



St Michael's
C.E. Primary School

This policy is embedded in our school's mission statement of:

'Aspire, Nurture and Flourish in the love of God.'

Subject Policy	E-Safety
Date	September 2022
Review Date	September 2023

At St Michael's CE Primary School, our vision is to have confidence to raise up aspirations, to show gentleness to nurture each other and courage to enjoy and flourish, to achieve our very best.

In short:

Confidence to Aspire

Gentleness to Nurture

Courage to Enjoy and Flourish

Our Vision

The school's vision at St Michael's CE Primary School is firmly rooted in our mission statement of 'Aspire, Nurture and Flourish in the love of God.' This is underpinned by the four key learning values of:

• **Ready** • **Respectful** • **Responsible** • **Resilience**

We believe that every child should be encouraged to have high aspirations, flourish in all areas of school life and be nurtured by all members of our school community.

Our Aim

Our curriculum intent at St Michael's is to provide a broad, exciting and challenging curriculum of the highest quality for the children in our care; encouraging, motivating and ensuring all children develop a love of learning, in order to achieve their full potential.

Our curriculum will be implemented through knowledge-led experiences, enabling the children to increase their knowledge, learn and master new skills and therefore, deepen their understanding in a wide range of subjects.

The impact of this broad, exciting and challenging curriculum is to inspire and motivate the young people in our care to become lifelong learners. We also provide a Christian community to enable all to value faith. All pupils are encouraged to be proud of their own culture, religion and language and show respect to those of others.

Introduction

St Michael's Primary School embraces the positive impact and educational benefits that can be achieved through appropriate use of the Internet and associated communications technologies. We are also aware that inappropriate or misguided use can expose both adults and young people to unacceptable risks and dangers. To that end, St Michael's Primary School aims to provide a safe and secure environment which not only protects all people on the premises but also educates them on how to stay safe in the wider world.

Safeguarding Statement

St Michael's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This policy and related documents always apply to fixed and mobile technologies owned and supplied by the school and to personal devices owned by adults and young people while on the school premises.

Related Documents:

Behaviour Policy
Anti-bullying Policy

Birmingham City Council Internet Use Policy, Internet Use Code of Practice and Email Use Policy (linked from www.bgfl.org/esafety)

Procedure Publicising e-Safety

Effective communication across the school community is key to achieving the school vision for safe and responsible citizens. To achieve this, we will:

- Make this policy, and related documents, available on the school website.
- Introduce this policy, and related documents, to all stakeholders at appropriate times.

This will be at least once a year or whenever it is updated

- Post relevant e-Safety information in all areas where computers are used
- Provide e-Safety information at parents' meetings and through the school newsletter

Roles and Responsibilities

The Head and Governors have ultimate responsibility for establishing safe practice and managing e-Safety issues at our school. The role of e-Safety co-ordinator has been allocated to R Jones. They are the central point of contact for all e-Safety issues and will be responsible for day-to-day management.

All members of the school community have certain core responsibilities within and outside the school environment. They should:

- Use technology responsibly
- Accept responsibility for their use of technology
- Model best practice when using technology
- Report any incidents to the e-Safety coordinator using the school procedures
- Understand that network activity and online communications are monitored, including any personal and private communications made via the school network.
- Be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action

Physical Environment / Security

The school endeavours to provide a safe environment for the whole community and we review both physical and network security regularly and monitor who has access to the system consulting with the LA where appropriate.

- Anti-virus software is installed on all computers and updated regularly.
- Central filtering is provided and managed by Link2ICT. All staff and students understand that if an inappropriate site is discovered it must be reported to the eSafety co-ordinator who will report it to the Link2ICT Service Desk to be blocked. All incidents will be recorded in the e-Safety log for audit purposes.
- Requests for changes to the filtering will be directed to the e-Safety co-ordinator in the first instance who will forward these on to Link2ICT or liaise with the Head as appropriate. Change requests will be recorded in the e-Safety log for audit purposes

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The school uses Policy Central Enterprise on all school owned equipment to ensure compliance with the Acceptable Use Policies.

- Staff use is monitored by Mrs S Goode (Acting Headteacher)
- Pupils use is monitored by BDMAT (Central Computing Hub)
- All staff are issued with their own username and password for network access. Visitors / Supply staff are issued with temporary ID's.
- Key stage one and two pupils have their own username and password for their network access and understand that this must not be shared

Mobile / emerging technologies

- Teaching staff at the school are provided with an iPad for educational use and their own professional development. All staff understand that the Acceptable Use Policies always apply to this equipment.
- To ensure the security of the school systems, personal equipment is currently not permitted to be connected to the school network.
- Staff understand that they should use their own mobile phones sensibly and in line with school policy.
- Pupils understand that their mobile phones must be turned off during directed time and used in line with school policies at all other times.
- The Education and Inspections Act 2006 grants the Head the legal power to confiscate mobile devices where there is reasonable suspicion of misuse and the Head will exercise this right at their discretion.
- Pictures / videos of staff and pupils should not be taken on personal devices.
- New technologies are evaluated, and risk assessed for their educational benefits before they are introduced to the school community.

