

E-Safety Policy



Believe, Succeed, Together

Date Reviewed	June 2018
Date Ratified by Governing Body	July 2018

Contents

1.0 Introduction	3
2.0 E-Safety	3
3.0 Responsibilities	3
3.1 Trust	3
3.2 Local Governing Body	3
3.3 Staff.....	4
3.4 Pupils.....	5
4.0 Education and Awareness.....	5
4.1 E-Safety Evening.....	5
4.2 Academy Website	5
4.3 Curriculum.....	5
4.4 Staff Training	5
5.0 Data Protection	6
6.0 ICT Acceptable Use.....	6
6.1 Staff.....	6
6.2 Pupils.....	6
6.3 Mobile Phones, Cameras and other Electronic Equipment.....	6
6.4 Use of Cameras and Images	7
7.0 Dealing with Misconduct	7
7.1 Staff.....	7
7.2 Pupils.....	7
7.21 Cyberbullying	7
7.22 Sexting and Indecent Images of Children	7
7.23 Radicalisation and Extremism	7
8.0 Information and Support	8

1.0 Introduction

ICT in the 21st century is 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.

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 ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Internet.
- Learning platforms and VLEs.
- E-mail.
- Instant messaging often using simple web cams.
- Blogs.
- Podcasting.
- Social networking sites.
- Video broadcasting sites.
- Chat Rooms.
- Gaming Sites.
- Music download sites.
- Mobile/smart phones with text, video and web functionality.

2.0 E-Safety

E-safety is a school's ability to protect and educate pupils and staff in their use of technology as well as having appropriate mechanisms in place to intervene and support any incident where appropriate.

3.0 Responsibilities

3.1 Trust

The Trust has overall responsibility for e-safety within its constituent academies which it delegates to Local Governing Bodies (LGB) and Principals.

3.2 Local Governing Body

Local Governor, Mr. C. Niner, has designated responsibility for e-safety. He is also the Academy's CEOP Ambassador and E-Safety Champion.

3.3 Staff

Broad responsibilities for teaching and support staff include:

- Taking responsibility for the security of Academy systems and data – refer to the Code of Conduct Policy.
- Having an awareness of online safety issues and how they relate to children in their care.
- Modelling good practice in using new and emerging technologies and demonstrating an emphasis on positive learning opportunities rather than focusing on negatives.
- Embedding online safety education in curriculum delivery wherever possible.
- Identifying individuals of concern and take appropriate action by working with the Designated Safeguarding Lead (DSL) – refer to the Safeguarding Policy.
- Knowing when and how to escalate online safety issues, internally and externally.
- Maintaining a professional level of conduct in their personal use of technology, both on and off site – refer to Employee Code of Conduct policy.
- Taking personal responsibility for professional development in this area.

Additional responsibilities for staff managing the technical environment include:

- Providing a safe and secure technical infrastructure which support safe online practices while ensuring that learning opportunities are still maximised.
- Taking responsibility for the implementation of safe security of systems and data in partnership with the SLT.
- Ensuring that suitable access controls and encryption is implemented to protect personal and sensitive information held on Academy-owned devices.
- Ensuring that the Academy's filtering* devices are updated and 'tested' on a regular basis.
- Ensuring that the use of the Academy's network is regularly monitored in order that any deliberate or accidental misuse can be reported.
- Reporting any breaches or concerns to the Senior Leadership Team (SLT) and DSL and applying appropriate action as advised.
- Developing an understanding of the relevant legislation which relates to the security and safety of the technical infrastructure.
- Reporting any breaches and liaising with the Local authority (LA) (or other local or national bodies) as appropriate on technical infrastructure issues.
- Providing technical support especially in the development and implementation of appropriate online safety policies and procedures.
- Ensuring that the Academy's ICT infrastructure/system is secure and not open to misuse or malicious attack.
- Ensuring that appropriate anti-virus software and system updates are installed and maintained on all setting machines and portable devices.
- Ensuring that appropriately strong passwords are applied and enforced.

**Filtering (at source) is provided by the service provider (Local Authority). In addition, the Academy has filtering software in place called Forefront TMG provided by Microsoft. The Academy uses TMG to create rules which are used to only allow access to the internal network from the outside world. There are contrasting rulesets for pupils and staff to allow for a more flexible approach and age differentiation. A report is produced on a weekly basis and random checks are made regarding the nature of the sites accessed by staff and pupils. Sites are blocked when either monitoring and/or*

detection indicate their inappropriateness - [UK Safer Internet Centre: Appropriate Filtering and Monitoring](#)

3.4 Pupils

Responsibilities for pupils include:

- Adhering to the Academy's Acceptable Use Policy.
- Respecting the feelings and rights of others both on and offline.
- Seeking help from a trusted adult if things go wrong, and supporting others that may be experiencing online safety issues.
- Taking responsibility for keeping themselves and others safe online.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Assessing the personal risks of using any particular technology, and behaving safely and responsibly to limit those risks.

4.0 Education and Awareness

4.1 E-Safety Evening

As part of the Year 7 Transition Evening in October, the Academy provides an 'e-clinic' for parents.

