E-SAFETY POLICY
Diocese of Salisbury Academy Trust

November 2013

Overview

We are committed to using Information and Communication Technology and all it offers to promote learning in the most effective and appropriate way at our academy, for the benefit of our pupils, staff and community. To this end, we have developed this Acceptable Use Policy, to provide safeguards and ensure that all members of our academy community understand the benefits, risks and what is expected of them when they use ICT in the learning environment.

Our policy consists of:
- Statements outlining our academy's approach and attitudes towards using Information & Communications Technologies safely and responsibly
- Clear guidelines and rules for acceptable use of ICT.
- There are also Internet Use Agreements, to be signed by parents, staff and pupils

The E-Safety Policy will operate in conjunction with other policies including those for ICT, behaviour, bullying, curriculum, child protection, data protection and security. The academy's ICT subject leader will also act as the e-safety coordinator. The e-Safety Policy and its implementation will be reviewed annually.

Why internet use is important

We believe the internet is an essential element in 21st century life for education, business and social interaction. The academy recognises its duty to provide children with quality Internet access as part of their learning experience.
Using the internet and ICT in general is a part of the statutory curriculum and a necessary tool for staff and pupils.
Pupils are increasingly using the internet and a range of ICT devices outside of academy and therefore need to learn how to evaluate information and to take care of their own safety and security.

Using the internet for learning in academy

We teach all of our pupils how to find appropriate information on the internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

Teachers carefully plan all internet-based teaching to ensure that pupils are focused and using appropriate and relevant materials.

Children are taught how to use search engines and how to evaluate internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.

Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.

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

Pupils in Key Stage 1 will not be permitted to 'free-surf' the web. In key stage 1 and typically in key stage 2 also, pupils internet access will be through a selection of evaluated sites suitable for the purposes of the task.

Processes are in place for dealing with any unsuitable material that is found during internet use (see section on managing filtering).

Where pupils are allowed to freely search the internet, eg using search engines, staff will be vigilant in monitoring the content of the websites the young people visit. Pupils who need to search individually will be in the upper primary years. Teachers wherever possible will have viewed the content prior to use to check its relevance and suitability.

The academy's internet access includes filtering appropriate to the age of our pupils which is provided by our local authority.

The academy enables the pupils to access the internet at lunchtime as part of a range of activities for young people. There are clear guidelines (see appendix 1) as to what is accessed and it is monitored by the SLT on duty at lunchtime, regulated in access by the teaching staff and supported by the specialist ICT support teacher.

Evaluating internet content

The academy will ensure that staff and pupils are mindful of copyright regulations when copying, downloading and representing materials from the internet. Web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

Pupils, during key stage 2, will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Pupils will be taught how to carry out simple checks for bias and misinformation.

Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

Internet Use by staff

Our academy understands that the internet is a valuable resource for academy staff. It provides a wealth of resources, teaching materials and information that we can use to support and enhance learning. It allows staff to share resources with other academys, and to engage in debate and discussion on educational topics and news.

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It also provides an efficient way to access information from the DCSF and other government agencies and departments that will help staff to keep abreast of national and local developments.

There are also increasing opportunities for staff to access INSET and Continuing Professional Development activities using the Internet and e-learning resources.

We are committed to encouraging and supporting our academy staff to make the best use of ICT and all the opportunities it offers to enhance our teaching and support learning.

Staff use of the internet on academy computers will be responsible and legal at all times and in keeping with their professional role and responsibility. Misuse of the internet and academy computer systems will be rigorously investigated.

Email

E-Mail is one of the many modes of communication which plays an important role in many aspects of our lives today. We teach the use of e-mail as part of our ICT curriculum by means of www.epals.com. This is a secure means of children communicating with children in other academys. Open email contact is not possible. This provides a limited facility and yet it gives all the structure of using actual email.

In spite of this not being an open facility the opportunity is taken to educate children to be aware of the benefits and risks and how to be safe and responsible users as part of our e-safety provision.

Pupils will be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.

Pupils will be taught not to reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

Staff are encouraged to use the Local Authority email service and accounts are available. They are more secure and are easier to access by a third party should the need for scrutiny arise. Personal web based email accounts are also permitted but discouraged for professional communications.
Staff should always ensure that they represent the academy in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites.

Published content and the academy website

The contact details on the academy web site will be the academy address, e-mail and telephone number. Individual personal contact information will not be published.
The Principal will take overall editorial responsibility and ensure that content is accurate and appropriate. It will be the responsibility of the ICT leader, personally or by delegation to update the website regularly.

Publishing pupils' images and work

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The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils instant use of images and video that they have recorded themselves or downloaded from the internet. However, staff and pupils need to be aware of the risks associated with sharing images and with posting digital images /video on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. The academy will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm.

Staff are allowed to take digital / video images to support educational aims, but must follow the academy policy concerning the sharing, distribution and publication of those images which states that:-

- Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the academy into disrepute or danger.
- Nobody should take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on the website or learning platform, particularly in association with photographs.
- Parents or carers are informed of our policy on publishing and are able to opt their children out

Communication technologies – including chat, forums, blogs, instant messenger services, social networking sites

Most of these modes of electronic communication are restricted in academy however they are being used more frequently by pupils and staff out of academy.

We acknowledge social networking sites, blogs, instant messenger services, chat rooms and forums are beneficial for communication, learning and research. They also present a range of personal safety and privacy issues.

