Broomfield Primary School

e-Safety Policy

Computing and the use of digital devices 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.

Computing and ICT 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 computing within our society as a whole. Currently the apps and software children and young people are using both inside and outside of the classroom include:

- Websites
- Coding
- Gaming
- Mobile devices
- Video & Multimedia

Whilst exciting and beneficial all users need to be aware of the range of risks associated with the use of these technologies.

At Broomfield Primary School we 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.

Both this policy and the Acceptable Use Agreement (for all staff, Local Advisory Board, visitors and pupils) are inclusive of fixed and mobile internet technologies provided by the school. Any visitors using their own devices within school, adhere to the schools Acceptable Use Agreement and this e-safety policy.

Roles and Responsibilities

As e-safety is an important aspect of strategic leadership within the school, the Head and Local Advisory Board have ultimate responsibility to ensure that the policy and practices are embedded and monitored along with the Computing Subject Leader and SENDCO.

This policy, supported by the school's acceptable use agreement, is to protect the interests and safety of the whole school community. It is linked to the following school policies: computing, child protection, behaviour, health and safety, anti-bullying and PHSE.

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 guidelines and the SMART rules will be taught regularly to the pupils in school.

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 maybe encountered outside school is done informally when opportunities arise and as part of the e-safety 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.

When accessing, amending and saving any data or information, relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations 2018.

Managing the Internet

All internet activity within school is monitored and filtered by our filtering service. Whenever any inappropriate use is detected, the Office Manager and Head are notified and the incident will be followed up in line with the school Acceptable Use Policy.

The pupils will have supervised access to internet resources (where reasonable) through the school's digital devices.

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.

Infrastructure

The school's internet access is provided by BT and monitored by Primary World and Solus software..

Staff and students are aware that should they encounter or access anything unsuitable or damaging they must report it immediately to teachers, learning support assistants or the Computing subject leader.

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 outside of the classroom. These are not to be used at any time whilst children are present.

Any personal mobile devices do not have access to the internet via the schools WiFi network.

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.

Pupils have individual email accounts but can only email others who are members within the school domain. This also includes other schools that are part of the Bradgate Education Partnership. Pupil email addresses are only valid for the period of time they are at the school and are then erased.

Staff must use their school email address for any school business.

Staff must inform the Computing subject leader and the Head teacher 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

Creation of videos and photographs

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.

All staff are aware of specific children (they have responsibility for) in school which do or do not have photograph permissions. If they do have permission, staff are aware of which platforms they can be used on. The Head teacher monitors the use of images on the school website.

Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes during field trips. All teaching staff have ipads.

Publishing pupil's images and work

All parents/carers will be asked to give permission to use their child's work/photos in publicity materials or on the school website or other publications.

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 or amend permission, in writing, at any time.

Pupils' names will not be published alongside their image and vice versa on the school website 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. Images are also on school ipads and are removed periodically by our IT provider.

Misuse and Infringements

Complaints

Complaints or concerns relating to e-safety should be made to the Computing subject leader or Head teacher.

Inappropriate material

All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the Computing leader.

Deliberate access to inappropriate materials by any user will lead to the incident being logged, in the first instance, by and then forwarded to the e-safety co-ordinator. Depending on the seriousness of the offence; investigation maybe carried out by the Head teacher or a member of the Bradgate Education Partnership. Staff are aware that negligent use or deliberate 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.

Monitoring and Review

This policy will be reviewed every two years unless an incident or a change in government policy necessitates an

earlier review.

Appendix 1: Internet use - Possible teaching and learning activities

Activities	Key e-safety issues	Relevant websites
Creating web directories to provide easy access to suitable websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be directed to specific, approved on-line materials.	Web directories e.g. Ikeep bookmarks Webquest UK Starz
Using search engines to access information from a range of websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.	Web quests e.g. - Ask Jeeves for kids - Yahooligans - CBBC Search - Kidsclick - Purple Mash
Exchanging information with other pupils and asking questions of experts via e-mail.	Pupils should only use Google e-mail accounts. Pupils should never give out personal information. Consider using systems that provide online moderation e.g. SuperClubs.	RM EasyMail SuperClubs PLUS Gold Star Café School Net Global Kids Safe Mail E-mail a children's author E-mail Museums and Galleries Purple Mash
Publishing pupils' work on school and other websites.	Pupil and parental consent should be sought prior to publication. Pupils' full names and other personal information should be omitted.	Making the News SuperClubs Infomapper Headline History Purple Mash Focus on Film
Publishing images including photographs of pupils.	Parental consent for publication of photographs should be sought. Photographs should not enable individual pupils to be identified. File names should not refer to the pupil by name.	Making the News SuperClubs Learninggrids Museum sites, etc. Digital Storytelling BBC – Primary Art Purple Mash
Communicating ideas within chat rooms or online forums.	Only chat rooms dedicated to educational use and that are moderated should be used. Access to other social networking sites should be blocked. Pupils should never give out personal information.	SuperClubs Skype FlashMeeting Google Meet
Audio and video conferencing to gather information and share pupils' work.	Pupils should be supervised. Only sites that are secure and need to be accessed using an e-mail address or protected password should be used.	Skype FlashMeeting National Archives "On-Line" Global Leap Natural History Museum Imperial War Museum Purple Mash

Key Stage 1

Think then Click

These rules help us to stay safe on the Internet

We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

Key Stage 2

Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that our teacher has agreed are suitable.
- We immediately close any webpage that we don't like.
- We only email people our teacher has approved.
- We only send e-mails that are polite and friendly.
- We never give out a home address or phone number.
- We never arrange to meet anyone we don't know.
- We do not open emails sent by anyone we don't know.
- We do not use Internet chat rooms.
- We tell the teacher if we see anything we are unhappy with.