

Orrets Meadow School

E-Safety Policy

*(This document has been written in accordance with the guidance and associated materials provided by Wirral LA)*

Signature ………………………………………… (Chair of Governors)

Signature ………………………………………… (Headteacher)

**“To raise the aspirations of every child and give them confidence to fulfil their potential through positive experiences”**

**Orrets Meadow Curriculum Aims and Values**

**Aims**

To ensure all our children are at the centre of a broad, varied and interesting learning experience that is enjoyable and relevant for the future. Our creative, multisensory curriculum will create a sense of awe and wonder and help to inspire a lifelong love of learning. The holistic nature of our practice will promote positive mental health and well-being and will enhance our children’s life skills, social skills and cultural awareness.

**Values**

Our curriculum will promote a range of values including:

* Respect
* Empathy
* Responsibility
* Equality
* Independence
* Happiness
* Resilience
* Gratitude
* Honesty
* Friendship

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##### e-Safety Policy

The school has appointed Matthew Ferris-Rice as the e-Safety coordinator. The e-Safety Group is made up of the coordinator, the Headteacher and Ian Patten (Chair of governors and e-Safety governor). This e-Safety Policy has been written in accordance to LA guidelines. It has been agreed by the senior management team and presented to staff and governors.

The e-Safety Policy will be reviewed annually.

## Why is Internet use important?

The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school’s management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for students who show a responsible and mature approach to its use. Our school has a duty to provide students with high quality Internet access.

Students will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

## How Does Internet Use Benefit Education?

Benefits of using the Internet in education include:

* Access to learning wherever and whenever convenient
* Access to world-wide educational resources including museums and art galleries
* Educational and cultural exchanges between students world-wide
* Access to experts in many fields for students and staff
* Professional development for staff through access to national developments, educational materials and effective curriculum practice
* Collaboration across support services and professional associations
* Improved access to technical support including remote management of

networks and automatic system updates

* Exchange of curriculum and administration data with the Local Authority and DfE

## How Can Internet Use Enhance Learning?

* The school Internet access will be designed expressly for student use and includes filtering appropriate to the age of students
* Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use
* Internet access will be planned to enrich and extend learning activities.
* Staff should guide students in on-line activities that will support learning outcomes planned for the students’ age and maturity
* Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

***Handling eSafety Issues and Complaints (See appendix C)***

If any of the following information raises issues or requires further action:

* Complaints of Internet misuse will be dealt with by a senior member of staff, Safeguarding Officer or Headteacher
* Any complaint about staff misuse must be referred to the Headteacher
* Complaints of a child protection nature must be dealt with in accordance with school child protection procedures
* Pupils and parents will be informed of the complaints procedure
* References to Cyber bullying and sanctions are to be found in our Anti-bullying Policy
* e-Safety issues will be recorded in e-Safety log book which is kept in the Computing Suite

## Authorised Internet Access

* The school will maintain a current record of all staff and students who are granted Internet access
* All staff must read and sign the ‘Acceptable ICT Use Agreement’ before using any school ICT resource
* Parents will be informed that students will be provided with supervised Internet access
* Parents will be asked to sign and return a consent form for student access
* Students must apply for Internet access individually by agreeing to comply with the Responsible Internet Use statement

## World Wide Web

* If staff or students discover unsuitable sites, the URL (address), time, content must be reported to Head-teacher and recorded in the e-Safety log
* School will ensure that the use of Internet derived materials by students and staff complies with copyright law
* Students should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy

## Email

* Students may only use approved e-mail accounts on the school system
* Students must immediately tell a teacher if they receive offensive e-mail
* Students must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission
* Access in school to external personal e-mail accounts may be blocked
* E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper
* The forwarding of chain letters is not permitted

## Password Protection

* Official admin passwords are changed frequently
* Separate networks exist to protect confidential information
* High level of encryption for confidential material
* School issues passwords to each child, class teacher and IT coordinator have a copy of these passwords
* Students must not disclose passwords to other students
* Students are provided with passwords in order to access online content on approved platforms, e.g. bug club, mathletics, purple mash, etc.