In academy pupils and staff are not permitted to access social networking sites, public chat rooms, discussion groups and forums etc using academy resources. Most are blocked by filtering service used by the Academy.

Mobile Phones & other handheld devices (including those that are internet enabled)

We anticipate that more and more of our pupils will have access to internet-enabled devices such as mobile phones or other hand held devices which are capable of browsing and uploading to the internet, accessing email and social networking services, as well as taking photos and recording video.

The academy recognises the potential advantages these devices can offer for staff and pupils and there are clear and enforceable rules for their use.

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Pupils will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites and how to use these technologies in a safe and responsible manner.

Children will not bring mobile phones to academy. Only in exceptional, prior arranged circumstances will the academy accept mobile phones belonging to pupils be allowed on the academy premises during academy sessions. If such a set of circumstances be necessary the mobile phone will be kept securely by the pupil's class teacher.

Staff should represent the academy in a professional and appropriate way when communicating via the internet, contributing to online discussion or posting to public websites using academy facilities.

Electronic communications with children by staff

Communication between children and academy staff should take place within clear and explicit professional boundaries. Staff must be careful not to share any personal information with children such as email, web based communication facilities, home or mobile numbers. They should not request, or respond to, any personal information from the child / young person, other than that which might be appropriate as part of their professional role. Staff should ensure that all communications are transparent and open to scrutiny. In addition all staff must be sure of their social networking and uphold professional confidentiality at all times. As a staff we have agreed that we should not accept parents as 'friends' on social contact sites such as Facebook.

Downloads

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of academy equipment.

Pupils are not allowed to download any material from the internet unless directed to do so by an appropriate staff member.

Staff should take care that files from both other computers outside the academy and internet are checked for virus contamination before they are used on the academy system.

Pupils are not allowed to use CDs, DVDs or memory sticks brought from home or, for example, from magazines unless they have been given permission.

The academy subscribes to the Local Authority Antivirus software program, which uses Sophos Antivirus software. The software is updated regularly and virus detection is monitored by the academy's technician.

Managing filtering

Whilst filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

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The action will include:
1. Making a note of the website and any other websites linked to it.
2. Informing the ICT leader and Principal
3. Logging the incident
4. Informing the LEA/Internet Service Provider so that the website can be added to the content filter if appropriate
5. Discussion with the pupil about the incident, and how they might avoid similar experiences in future
6. Parents will be informed where necessary.

The academy will work with the local authority, Becta and CLEO, our Internet Service Provider, to ensure systems to protect pupils and staff are effective and appropriate..
Pupils or staff who deliberately try and access unsuitable materials will be dealt with in accordance with the academy's discipline policies for pupils and staff.

Managing emerging technologies, video-conferencing and electronic resources for learning

Emerging technologies and resources will be examined for educational benefit and a risk assessment will be carried out before use in academy is permitted.

Online bullying and harassment

Online bullying and harassment via Instant messaging, chat rooms, social networking sites etc are potential problems that can have an effect on the well being of pupils and staff alike.

Our academy has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. These include:

-No access in academy to public chat-rooms, instant messaging services and social networking sites.
-Pupils are taught how to use the internet safely and responsibly which includes how to identify and respond to 'cyberbullying'. Children are taught how and where to report incidents that make them feel unhappy or worried.
As with any form of bullying, we encourage pupils to discuss any concerns or worries they have about online bullying and harassment with staff.

Authorising Internet access

All staff must read and sign the 'Acceptable ICT Use Agreement' before using any academy ICT resource.
The academy 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 occasional directly supervised access to specific, approved on-line materials. Parents are asked to sign and return a consent form when their child starts academy.

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Assessing risks

The academy 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 academy computer. The academy can't accept liability for the material accessed, or any consequences of Internet access.

The academy will audit ICT provision to establish if the E-safety policy is adequate and that its implementation is effective.

Handling e-safety complaints

Any complaint about staff misuse must be referred to the Principal.
Complaints of a child protection nature must be dealt with in accordance with academy child protection procedures.
Pupils and parents will be informed of the complaints procedure.

Agreed date……………………………..

Review date……………………………

Communication of the policy and procedures

Introducing the e-safety policy to pupils

E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
Pupils will be informed that network and Internet use can be monitored.

Staff and the E-Safety policy

All staff will be given the Academy E-Safety Policy and its importance is explained.
A programme of E-safety training will be available to staff who can also discuss matters with the e-safety coordinator on an ad-hoc basis
Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
All new staff should receive E-safety training as part of their induction programme, ensuring that they fully understand the academy Acceptable Use Policy
The E-Safety Coordinator will receive regular updates through attendance at training sessions and/ or by reviewing guidance documents released by BECTA / Dorset LEA and others.

Enlisting parents' support

Some parents and carers might have a limited understanding of E-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring /regulation of

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the children's on-line experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it.
The academy provides information and awareness to parents and carers through:
- Information in the academy newsletters
- Links to resources from the academy website
- Parent workshops

LAB members

LAB members should take part in e-safety training / awareness sessions, with particular importance for those who are members of any sub committee / group involved in ICT / E-safety/ health and safety / child protection. This may be offered in a number of ways:
- Attendance at training provided by the Local Authority / National LAB members Association or other relevant organisation.
Participation in academy training / information sessions for staff or parents.

Agreed date: ……………………………………………

Review date: ………………………………………………………………….

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