



ST.PETER'S R.C. PRIMARY SCHOOL



E-Safety Policy

Mission Statement



St. Peter's Catholic School Mission is that pupils, parents staff, governors and parish build together a learning community which develops love, concern for each other and forgiveness, by living out the Gospel.

This means our school will be a place which:

- ☺ *To foster knowledge and understanding of the Gospel values and growing in God's love.*
- ☺ *To ensure we care for and respect others, develop an understanding of the world and contribute to society as responsible citizens.*
- ☺ *To promote independence and excellence.*
- ☺ *To encourage us to use our gifts and talents for self-fulfilment and the good of all.*
- ☺ *To appreciate that we are all uniquely created and loved by God.*
- ☺ *To put our trust in God through prayer.*

Rationale

New technologies have become integral to the lives of children and young people in today's society, and for the 21st century, both within schools and in their lives outside school.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil / student achievement. Unfortunately, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images, video games or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact with on the internet
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers,
- Sexting
- Implications of Geolocation
- Cyber-bullying
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person

Many of these risks reflect situations in the "offline world" and it is essential that this e-safety policy is used in conjunction with other school policies (eg anti-bullying, child protection and data protection policies).

Teaching and learning

Why is Internet use important?

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security. Internet use will enhance teaching and learning

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils 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. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- All children will take part in e-safety week each year where they will engage in age appropriate activities to raise awareness. Teachers are responsible for the delivery of these lessons, ensuring that e-safety awareness is promoted in class. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be taught how to evaluate Internet content

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law. Pupils should 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 to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Managing Internet Access

Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with LGFL/Qubic. Website access is filtered through the London Grid for Learning filters.

E-mail

- Pupils may only use approved whole-class or project email addresses.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation 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.

Published content and the school Website

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The SAO will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The E-safety policy will be put on the school website.

Publishing pupil's images and work

- Photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Pupil's work can only be published with the permission of the pupil and parents. This data will be collected on entry to the school.

Social networking and personal publishing

- The school will block/filter access to social networking sites via LGFL filters.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

- The school will work with LGFL, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be reported to appropriate agencies such as IWF or CEOP.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

- Pupil's mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden. Mobile phones brought into school must be declared and handed in to the school office at the beginning of the school day. They can be collected at the end of the school day.
- Staff will use a school phone where contact with parents or pupils is required.
- All staff must ensure their mobile phones are switched off and kept in a safe place during working hours. Staff mobile phones must not be used to take photographs or videos of the children.

Protecting personal data

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

Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Acceptable Use Policy for the Internet and Electronic Mail by School Staff' before using any school ICT resource.
- The school 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.
- Parents will be asked to sign and return an e-safety home-school agreement form.

Assessing risks

- The school 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 school computer. Neither the school nor LGFL can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- 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.

- Parents and pupils will need to work in partnership with staff to resolve issues.

Community use of the Internet

The school will liaise with local organisations to establish a common approach to e-safety.

Communications Policy

Introducing the e-safety policy to pupils

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

Staff and the e-safety policy

- 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.
- Staff training in safe and responsible Internet use and on the school E-safety Policy will be provided as required.

Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and will be put on the Web site.
- Internet issues will be handled sensitively, and parents will be advised accordingly.
- Parents will be asked to sign and return an e-safety home-school agreement form.

Rules for Internet use in school:

- Only to be used with the teacher's permission on each occasion used in that teachers presence.
- Not to be used when a teacher not present – eg at a wet indoor break-time when a Meals Supervisor is there.
- Only to be used for educational purposes.
- Never use offensive or harassing messages or materials.
- Parents will be asked to sign and return an e-safety home-school agreement form.
- Never knowingly violate copyright laws

We recommend children understand the dangers and stay **SMART**:

SAFE - Keep safe by being careful not to give out personal information – such as your name, email address, phone number, home address or school name – to people online.

MEETING – Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents or carers permission and even then only if they can be present.

ACCEPTING - Accepting emails, IM messages or opening files, pictures or texts from people you do not know or trust can lead to problems – they may contain viruses or nasty messages.

RELIABLE – Someone online may be lying about who they are and information you find on the internet may not be reliable.

TELL – Tell your parents, carers or a trusted adult if someone or something makes you feel uncomfortable or worried. You can report online abuse to the police.

COVID-19 Procedures

- In the event of a bubble or school closure the children will use Purple Mash as a remote learning platform to access work set by the teacher. This will be in line with the National Curriculum requirements as stated in the school's risk assessment and contingency plan.
- The school has subscribed to a variety of online learning schemes such as Times Table Rock Stars, Ten:Ten Resources and Dot Com Digital for staff and students to use without physical resources. In addition, if a bubble or school closure occurred, these online resources would allow the work to be linear with the coverage in class.

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Chair of Governors: Mr Gerry Franklin