## SMART ESafety Rules Posters | Teaching IdeasSocial Networking (See Appendix I: Social Networking Policy)

* The School will block access to social networking sites eg: Facebook and newsgroups unless a specific use is approved
* Students will be advised never to give out personal details of any kind which may identify them or their location
* Students should be advised not to place personal photos on any social network space
* Students should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications
* Students should be encouraged to invite known friends only and deny access to others

## Filtering

The school will work in partnership with the Local Authority, and DfE to ensure filtering systems are as effective as possible

## Video Conferencing

Video conferencing is becoming increasingly popular and provides opportunity for pupils to gain experiences they may not have otherwise, e.g. speaking to people from different parts of the world.

* Pupils should ask permission from the supervising teacher before making or answering a videoconference call
* Videoconferencing will be supervised

## USB memory sticks & other Portable Data Storage Devices

* Staff to consider what data should be stored on USB sticks/other data storage devices
* Sensitive data should be encrypted

## Digital Cameras

* Staff to use school cameras or school iPads to photograph students
* Staff must not use personal equipment to photograph students
* Storage cards to be cleared when camera returned.

## Storage of Photographs

* Photographs to be stored in secure area within school network, school photo drive.
* Photographs to remain on school premises (when practicable –i.e. off site school trips –images only to be downloaded to school network
* Photographs to be deleted when no longer required
* Current LA policy is adhered to regarding photographing & publishing images of children

## Mobile Phones & Other Hand Held/Communication devices (Appendix J)

* See attached Personal Mobile Device Policy (staff, pupils, parents and visitors)

## Managing Emerging Technologies

* Emerging technologies will be examined for educational benefit and a risk assessment will be carried out by the safeguarding officer and agreed by the governing body, before use in school is allowed
* Mobile phones/ handheld communications devices/ gaming consoles will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden
* Students’ personal mobile technologies must not have a working camera and/or be covered during and outside school hours. Close supervision is promoted

## Publishing Students’ Images and Work

* Photographs that include students will be selected carefully and will be appropriate for the context
* Students’ full names will not be used anywhere on the school’s public Web-spaces, particularly in association with photographs
* Written permission from parents or carers will be obtained annually before photographs of students are published on the school Web site
* Work can only be published with the permission of the student and parents

## Information System Security

In partnership with LA Wirral Education Quality Service and Wirral Traded Services (Documentation may be found in school office):

* School ICT systems capacity and security will be reviewed regularly
* Virus protection will be installed and updated regularly
* Security strategies will be discussed with the Local Authority
* Also see the use of ‘USB memory sticks and other portable storage devices’ section

## Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## Assessing Risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Wirral Metropolitan Borough Council can accept liability for the material accessed, or any consequences of Internet access. Every 12 months, the school undertakes an audit of public online communication with the LA and audits ICT use internally to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate. Children will be taught about e-Safety in computing lessons and this will be reinforced and integrated throughout the wider curriculum and school life.

## Teaching of e-safety:

*“SAFEGUARDING CURRICULUM NEEDS TO BE TAUGHT IN AN AGE-APPROPRIATE*

*WAY HOWEVER CONSIDERATION NEEDS TO BE GIVEN TO ENSURING THAT IT IS*

*APPROPRIATE TO THE NEEDS OF THE CHILDREN”*

*KCSIE 2022*

Pupils are progressively taught throughout the school how to manage and report risks they encounter online. This is appropriate to pupils’ age and stage. Knowledge of how to stay safe online is delivered across the curriculum, including with:

* Computing lessons
* Basic skills certificate system.
* Library books (chicken clicking, troll stinks, etc.)
* PSHE lessons
* Embedded into topic lessons
* 1-1 instruction throughout the curriculum.

## Training

### Staff

* + All staff (teaching & non-teaching) will attend e-safety presentation given by e-Safety coordinator
  + Yearly review of training
  + INSET lead by Julie Merry - Safeguarding and KCSIE updates covering e-safety
  + Staff meetings
  + Communication letters

### Governors

* Outside agencies/LA
* Yearly review of training
* Update training provided by e-safety coordinator
* Curriculum Governors meetings

### Parents

* Parents coffee morning held focusing on e-safety.
* School website offers links to a range of external sources to aid parents in keeping their children safe online.
* Digital Parenting magazine distributed to parents.

***Sanctions***

## All sanctions are to be decided and issused by the Headteacher, in consultation with the e-safety co-ordinator, senior members of staff and governors. Sanctions may include:

## - Warnings (and further education)

## - Website blocking

## - Username blocking

## - Banning of PMDsCommunication of Policy

### Students

* Rules for Internet access will be posted in the ICT suite
* Students 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 both inside and outside of school
* Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues

### Governors

* AUP (governors to ratify)

### Parents

* Parents’ attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site

### Visitors

* Visitors to school will be informed about the e-Safety policy at the reception desk
* Rules for visitors clearly displayed (i.e. use of mobile phone/camera/film equipment etc).

