

E-SAFETY POLICY

[Adopted: March 2017]



E-SAFETY POLICY

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Introduction

The main ethos at Sweyne Park is one of respect and it provides a secure environment in which everyone is encouraged and emboldened to do his/her very best, regardless of background or circumstances.

Ensuring pupils are safe in school, but also that they are able to protect themselves from harm, is therefore of paramount importance. This second point is of particular significance in that pupils need to be educated to make safe but effective use of the considerable learning potential inherent in information and communication technology (ICT).

This e-safety policy is therefore concerned primarily with safeguarding and educating pupils to navigate these risks and be in a position to use new technology safely and responsibly to maximise their learning and be happy, safe and successful in their future lives.

AIMS

Our aim is to do all we can to protect and safeguard the well-being of all our pupils and to educate them to be risk-literate and in a position to harness the potential of new technology for their learning and in their future lives.

Children and young people have a fundamental right to be protected from harm. Our pupils have the right to expect us to provide them with a safe and secure environment and we recognise that the protection and education of our pupils is a shared community responsibility.

PRINCIPLES

- Our work around e-safety must ensure pupils are safe and secure in school in relation to the potential dangers posed by new technologies.
- Our work must challenge the normalisation of dangerous behaviours, e.g. 'sexting'.
- In safeguarding pupils, we must not disempower pupils to be able to make safe and responsible choices. Educating and increasing risk awareness must therefore be at the heart of our practice.
- Appropriate sanctions need to be employed beyond preventative approaches, where an action or behaviour is deemed counter to our code of respect/impinges upon pupil safety.
- Our work is focused primarily on pupils, but in accepting our shared community responsibility, we must ensure that staff are aware of the risks and proactive in tackling e-safety, that governors hold the school to account through monitoring and evaluating our actions, and that parents/carers are also empowered to provide support.
- Our practice has flexibility in-built to ensure we can identify and respond to new challenges in a fast, ever-evolving environment. This will be important in relation to our new Sixth Form.
- Our work on e-safety relates to our overarching safeguarding policy and practice, as well as our approach to the curriculum and teaching and learning and our ICT strategy.
- We will liaise with external agencies, including the Police and CEOPS, whenever appropriate.

PRACTICE

(A) EFFECTIVE E-SAFETY EDUCATION

Pupils:

- E-safety is a cross-curricular theme which is currently explored explicitly in numerous parts of the curriculum, including the following:

Science in Society	Key Stage 3
Drama	Key Stage 3 curriculum
CPRE	Key Stage 3

- CEOPS assemblies are delivered to all pupils on an annual basis to raise pupil awareness and explain where pupils can access support.
- Information is provided on our website for pupil information and pupils have an ICT Acceptable Use Policy in their planners.
- Bullying in relation to e-safety (cyber bullying) is currently noted in the school's anti-bullying log and appropriate sanctions issued where appropriate.
- Pupils deemed vulnerable/at risk from e-safety issues are supported/guided by Pupil & Family Support to safeguard their well-being.
- Sanctions will be applied as required in line with the school's Behaviour Policy.

Staff:

- **Sue Donovan** is the designated e-safety co-ordinator, working in conjunction with **Steph Whitcombe** (designated named person) and **Andy Hodgkinson** (Headteacher).
- Three CEOPS ambassadors are currently employed by the school.
- All staff are expected to address/follow-up e-safety issues where appropriate in the course of their work.
- Sweyne Park staff helped to develop/pilot Essex Police CEOPS training procedures and receive regular training updates in Staff Bulletin/Briefing.

Governors:

- Governors have ratified this e-safety policy and its effectiveness will be reviewed periodically.

- Governors receive updates on cyber bullying via the anti-bullying log report in the Headteacher's termly report to Governors. E-safety progress is reported to Governors on a termly basis in the Headteacher's report.
- **Jacqui Clements** is the nominated e-safety Governor who liaises with **Sue Donovan**.

