses are as safe and secure as is reasonably possible by taking reputable advice and guidance on the technical requirements for those systems.
7.2 The school will undertake regular reviews of the safety and security of its Information and Communication Technology systems.
7.3 Particular attention will be paid to secure password protection and encryption for devices located in the school and mobile devices.
7.4 The school's systems will also provide for filtering internet access for all users, preventing access to illegal content, and with additional filtering for different groups of users for inappropriate content.
7.5 The school will ensure that its Information and Communication Technology systems include standard, automated monitoring for illegal materials, profanity, and unsolicited materials (generally known as 'spam'). It should safeguard children and adults against inappropriate use. It should provide the Head Teacher and Senior Leadership Team with regular reports to indicate whether or not there have been any incidents.
7.6 Additional monitoring may take place as part of an investigation following evidence of apparent misuse.

8. Dealing with incidents

8.1 Any suspicions of misuse or inappropriate activity related to child protection should be reported as prescribed in the Safeguarding Board's child protection procedures to the Designated Safeguarding Leads.
8.2 Any suspicions of other illegal activity should be reported to the Headteacher or Chair of Governors, who will then follow the current school procedures for allegations involving pupils, staff, other adults or the Headteacher as appropriate.
8.3 Suspicions of inappropriate, as distinct from illegal, use of Information and Communication Technology should be reported to the Head Teacher or other designated member of the Senior Leadership Team for investigation and appropriate action. This may lead to informal management discussions, improved training or, depending on the nature of the alleged misuse, investigation under the disciplinary procedure for employees, or the school's behaviour policy for pupils.

Appendix
Checking for legitimate emails:

1. Sender - Sender must be from their url domain. I.e @microsoft.com, @birmingham.gov.uk. Fake emails will be from personal accounts like @gmail.com, @hotmail.com, @outlook.com

2. Emails will always say your Name.
I.e "Hi Jo"
Fake emails will mostly say "Hi J.Smith" or just "Hi"

3. Sometimes the images in the email are pixelated

Foundation Stage Acceptable Use Agreement / e-Safety Rules

<u>This is the information that needs to be passed on to pupils verbally</u>

<u>These images or similar ones may be enlarged or tactile equivalents produced to help understanding.</u>

I will only use computers and other ICT equipment when I am with an adult.

I will always take care of ICT equipment and computers and be sensible when using them.

If I see something on the computer which is nasty or makes me unhappy I will tell my teacher straight away.

Primary Student Acceptable Use Agreement / e-Safety Rules

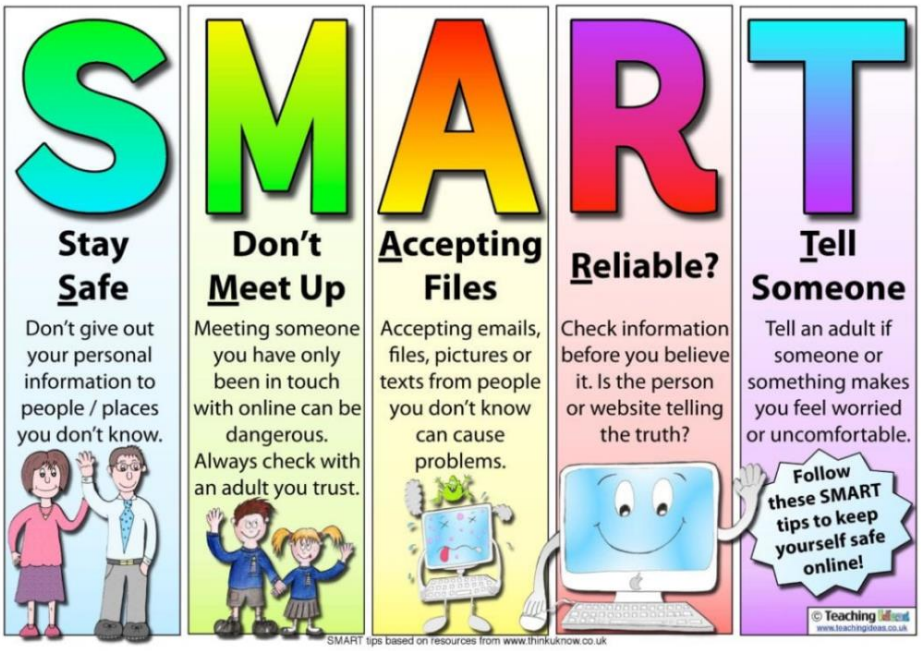
These rules will almost certainly need to be discussed with the pupil before they can be agreed.

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when emailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other students my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.

Secondary Student Acceptable Use Agreement / e-Safety Rules
These rules may need to be discussed with the pupil before they can be agreed.

I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to any student and will change them regularly.
- I will only use my school email address while in school.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without permission.
- I will ensure that I only use social media in school when instructed to do so by a member of staff and will follow their instructions exactly. Outside school I must not allow other social media users to know that I am a pupil at Priestley Smith School, or divulge any information which might be used by others to reveal this.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.



Staff, Governor and Visitor Acceptable Use Agreement

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This agreement is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign to acknowledge their receipt and understanding of this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

- I will only use the school's email, Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will only use a privately owned mobile telephone in school as allowed by the school's code of conduct for such use, and never in a school motor vehicle or when carrying pupils in another vehicle.
- I will not attempt to connect any personal computer equipment (or similar) to school networks or similar systems.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not use social media on the school computers except as part of an authorised lesson or when instructed to do so by a member of school management. Outside school I must not allow other social media users to know that I am a member of Priestley Smith School staff, or divulge any information which might be used by others to assume this.
- When using social media networks or sites I am aware that I will be subject to the same standards as the school would expect for behaviour and conduct generally (as set out in the school's code of conduct). The school accepts the separation of private life and work and will not concern itself with people's private lives unless it appears that the law has been broken, or that an employee is in breach of contract, or that the school is, or will be, brought into disrepute.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils or parents.
- When conducting any school business via eMail I will only use the school e-mail system, whether in school or elsewhere.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will not use personal cameras, phones or similar equipment to take images of school pupils without permission. When this has been given only school media should be used to record images. Any images should be moved to the school network as soon as practicable and erased from the camera media.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I understand that all my use of the Internet and other related technologies is monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand this forms part of the terms and conditions set out in my contract of employment.