##### Appendix

##### Staff AUP

##### Student AUP

##### Appendix A: KS2 e-Safety Rules

##### Appendix B: Key Stage 1 AUP

##### Appendix C: Flowchart for responding to e-Safety incidents

##### Appendix D: e-Safety Audit

##### Appendix E: Are you an e-Safe school?

##### Appendix F: Website log

##### Appendix G: e-Safety Incident Log

##### Appendix H: Orrets Meadow e-Safety progression of skills

##### Appendix I: Wirral Policy on the Use of Social Networking

## Staff AUP

Staff Information Systems Code of Conduct

**To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school’s e-Safety policy for further information and clarification.**

* The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
* I will ensure that my information systems use will always be compatible with my professional role.
* I understand that school information systems may not be used for private purposes, without specific permission from the Headteacher.
* I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
* I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
* I will not install any software or hardware without permission.
* I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
* I will respect copyright and intellectual property rights.
* I will report any incidents of concern regarding children’s safety to the school e-Safety Coordinator or the Designated Child Protection Coordinator.
* I will ensure that any electronic communications with students are compatible with my professional role.
* I will promote e-Safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school’s information systems, including Internet access, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school’s information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**I have read, understood and agree with the Information Systems Code of Conduct.**

Signed: ………………………………………… Printed: ………………………………………………… Date: ……………

Accepted for school: …………………………….……………………………. Capitals: ………………………………...…

## Student AUP

|  |  |
| --- | --- |
| e-Safety Rules  ***All students use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both students and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.*** | |
| ***Student:*** | ***Form:*** |
| **Students’ Agreement**   * I have read and I understand the school e-Safety Rules. * I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times. * I know that network and Internet access may be monitored. | |
| **Signed:** | **Date:** |
| **Parent’s Consent for Web Publication of Work and Photographs**  I agree that my son/daughter’s work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.  **Parent’s Consent for Internet Access**  I have read and understood the school e-Safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that students cannot access inappropriate materials but I appreciate that this is a difficult task.  I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities. | |
| **Signed:** | ***Date:*** |
| **Please print name:** | |
| Please complete, sign and return to the school | |

## 

## Appendix A: KS2 e-Safety Rules

e-Safety Rules

These e-Safety Rules help to protect students and the school by describing acceptable and unacceptable computer use.

* The school owns the computer network and can set rules for its use.
* It is a criminal offence to use a computer or network for a purpose not permitted by the school.
* Irresponsible use may result in the loss of network or Internet access.
* Network access must be made via the user’s authorised account and password, which must not be given to any other person.
* All network and Internet use must be appropriate to education.
* Copyright and intellectual property rights must be respected.
* Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
* Anonymous messages and chain letters are not permitted.
* Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
* The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
* Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school will exercise its right to monitor the use of the school’s computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school’s computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

## Appendix B: Key Stage 1 AUP

Think Before You Click

Use these rules to stay safe when using the Internet

|  |  |
| --- | --- |
| Sj0233806 | I will only use the Internet and email with an adult |
| Aj0285374 | I will only click on icons and links when I know they are safe |
| Fj0316779 | I will only send friendly and polite messages |
| Ej0292020 | If I see something I don’t like on the screen, I will always tell an adult |

|  |
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| My Name |
| My Signature |

## Appendix C: Flowchart for responding to e-Safety incidents

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eSafety Incident

Inappropriate Activity

Report to Headteacher

Unsuitable materials

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Contact

Headteacher

If staff: review incident and decide on appropriate course of action, applying sanctions as necessary

If student: review incident and decide on appropriate course of action, applying sanctions as necessary

Debrief

Review policies and technical tools

Implement changes

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Monitor

## 

## Appendix D: e-Safety Audit

This quick self-audit will help the senior management team (SMT) assess whether the e-Safety basics are in place.

