

E - SAFETY POLICY

May 2021

Policy History

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June 2021		Presented to staff Summer term 2021	J Mason-Singh
12.05.2021	2.1	Presented to Governing Board Summer Term Meeting	

Cheadle Heath Primary School has appointed the ICT Subject Lead as the E-Safety Co-ordinator. The implementation of this guidance is the responsibility of the Headteacher, E-safety Co-ordinator and all teaching staff.

The e-Safety Policy relates to other policies including the Acceptable Use Policy, ICT Policy, the Cyberbullying Policy and the policy for Child Protection. The school e-Safety Coordinator is **Julie Mason-Singh**. This policy has been created in line with national guidance issued by the Department for Children, Schools and Families as well as also drawing information from existing policies issued by Stockport Safeguarding Children Board and local authority.

Whilst care has been taken to consider all aspects of E Safety there may be times when members of staff, schools and services need to make independent judgments on individual situations not covered in this document. It is expected that in these circumstances that all staff will advise their senior colleagues of such action taken or proposed and schools will seek further advice from HR.

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Aim of the Policy

The aim of this policy is to inform all staff of best practice around E-Safety and draw attention to existing local and national guidance on this subject. It is our responsibility to safeguard young people and protect staff from false accusations of improper conduct so that together we can maintain the safest possible learning and working environments for children and staff alike.

Why is internet use important?

The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the schools management information and administration systems. The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

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 pupils who show a responsible and mature approach to its use. Cheadle Heath Primary School has a responsibility to provide pupils with quality internet access.

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

How does internet use benefit education?

- 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 pupils 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 LA and Department for Education

How can the internet enhance learning?

- The school internet access is designed for pupil use and includes age appropriate filtering
- Pupils will be taught what internet use is acceptable and what isn't. They will be given clear objectives within a comprehensive, flexible and relevant ICT curriculum that enables pupils to become safe and responsible users of new technologies *Refer to the Acceptable Use Policy.*
- Internet access will be planned to enrich and extend learning activities
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils age and maturity
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation

Promoting E-Safety

- Cheadle Heath Primary School promotes e-safety regularly through school assemblies exploring various aspects of the topic (content, contact and conduct) throughout the school year

Authorised Internet Access

- Cheadle Heath Primary School will maintain a current, electronic record of all staff and pupils who have internet access authorisation
- Parents / Carers will be informed that pupils will be provided with supervised access to the internet
- Members of staff must follow and adhere to the policies on the use of IT equipment at all times and must not share logins or password information with other members of staff, pupils, friends, family or members of the public.
- Under no circumstances should members of staff in the work place access inappropriate images using either personal or work-based equipment. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material is illegal and, if proven, will invariably lead to disciplinary action and the individual being barred from work with children and young people.
- Using work-based equipment to access inappropriate or indecent material, including adult pornography, either in the work place or at home, will give cause for concern particularly if as a result children or young people might be exposed to inappropriate or indecent material and may also lead to disciplinary action.

Managing Internet Access

World Wide Web

- If staff or pupils discover unsuitable sites, the URL address, time and content must be reported to the ICT Leader who will report this to our AVA IT Technician and then recorded in the e-safety log.
- School will ensure that the use of internet derived material for pupils complies with copyright law
- Pupils are taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy

Email

- Pupils may only use approved email accounts on the school system
- Pupils must immediately tell a Teacher/Teaching Assistant if they receive an offensive email
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission
- Access in school to external personal email accounts may be blocked
- Email 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
- *Refer to 'Think and Click' Internet Safety rules displayed and the Acceptable Use Policy.*

Password Protection

- The school issues passwords to all staff, including students and volunteers when appropriate
- Staff and pupils are encouraged to change their passwords on a regular basis
- Generic passwords are only used on a temporary basis for the purposes of demonstration or transition
- Pupils must not disclose passwords to other pupils

Social Networking

- Cheadle Heath Primary School blocks/filters access to social networking sites and newsgroups
- Pupils are advised never to give out personal details of any kind which may identify them or their location
- Pupils are advised not to place personal photographs on any social network space
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.

Filtering

Internet access is controlled, maintained and filtered by our internet service provider (ISP) which is Stockport MBC.

