At St. Adrian's Catholic 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, in and beyond the context of the classroom.

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by staff, but brought onto school premises (such as laptops, mobile phones and camera phones.

Roles and Responsibilities
As e-Safety is an important aspect of strategic leadership within the school, the headteacher and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named e-Safety co-ordinator in our school is Robin King who has been designated this role as Computing subject leader. All members of the school community have been made aware of who holds this post. It is the role of the e-Safety co-ordinator to keep abreast of current issues and guidance through organisations such as the Local Authority and CEOP (Child Exploitation and Online Protection).
Senior Leadership and Governors are updated by the e-Safety coordinator and all governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.

This policy, supported by the school's acceptable use agreements for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community.

E-Safety skills development for staff
· Our staff receive information and training on e-Safety issues through staff meetings.
· New staff receive information on the school's acceptable use policy as part of their induction.
· All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know to report the misuse of technology by any member of the school community to the eSafety co-ordinator or the headteacher.
· All staff are encouraged to incorporate e-Safety activities and awareness within their curriculum areas.

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.
· The e-Safety policy will be introduced to the pupils at the start of each school year and all classes will participate in e-safety activities during 'Safer Internet Week'.

· E-Safety rules are displayed next to computers or in an appropriate area of the classroom.

e-Safety in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for e-Safety guidance to be given to the pupils on a regular and meaningful basis. E-Safety is embedded within our curriculum and we continually look for new opportunities to promote e-Safety.

· The school provides opportunities within a range of curriculum areas to teach about eSafety.

· Educating Key Stage 2 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.

· Pupils are aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/carer, teacher/ trusted staff member, CEOP report abuse button.

· Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models and discussions.

Managing the Internet
Use of the Internet to Enhance Learning:

· The school internet access is designed for pupil use and includes filtering.

· Pupils are taught what internet use is acceptable and what is not.

· Internet access will be planned to enrich and extend learning activities.

· Staff will preview any recommended sites before use.

· Staff will guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and ability.

· Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge, location, retrieval and evaluation.

Authorised Internet Access

· The school maintains a current record of all staff and pupils who are granted Internet access.

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

· Parents are asked to sign and return a consent form for pupil access.

World Wide Web

· If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Computing subject leader who will then pass the information on to Local Authority helpdesk.

· School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.

· Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

· It is the responsibility of the school, by delegation to the network manager, to ensure that Anti-virus protection is installed and kept up to date on all school machines.

Social Networking

The use of public social networking sites (e.g. twitter Facebook) is used responsibly by teachers via the school website.

·Access to social networking sites and newsgroups is set by Hertfordshire Grid for Learning using blocking/filtering technology.

· Pupils will be advised never to give out personal details of any kind which may identify them or their location.

· Pupils are taught not to place personal photos on any social network space.

Mobile technologies

· The school allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a pupil or parent/ carer using their personal device.

· Staff are not permitted to use mobile phones / texts during lesson time.

· Currently pupils are not allowed to bring personal mobile devices/phones to school with the exception of e-readers where authorised.

· The school is not responsible for the loss, damage or theft of any personal mobile device.

· The sending of inappropriate text messages between any member of the school community is not allowed.

Managing email

The use of email within most schools is an essential means of communication for staff, parents and pupils. In the context of school, email should not be considered private. Educationally, email can offer significant benefits including; direct written contact between schools on different projects.. We recognise that pupils need to understand how to style an email in relation to their age and good 'netiquette'.

Pupils will experience sending and receiving emails.

· The school gives all staff their own email account to use for all school business. This is to minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed.

· It is the responsibility of each account holder to keep the password secure.

For the safety and security of users and recipients, all mail is filtered and logged; if necessary email histories can be traced. This should be the account that is used for all school business.

· Under no circumstances should staff contact pupils, parents or conduct any school business using personal email addresses.
· Pupils may only use approved e-mail accounts on the school system.
· Pupils must immediately tell a teacher if they receive offensive e-mail.
· Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.
· Access in school to external personal e-mail accounts may be blocked.

Safe Use of Images
· 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.
· Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips.
· Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others, this includes when on field trips.

Publishing pupil's images and work
On a child's entry to the school, all parents/guardians will be asked to give permission to use their child's work/photos in the following ways:
· General media appearances, eg local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically).
· This consent form is considered valid for the entire period that the child attends this school. Parents/ carers may withdraw permission, in writing, at any time.
Published content and the school website and learning platform.
· Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
· Pupils' full names will not be used anywhere on the Web site or Class Blog, in association with photographs.

Filtering
The school will work in partnership with the Local Authority to ensure filtering systems are as effective as possible.

Equal Opportunities
Pupils with additional needs
The school endeavours to create a consistent message with parents for all pupils and this in turn should aid establishment and future development of the schools' e-Safety rules.

However, 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.

Parental Involvement

We believe that it is essential for parents/carers to be fully involved with promoting e-Safety both in and outside of school.

· Parents/carers and pupils are actively encouraged to contribute to adjustments or reviews of the school e-Safety policy via e-Safety training, governor meetings, parents' questionnaire

· Parents/carers are issued with the Acceptable use policy statement when their child starts school at St Adrian's.

· Parents/ carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website)

Communication of Policy

Pupils

· Rules for Internet access will be posted in all networked rooms.

· Pupils will be informed that Internet use will be monitored.

Staff

· All staff will be given the School e-Safety Policy and its importance explained.

· Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents

· Parents' attention will be drawn to the School e-Safety Policy in newsletters and on the school website.

Reviewing this Policy

Review Procedure

There will be an on-going opportunity for staff to discuss with the e-Safety coordinator any issue of e-Safety that concerns them.

This policy will be reviewed annually and consideration given to the implications for future whole school development planning.

The policy will be amended if new technologies are adopted or Central Government change the orders or guidance in any way.

It will be the responsibility of the Maths and Computing Curriculum group to review this policy.

C:MyDocuments/e-Safety/e-safetypolicy
September 2017