|  |  |
| --- | --- |
| Has the school an e-Safety Policy that complies with CYPD guidance? | **Y/N** |
| Date of latest update: | |
| The Policy was agreed by governors on: | |
| The Policy is available for staff at: | |
| And for parents at: | |
| The designated Child Protection Teacher/Officer is: | |
| The e-Safety Coordinator is: | |
| Has e-Safety training been provided for both students and staff? | **Y/N** |
| Is the Think U Know training being considered? | **Y/N** |
| Do all staff sign an ICT Code of Conduct on appointment? | **Y/N** |
| Do parents sign and return an agreement that their child will comply with the School e-Safety Rules? | **Y/N** |
| Have school e-Safety Rules been set for students? | **Y/N** |
| Are these Rules displayed in all rooms with computers? | **Y/N** |
| Is Internet access provided by an approved educational Internet service provider and complies with DfE requirements for safe and secure access? | **Y/N** |
| Has the school filtering policy been approved by SMT? | **Y/N** |
| Is personal data collected, stored and used according to the principles of the Data Protection Act? | **Y/N** |
| Are staff with responsibility for managing filtering, network access and monitoring adequately supervised by a member of SMT? | **Y/N** |

## Appendix E: Are you an e-Safe school?

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| --- | --- |
| Do all your staff...  ⬜ Understand e-safety issues and risks?  ⬜ Receive regular training and updates?  ⬜ Know how to escalate an issue of concern?  ⬜ Know how to keep data safe and secure?  ⬜ Know how to protect themselves online?  ⬜ Know how to conduct themselves professionally online?  ⬜ Know about the updated e-safety guidance for QTS standard Q21: Health and well-being? | Does your school...  ⬜ Have a nominated e-safety co-ordinator?  ⬜ Audit its e-safety measures?  ⬜ Have a robust AUP?  ⬜ Use a Becta accredited supplier for internet services?  ⬜ Include e-safety measures in Section 4b of your SEF?  ⬜ Keep an incident log and monitor  your measures?  ⬜ Handle cyberbullying issues well?  ⬜ Raise awareness of the issues,  e.g. through holding an assembly? |
| Do your learners...  ⬜ Understand what safe and responsible  online behaviour means?  ⬜ Receive e-safety education at appropriate  places across the curriculum?  ⬜ Get the opportunity to improve their digital literacy skills?  ⬜ Know the SMART rules?  ⬜ Know how to report any concerns  they may have? | Do your parents and governors...  ⬜ Understand e-safety issues and risks?  ⬜ Understand their roles and responsibilities?  ⬜ Receive regular training and updates?  ⬜ Understand how to protect their children in the home? |

## Appendix F: Website log

Request to **unblock** a website to be used by Staff and/or Pupils for educational purposes.

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| Website Address | Reason | Staff | Date | Agreed  Y/N | H/T Sig |
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Request to **block** a website.

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## Appendix G: e-Safety Incident Log

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| Date | Staff | Incident | Action |
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## Appendix H: Orrets Meadow Suggested e-Safety Curriculum Overview

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| --- | --- |
| Year Group | E-Safety |
| 1 | -I know my personal information (and who to tell it to). -I know who I should ask for help if I feel unsafe online. -I know how to ask for help in school and at home. |
| 2 | -I know to keep my personal information safe online. -I communicate respectfully online. -I can explain how to get help from an adult if I feel unsafe online. |
| 3 | -I know what behaviour is acceptable and unacceptable online. -I know not to meet people from the internet. -I can recognise facts and opinions online. |
| 4 | -I am aware of how to block or report inappropriate content online. -I know that some information online is unreliable, or not accurate. -I know not to accept friend requests or messages from strangers online. |
| 5 | -I am aware of copyright and that content online belongs to someone. -I can identify features of a computer that make it possible to communicate with people. -I can use a range of online messaging tools. |
| 6 | -I can explain the benefits and risks of communicating online. -I am aware of how to enable security settings to keep myself safe online. |

## Appendix I: Wirral Policy On the Use of Social Networking

**POLICY ON THE USE OF SOCIAL NETWORKING WEBSITES**

The purpose of the policy is to provide clarity to all school staff on the use of any social networking website, e.g. Facebook, Twitter, Bebo and its implications in relation to future employment status i.e. disciplinary action and potential dismissal. The policy relates to any young person under 19 years of age, any ‘looked after child’ under the age of 21 years of age, and any young person with special educational needs under the age of 24 years of age.

Any member of staff can have an account on a social networking web site however it is the responsibility of the individual to ensure that anything placed on the social networking site is appropriate and meets the standards expected of professional teachers and school support staff.