Video Conferencing

- Pupils should seek permission from the teacher before making or answering a video call
- Video conferencing will be appropriately supervised for the pupils age
- Staff must not store sensitive data on encrypted USB sticks/other data storage devices
- Sensitive data must be stored on the school network or encrypted data storage devices

Digital Cameras and iPads

- Staff must use school cameras and iPads to photograph pupils

Storage of Photographs

- Photographs must be stored in a secure area within the school network
- Photographs must remain on school premises when practicable, for example images taken during an off-site school trip should be downloaded to the school network
- Photographs must be deleted when no longer required
- Current LA policy is adhered to regarding photographs and publishing images children

Mobile Phones and Other Hand Held/Communication Devices

- Mobile phones and other handheld communication devices are not to be used for personal use in the lesson or formal school time by staff or pupils
- For the purpose of security, we recognise that parents/carers of KS2 children may want their child to bring a mobile phone to school. If this is required then at the beginning of the school day, all phones will be turned off and handed to the school office who will keep them in a safe place until the end of the day when they will be handed back to the child
- Children are only allowed to turn on their mobile phone when outside of the school grounds
- Bluetooth should be switched off
- Sending of abusive or inappropriate messages is forbidden
- Outside of school hours, children are discouraged from taking photographs and videos on school grounds and is classed as an infringement of personal privacy

Managing Emerging Technologies

- Emerging technologies are examined for educational benefit & a risk assessment will be carried out by the Safeguarding Lead & agreed by the Governing Board before use in school is allowed

Published Content and the School Website

- The contact details on the website will be the school address, email and telephone number. Staff members or pupils personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate

Publishing Pupils Images and Work

- Photographs that include pupils will be carefully selected and will be appropriate for the context
- Pupils full names will not be used anywhere on the website or school blog in association with any photographs
- Written permission from parents or carers will be obtained before photographs of pupils are published on the website (this information is asked of the parent/carer during the admissions application process)

Information System Security

- School ICT systems and security will be reviewed regularly
- Virus protection will be installed and updated regularly
- Security strategies will be discussed with the Local Authority

Assessing Risks

Cheadle Heath Primary School will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scaled of linked internet content it is not possible to guarantee that unsuitable material will never appear on a school computer. That said, the school recognises that by adapting a managed IT system, pupils will develop a better knowledge of how to stay safe online as they develop the ability to assess and manage risk for themselves. Neither the school nor Stockport Council can accept liability for the material accessed, or any consequences of internet access. The school will audit ICT to establish if the e-safety guidance is adequate and that the implementation of the guidance is appropriate every twelve months.

Handling e-Safety Complaints

- Any 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 the child protection policy
- Pupils and parents will be informed of the complaints procedure

Staff & the e-Safety policy

- As part of its on-going commitment to staff professional development, the school conducts an audit of training needs of all staff and provides training where required to further their knowledge, skills and expertise
- All staff will be given access to the School e-Safety Policy and its importance explained to ensure they are aware of current and up to date guidance
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting Parental Support

- As part of our on-going commitment, school will provide an annual e-Safety session for parents and carers to make them aware of the potential dangers online. These are collaboration between school and Stockport Council.
- Parents' attention will be drawn to the school e-Safety Policy in newsletters, the school brochure and on the school Website.

Remote Learning

- Pupils, staff and parents have all been sent the Remote Learning Code of Conduct (see appendix) so they are aware of the expectations regarding conduct during these sessions and whilst learning remotely.

Cheadle Heath Primary School

Remote Learning Code of Conduct for live lessons

Flexibility of Learning

We realise that the circumstances that caused our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility and understanding:

- Parents may be trying to work from home so access to technology as a family may be limited;
- The variety of electronic devices being used and their varying capabilities;
- Parents may have two or more children trying to access technology;
- Systems may not always function as they should.

An understanding of, and willingness to adapt to these difficulties on all sides is essential for success.

Parents

- Be aware of when your child is participating in a live lesson and ensure that they are in the same room as another adult. An adult is not expected to be involved in the lesson, but is required to remain in the same room as your child for the duration of the lesson.
- Do not give your child's logon details to anyone else.
- Make sure your child has a safe online environment with appropriate parental controls and internet filters in place.
- Language must be appropriate, including adults in the background.
- As far as possible provide a quiet place for their children to work. Be mindful of background noise such as TV, video games and other adults and the content of this.
- Support your child's learning to the best of your ability.
- Lessons will only go ahead if there is a minimum of 3 pupils participating.
- Pupils only join the live lesson once the teacher is in the meeting room.
- Help your child have a quiet, safe, public place to take part in the live lesson where distractions will be minimal.
- Please do not use a bedroom and try to ensure the background is as plain as possible so that there is no information about your personal lives or location.
- During live lesson, and when on Google classroom, parents should not share confidential information about themselves, their family or other pupils.
- Make sure all members of the house are aware that a live lesson is happening and are appropriately dressed.
- As much as possible, parents to ensure that their children are available to access Google Classroom lessons during the hours of the normal school day (08:55-15:15)
- Parents should make themselves aware of their child's Google classroom environment and google classroom account.
- Ensure that children logon at the correct time.
- As far as possible ensure access to a computer/smart device or network
- Be aware that you can continue to contact the class teacher as normal through the Class Dojos, e-mail or Google Classroom apps if your child requires support of any kind.
- Promote reading daily and provide opportunities to listen to your child read, irrespective of age.
- Encourage your child to access and engage with Google Classroom posts from their teacher.