E-mail

- The school e-mail system is provided, filtered and monitored by Link2ICT and is governed by Birmingham City Council E-mail Use Policy in accordance with GDPR regulations.
- All staff are given a school e-mail address and understand that this must be used for all professional communication.
- Everyone in the school community understands that the e-mail system is monitored and should not be considered private communication.
- Staff are allowed to access personal e-mail accounts on the school system outside directed time and understand that any messages sent using the school equipment should be in line with the e-mail policy. In addition, they also understand that these messages will be scanned by the monitoring software
- Everyone in the school community understands that any inappropriate e-mails must be reported to the class teacher / e-Safety co-ordinator as soon as possible

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Published content

- The Head takes responsibility for content published to the school web site
The school will hold the copyright for any material published on the school web site or will obtain permission from the copyright holder prior to publishing with appropriate attribution.
- The school encourages the use of e-mail to contact the school via the school office / generic e-mail addresses.
- The school does not publish any contact details for the pupils.
- The school encourages appropriate, educational use of other Web 2.0 technologies and where possible embeds these in the school web site or creates a school account on the site.

Digital Media

We respect the privacy of the school community and will obtain written permission from staff, parents, carers or pupils before any images or video are published or distributed outside the school.

- Photographs will be published in line with guidance and not identify any individual pupil without consent from their parent/guardian.
- Students' full names will not be published outside the school environment.
- Written permission will be obtained from parents or carers prior to pupils taking part in external video conferencing.
- Students understand that they must have their teacher's permission to make or answer a video conference call.
- Supervision of video conferencing will be appropriate to the age of the pupils.

Social Networking and online communication

The school is reviewing the use of social networking sites and online communication and currently does not allow access to any social networking sites. Guidance is provided to the school community on how to use these sites safely and appropriately. This includes:

- not publishing personal information
- not publishing information relating to the school community
- how to set appropriate privacy settings
- how to report issues or inappropriate content

Unmoderated chat sites present an unacceptable level of risk and are blocked in school. Pupils are given age-appropriate advice and guidance around the use of such sites.

Staff are made aware that publishing content in any form that brings the school in to disrepute is a disciplinary offence. This includes digitally publishing on social networking sites such as Facebook.

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Educational Use

School staff model appropriate use of school resources including the internet.

- All activities using the internet, including homework and independent research topics, will be tested first to minimise the risk of exposure to inappropriate material.

Where appropriate, links to specific web sites will be provided instead of open searching for information.

- Students will be taught how to conduct safe searches of the internet and this information will be made available to parents and carers.

- Teachers will be responsible for their own classroom management when using ICT equipment and will remind pupils of the Acceptable Use Policies before any activity.

- Staff and students will be expected to reference all third-party resources that are used. Early Years Photos and videos will be taken to provide evidence towards assessing progress towards the EYFS Profile. All parents of children in Reception Class will be required to sign a permission form at the start of the year to give permission for their child's achievement to be recorded in this way.

Information from these records will be shared with the EYFS staff, curriculum leaders and the Leadership Team, to ensure accurate judgements for each child and for moderation purposes. Personal phones, cameras, video recorders should not be used in any circumstance.

Data Security / Data Protection

Personal data will be recorded, processed, transferred and made available in line with the Data Protection Act 1998 Data is stored on the school systems and transferred in accordance with the Becta Data Security Guidelines.

Wider Community

Third party users of school equipment will be advised of the policies, filtering and monitoring that is in place. They will be issued with appropriate usernames and password that will be recorded in the school office.

Responding to incidents

Inappropriate use of the school resources will be dealt with in line with other school policies e.g. Behaviour, Anti- Bullying and Child Protection Policy.

- Any suspected illegal activity will be reported directly to the police. The Link2ICT Service Desk will also be informed to ensure that the Local Authority can provide appropriate support for the school

- Third party complaints, or from parents concerning activity that occurs outside the normal school day, should be referred directly to the Head

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- Breaches of this policy by staff will be investigated by the head teacher. Action will be taken under Birmingham City Council's Disciplinary Policy where a breach of professional conduct is identified. Incidents will be fully investigated, and appropriate records made on personal files with the ultimate sanction of summary dismissal reserved for the most serious of cases involving gross misconduct. All monitoring of staff use will be carried out by at least 2 senior members of staff.
- Student policy breaches relating to bullying, drugs misuse, abuse and suicide must be reported to the nominated child protection representative and action taken in line

with school anti-bullying and child protection policies. There may be occasions when the police must be involved.

- Serious breaches of this policy by students will be treated as any other serious breach of conduct in line with school Behaviour Policy. Referral to Heads of Phase may be appropriate at this level. Heads of Phase will also deal with email alerts generated by PCE for students. For all serious breaches, the incident will be fully investigated, and appropriate records made on personal files with the ultimate sanction of exclusion reserved for the most serious of cases.
- Minor student offenses, such as being off-task visiting games or email websites will be handled by the teacher in situ by invoking the school behaviour policy.
- The Education and Inspections Act 2006 grants the Head the legal power to take action against incidents affecting the school that occur outside the normal school day and this right will be exercised where it is considered appropriate.

The Computing policy and its implementation will be reviewed annually.

Reviewed September 2022

R. Jones