***NB*** *School employees who have their own social networking site may have contact with relatives or family friends. However all the requirements below would still apply to the use of Social Networking Websites.*

All school staff **must**

* Demonstrate honesty and integrity, and uphold public trust and confidence in respect of anything placed on social networking web sites.
* Ensure that any content shared on any social networking web site, at any time, would be deemed as appropriate i.e. staff are personally responsible for ensuring that any privacy settings meet this requirement.
* Ensure appropriate language is used, at all times, for any comments placed on social networking sites.
* Ensure that any comments and/or images, at any time, could not be deemed as defamatory or in breach of any relevant legislation.

All school staff **must not**

* Have contact with current/ex pupils, or other children or young people where there is a relationship developed as part of their ‘professional’ role e.g. music tutor, on any social networking website.
* Use social networking sites as a forum to make derogatory comments which could bring the school into disrepute, including making comments about pupils, parents, other staff members, the senior leadership team, governors, local authority or the wider community.

Any breaches of this policy could result in disciplinary action and may result in your dismissal.

I understand and agree to adhere to the Policy on the Use of Social Networking Websites.

|  |  |
| --- | --- |
| **Signed** | **Date** |

**This document has been consulted, developed and agreed by Wirral Professional Teachers Associations and Trade Unions**

**Appendix J: PERSONAL MOBILE DEVICE POLICY**

It is our policy to safeguard the well-being of children and adults at Orrets Meadow School. It is therefore our policy to restrict and /or risk-assess the use of mobile technologies in school.

**SCOPE:**

**This policy applies to pupils, staff, escorts and visitors at Orrets Meadow School.**

**RESPONSIBILITIES**

**HEADTEACHER is responsible for:**

* ensuring that suitable procedures are in place to safeguard the well-being of staff and pupils;
* ensuring that there are suitable induction procedures for all staff;
* ensuring that all visitors are made aware of the limitations on Personal Mobile Devices (PMDs) usage in school;
* ensuring that there is compliance to the policy;
* ensuring that all staff understand that the school will not accept liability for loss or damage of PMDs in school;
* taking any necessary disciplinary action in cases where the policy has not been followed.
* Ensuring parents are aware that pupils bring to school PMDs at their own risk, the content of the PMD is their responsibility and must be age appropriate and that they understand that supervision levels on the bus is less than in school.

**ALL STAFF are responsible for:**

1. **Maintaining the privacy of their PMDs**.

In practice, this means:

* PMDs must not be used for any purpose (eg phoning, texting, surfing the internet, taking photos, checking the time, taking videos) during lesson time.
* PMDs MUST NOT be used to take photographs for school use. Eg children’s work / photographs of children.
* PMDs MUST NOT be used to contact parents or carers.
* PMDs must be stored out of sight during lesson time.
* PMDs must always be switched off or on silent mode during class time and meeting time unless permission has been granted in advance by senior staff.
* PMDs on the school site must not contain any illegal or inappropriate content.

1. **Ensuring that children and other visitors**, including parents/carers do not use PMDs in ways that may put children or staff at risk eg taking photographs without consent.
2. **Ensuring that children’s PMDs are handed in as they enter the classroom in the morning** and are stored securely until home-time.
3. **Ensuring children and parents** are reminded that camera lenses must be covered on PMDs if the child uses them on transport before and after school. Internet access must also be turned off on PMDs while on transport to and from school.
4. **Bringing any issues or concerns about a colleague’s use of PMDs to the SLT**. (Whistle-blowing in relation to child protection / safeguarding)

**TRANSPORT ESCORTS are responsible for:**

* **Ensuring children and parents** are reminded that camera lenses must be covered on PMDs if the child takes them on transport to and from school. Internet access must also be turned off on PMDs.
* **Bringing any issues or concerns about a pupil’s use of PMDs to the SLT**.

**VISITORS**

All visitors, including contractors, are responsible for following requests and guidance about PMD-usage on the school site.

**CHILDREN**

Children are responsible for handing PMDs to their class-teacher for safe-keeping until home-time.

**RATIONALE/BACKGROUND**

This document works in conjunction with:

* Orrets Meadow’s Safeguarding Policy
* Managing Allegations Against Staff
* Staff Disciplinary Policy
* Whistleblowing Policy
* E-Safety Policy
* Data Protection
* Sanctions within the e-safety policy