- If the pupil numbers are too low to carry out the lesson, a written notice will be displayed on the class stream.
- Understand that screenshotting, photographing, videoing/recording or copying any information, messages, live lessons or posts is strictly prohibited.
- You must not share resources or videos created by teachers with anyone else.
- Parents are reminded that this is a learning platform and should not be used for social interaction.
- Encourage the progress and, where possible, discuss their work/learning with them.
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.
- If you have any questions or concerns following a live lesson, you can email the class teacher or contact Ms Meekley.

Pupils

- Only take part in a live lesson if an adult at home knows you are doing this and is in the same room during the lesson.
- Pupils only join the live lesson once the teacher is in the meeting room.
- Once the lesson has concluded, all pupils must leave the lesson and not attempt to re-join.
- Do not give your logon details for a live lesson to anyone else.
- Remember to continue to follow the school rules for safe internet use.
- Make sure you take part in the live lesson in a public, safe and quiet place in your house where an adult will also be.
- Please do not use a bedroom and try to ensure the background is as plain as possible so there is no personal information about you and it doesn't show your location.
- Pupils must respect their teachers and peers by listening carefully when someone else is talking.
- Pupils should be appropriately dressed and, if possible, sit in front of a neutral background in a quiet space.
- As much as possible, pupils are available during the hours of the normal school day to complete lessons on Google Classroom.
- All pupils are expected to conduct themselves online and on Google Classroom in the same way that they are expected to do in school. The School's Behaviour policy will remain in use.
- Pupils are reminded that, unless instructed otherwise, this is a learning platform and not one that is used for social interaction.
- During live lessons, and on Google classroom, pupils do not share confidential information about themselves, their family or other pupils.
- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask you directly.
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that.
- Understand that screenshotting, videoing/recording or copying any information, messages, live lessons or posts is strictly prohibited.

Staff

- If working from home, make sure you lead the live lesson from a safe, quiet and private place in your house. Please do not use a bedroom and try to ensure the background is as plain as possible so that information about your personal life or location is not included.
- You must continue to follow the school's staff code of conduct.
- Make sure you are appropriately dressed.
- Ensure that other members of your household are aware of your lesson to minimise interruptions
- Ensure no inappropriate language will occur in your house that may be heard during a live lesson including music and live radio.
- Language must be professional and appropriate.
- Live classes should be kept to a reasonable length of time to deliver the lesson content.
- Only complete a live lesson if there is a minimum of 3 pupils ready to participate. If there are less than 3 pupils, rearrange the lesson for another time and resend the invites.
- If pupil numbers are too low to carry out the lesson, a note will be displayed on the class stream
- When the lesson is finished, wait for all of the pupils to leave the lesson before leaving yourself and closing the session.
- Pupils utilise Google Classroom as part of their home learning.
- Pupils are set work that is accessible, engaging and relevant to the work they have been studying as part of their agreed curriculum
- English and Maths work is set weekly as per the remote learning timetable through Google Classroom or other relevant platforms such as the School website.
- Lesson instructions are clear and precise.
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this
- Allow flexibility in the completion of activities, understanding that the circumstances leading to any scale of closure will affect families in a number of ways.
- If unwell themselves, be covered by another staff member from the same year group if possible. Follow up of messages on the ClassDojo app, e-mails and Google Classroom during this time will not be undertaken until the teacher is fit to work

Safeguarding

The safeguarding of both pupils and staff must be maintained in remote spaces. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is required.

E-Safety

In accordance with its E-Safety Policy the school will deal with e-safety incidents in accordance with the procedures outlined in the policy. We will, where known, inform parents of incidents of inappropriate e-safety behaviour that takes place out of school.