4.2 Academy Website

The Academy's website has an individual e-safety section for both parents and pupils:

Parents: <http://www.eastwoodacademy.co.uk/index.php/parent/e-safety-for-parents>

Pupils: <http://www.eastwoodacademy.co.uk/index.php/pupils/e-safety-for-pupils>

4.3 Curriculum

E-safety awareness, delivered by the CEOP Ambassador, form part of the annual assemblies programme for all year groups - [SMSC Assemblies Programme 2017-2018](#).

An external provider, Mr. G. Collard, (formally the Academy's Police Liaison Officer), delivers workshops for all year groups.

Year 7 and Year 8 pupils complete an e-safety module as part of the Computing curriculum. In addition, 'keeping safe online' is included in the PSHEE curriculum.

In addition to e-safety education delivered through PSHEE, Year 9 pupils have an opportunity to complete a BCS Level 1 accredited e-safety qualification.

Year 10 and 11 pupils receive e-safety education through PSHEE.

4.4 Staff Training

As part of the Induction Programme, all staff receive the equivalent of Level 1 Certificate in E-Safety Awareness.

5.0 Data Protection

Refer to the Data Protection Policy.

6.0 ICT Acceptable Use

6.1 Staff

Refer to the Code of Conduct Policy.

6.2 Pupils

The policy is conveyed to parents and pupils principally in the Pupil Planner but also through assemblies and at relevant points in the curriculum.

In relation to the Academy computer network, and associated school-based ICT resources, I agree to adhere to the following:

- *Only use the computer network for school-related work.*
- *Only log on using my own username and password.*
- *Regularly change my password and never disclose it to other pupils.*
- *Refrain from knowingly accessing (or attempting to access) any links that could be considered inappropriate or offensive because of pornographic, racist, homophobic, violent or illegal content.*
- *Never seek to harass or abuse fellow pupils and/or members of staff, either on the school network or via e-mail, instant messaging services or external social networking sites, and will report any cases of such usage against me.*
- *Report to a member of staff or a parent any communication online or any material that makes me uncomfortable or asks me for personal information that I do not want to provide.*
- *Never reveal personal information including names, addresses, telephone numbers and photographs of myself or others.*
- *Respect the copyright nature of material that I may find on the internet.*
- *Never use downloaded material unless it is properly sourced and referenced.*
- *Never intentionally waste resources e.g. paper.*
- *Report any accidental damage immediately to a member of staff.*
- *Never interfere with or damage the school computer network in any way.*
- *Report any misuse of the school computer network to a member of staff.*

I understand that my school account is not, and cannot be, regarded as private and will be subject to random monitoring. I understand that if I am found not to be complying with this policy, I will be denied access to the computer network for a time determined by the Vice Principal. I also understand that I may face further disciplinary action depending on the nature of the offence.

6.3 Mobile Phones, Cameras and other Electronic Equipment

In the case of staff, refer to the Code of Conduct Policy.

In the case of pupils, mobile phones and other unnecessary electronic equipment are not permitted – refer to the Behaviour and Discipline Policy.

6.4 Use of Cameras and Images

Refer to the Data Protection Policy.

7.0 Dealing with Misconduct

7.1 Staff

Refer to the Safeguarding Policy and Disciplinary Misconduct Policy.

7.2 Pupils

Refer to the Behaviour and Discipline Policy.

7.21 Cyberbullying

Cyberbullying, along with all other forms of bullying, of any member of the Academy's community will not be tolerated.

In cases of cyberbullying, the Pastoral Lead (Head of House) will discuss the incident with the SLT Link and Designated Safeguarding Lead (DSL). In cases of suspected gross misconduct, the incident will be referred to the Principal.

If the Academy is unclear if a criminal offence has been committed then the DSL will obtain advice immediately through Children's Services and/or the Police.

The Academy will undertake the following in response to issues relating cyberbullying:

- Issue sanctions in line with the Behaviour and Discipline Policy.
- Where appropriate, contact the Police.
- Where appropriate contact Children's Services.
- Where appropriate, contact the Internet Service Provider (ISP).

7.22 Sexting and Indecent Images of Children

The Academy will:

- Work in accordance with the [SET Procedures](#) (Southend Essex and Thurrock Safeguarding and Child Protection Procedures) and guidance from the UK Council for Child Internet Safety - [sexting in schools and colleges - responding to incidents and safeguarding young people](#).
- Inform Children's Services and the Police, as appropriate.
- Store any devices/information involved securely.
- Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk.

7.23 Radicalisation and Extremism

The Academy will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in school and that suitable filtering is in place which takes into account the needs of pupils.

When concerns are noted by staff that a child may be at risk of radicalisation online, then the DSL will be informed immediately and action will be taken in line with the Academy's Safeguarding Policy.

8.0 Information and Support

- www.thinkuknow.co.uk
- www.disrespectnobody.co.uk
- www.saferinternet.org.uk
- www.internetmatters.org
- www.childnet.com/cyberbullying-guidance
- www.pshe-association.org.uk
- <http://educateagainsthate.com/>
- www.gov.uk/government/publications/the-use-of-social-media-for-onlineradicalisation
- www.gov.uk/UKCCIS- external visitors and online safety