



# HANNAH MORE

## PRIMARY SCHOOL

**Policy Title:** E-Safety Policy

**Date Drafted:** 10/2020

**Date Ratified by Governors:**

**Effective From:** 10/2020

**Date for Renewal:** 10/2023

**Signed by the Headteacher:** 10/10/2020

The E-safety Policy is one of a group of documents that come under the umbrella title of 'Safeguarding at Hannah More'. The other documents in this group should be read in conjunction with this policy to give the full picture of safeguarding arrangements at Hannah More. These are:

- Anti Bullying Policy
- Child Protection Policy, Procedures and Guidelines
- Health, Safety and Wellbeing
- Educational Visits Policy
- Behaviour Policy
- Guidance on Safer Working practice
- Health and Safety Annual Audit
- First Aid Policy
- Annual Safeguarding Audit

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## **1. Rationale**

The internet is an essential resource to support teaching, and is an integral part of the learning process at Hannah More. The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using technology as well as aspects of design, creation and programming.

The use of internet is increasingly prevalent, with children having access to new technologies such as mobile phones, Ipads and online gaming on a daily basis. Whilst it has many benefits, unmediated internet access brings with it the possibility of inappropriate and dangerous situations. As a school, it is our duty of care to educate pupils as to what is a safe and appropriate use of technology, allowing them to be confident and capable internet users.

Life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they must learn to recognise and avoid these risks in their lives at school, at home and in public as well as while online – children need to become 'internet wise'. As a school we need to ensure that they are fully aware of the risks and pupils need to know how to cope if they come across inappropriate material.

## **2. What does an 'internet wise' pupil look like?**

They show **determination** and perseverance when facing new challenges with technology

They contribute **openly** to discussions about online safety

They understand the school's rules regarding e-safety and why they are important

They treat the resources **respectfully**

They **enjoy** their learning and are engaged in their experiences surrounding e-safety.

### **3. Responsibility**

This policy applies to all members of the Hannah More community (including staff, pupils, volunteers, parents/carers and visitors who have access to the internet). Internet safety at Hannah Mo0re depends on all members of our community taking responsibility for their use of the internet and other communication technologies.

#### **Head teacher and Senior leaders**

The Head teacher has the duty of care for ensuring the safe use of the internet across the school. The Head teacher (and designated Safe guarding officer) are aware of the policies and procedures in place in the event of a serious e-safety incident or allegation of misuse.

#### **Teachers and support staff**

All staff are responsible for ensuring that:

- They have an up –to – date knowledge of the school E-safety policies and practices
- They have understood, read and signed the staff handbook which outlines the Acceptable use policy (AUP)
- They report any e-safety concerns or allegations of misuse to the Head teacher/ safe guarding officers
- When planning and delivering curriculum content, they are using appropriate and relevant online sources, which they have checked are suitable.
- Ensure that the use of internet derived materials by staff and by pupils complies with copyright law.

#### **Additional notes for teachers and staff**

In school, for educational purposes, YouTube and Pinterest, which were previously blocked, are now accessible. These websites are only available on staff laptops and the teachers' classroom computer. It is extremely important, as these websites contain extremely unsuitable material for children that no children are permitted to use the classroom computer or a teacher's laptop. These websites should be used for demonstrations and to support planning and used solely by adults.

#### **Pupils**

- Are responsible for showing good E-safety practice when using technologies such as Ipads and laptops in line with the schools' expectations
- Use resources carefully and respectfully
- Understand the importance of reporting abuse or misuse of technologies

## Parents

Parents play a pivotal role in ensuring their children fully understand safe and appropriate internet practice. Parents and carers are encouraged to support the school by promoting these safe practices at home. More information about this and supporting resources can be accessed via the school website.

### **4. Guided educational use**

E-safety should be a focus in all areas of the curriculum, and staff should re-inforce these values wherever possible. The e-safety curriculum should be broad, relevant and provide progression. At Hannah More, we aim to do this in the following ways:

- Specific E-safety teaching during weekly computing sessions
- Key E-safety messages re-enforced through PSHE lessons and themed assemblies
- Specific teaching days such as 'Safer Internet day', and E-safety focus during anti-bullying week and STEM week.
- When using the internet for subject research, children should be taught to assess their sources critically, considering the validity of information
- Children should use a variety of technologies to present their work, including the challenge outcome of their enquiries
- When using sources for research, children in KS2 will be taught to acknowledge their source, and understand and respect rules regarding copyright.

Curriculum internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful internet use will also reduce the opportunities for activities of dubious worth.

### **5. Authorisation of access**

- 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.
- At Key Stage 1, access to the internet will be by adult demonstration with directly supervised access to specific, approved online materials.
- Parents will be informed that pupils will be provided with supervised internet access

• During induction to the school parents will be asked for permission to allow their children to access the internet at school. Do we still do this?

- Children will not be allowed to access the internet without adult supervision.
- Mobile phones are not permitted within the school. Pupils will be asked to give them to the office at the start of the school day. Any pupil not handing in a phone is at risk of having it confiscated.

## 6. Management of filtering

- The school will work in partnership with parents, Bristol County Council and the SWGfL to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported by the designated member of staff and then to the internet Service Provider by;

Phone: 0117 9037999      email: [cyps.it.helpdesk@bristol.gov.uk](mailto:cyps.it.helpdesk@bristol.gov.uk)

Or

[abuse@swfl.org.uk](mailto:abuse@swfl.org.uk)

- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

## 7. Risk assessment

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate 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 school computer. Neither the school nor Bristol County Council can accept liability for the material accessed, or any consequences of internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Headteacher will ensure that the internet policy is implemented and compliance with the policy monitored.

## **8. Data protection and management of the school website**

*(For further Data Protection information, please see: [Data Protection Policy 2018](#))*

In line with the GDPR 2018 guidelines, Hannah More will ensure that the school website:

- The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission will be gained from parents or carers during induction to the school to allow photographs of pupils to be published on the school website.
- The designated person will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

## **9. Introducing the policy to pupils, parents and staff**

- Rules for internet access will be posted in all rooms where computers are used.
- Instruction on responsible and safe use should precede internet access in the form of guidance lessons at the start of a school year.
- Pupils will be informed that internet use will be monitored.
- Information is readily available to parents about how to ensure they can work with the school so that this resource is used appropriately both within school and home. This support will be sign posted in the school newsletter.
- Interested parents will be referred to organisations such as Parents Online and Ark (NCH Action for Children).
- Internet issues will be handled sensitively to inform parents without undue alarm.
- All staff including teachers, supply staff, classroom assistants and support staff, will have access to the School E-safety Policy.

- The school's consequences for internet and mobile phone misuse will be clear so that all teachers are confident to apply this should the situation arise.
- All staff must accept the terms of the 'Laptops for teachers –Acknowledgement' statement before using any internet resource in school. Do we still use this- is it in the handbook?

## 10. Complaints procedure

- Any complaint about staff misuse must be referred to the Head teacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils of Hannah More Primary School will need to work in partnership with staff to resolve issues.
- Any safe-guarding concerns regarding E-safety will be logged by staff on CPOMS and concerns raised with the Safe guarding officer.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
  - Informing parents or carers.
  - Removal of internet or computer access for a period, which could ultimately prevent access to files held on the system.