Parents:

- Evening Parent workshops are provided by the school once a year for anyone wanting extra guidance.
- Additional information is available for parents on our website, offering advice and additional sources of information/support.
- Pupil & Family Support provide additional support to families encountering issues/with concerns.

(B) ENSURING A SECURE E-SAFETY ENVIRONMENT IN SCHOOL

Pupils:

- Pupils are expected to follow the ICT Acceptable Use Policy as set out in their Pupil Planners (see Appendix).
- Pupils are given information about how to report any e-safety concern (i.e. to any member of staff who should then pass it on to the Head of Year, Named Person, SLT or **Sue Donovan**). Each computer within the school will display a CONFIDE bulletin on the screen so that pupils may email their Head of Year, SENCo, Resource Base for the Deaf or the Designated Safeguarding Lead at any time.
- Pupils are allowed mobile devices in school but may only use them in the canteen/foyer at break and lunchtime. Students in the Sixth Form may use devices in lessons and in their designated area.

Staff:

- All e-safety issues are monitored and should be dealt with promptly and appropriately. Staff are expected to report any concerns to **Sue Donovan**, **Steph Whitcombe**, a Head of Year or member of the Senior Leadership Team immediately.

- Staff are expected to use ICT responsibly with regard to all Essex model policies in relation to professional conduct and teacher standards. In particular, the 'Code of Conduct Policy' should be consulted re expectations on staff use of ICT.
- Staff in Pupil & Family Support working with Child Protection issues need to make use of encryption passwords where appropriate.
- The ICT team constantly review that the school has appropriate technical e-safety measures operational. Appropriate filters are in place to safeguard pupils. This links to our work re PREVENT to combat the risk of radicalisation in accordance with government guidelines. PREVENT concerns will be dealt with according to our Safeguarding Policy.
- The ICT team constantly review the overall security of the network, including appropriate anti-virus software.
- Filtering levels are discussed with the e-safety co-ordinator to prioritise safety but enable learning resources to be accessed where needed. This is especially relevant in relation to our Sixth Form.
- Staff receive training annually and are expected to be aware that social media is increasingly being used to radicalise and recruit young people to commit acts of terrorism.
- The majority of mobile devices now have built-in cameras and have the capability to capture, copy and transmit images and sound files through a range of technologies and formats. Staff will not take or transmit images/sound files of pupils, colleagues and/or their work on a personal mobile device.

16th March 2017

ICT ACCEPTABLE USE POLICY

The Acceptable Use Policy applies to **all** users of the Sweyne Park School computer network and is designed to ensure every user can enjoy our ICT facility safely and with confidence. Breaches of the Acceptable Use Policy are therefore treated very seriously. Any such breach will be investigated by the school staff who will determine the appropriate sanction.

Safety Online

I agree I must:

- Keep my personal details, such as address and phone numbers private and hidden from other users
- Only use other pupils' names if they have given permission and ensure they are not passed on to other users
- To only open e-mails from known contacts and in all other cases delete the e-mail
- Should I receive an offensive or threatening email, I will not reply to it but report it to a member of the ICT department immediately
- If I discover any problem with the School's network security, I will report it immediately to the ICT department in the interests of other users

Network Security and Conduct:

I agree:

- I will use only my username to gain access to the School network, Learning Gateway, and not allow someone else to use my username and password or post it on the internet.
- I will not add undesirable comments to a wiki, discussion or blog on the Learning Gateway
- I will not leave a machine logged on and unattended in a public area
- To use only areas open to me and not make an attempt to gain administrative access to the School's network
- To use the learning gateway responsibly and not engage in activities such as copying other people's data, port scanning, keystroke logging or password cracking.
- To use the network resources appropriately, avoiding any wasting of time or disruption to other users

School Hardware

I agree to:

- Use all hardware appropriately and understand there will be consequences should I engage in arcade-style computer games which may cause damage to mice or keyboards
- Use all hardware appropriately ensuring I leave it in good condition and in its correct place. It is my responsibility to report any faults or damage to equipment

The Internet and E-mail

I agree:

- To access or pass on only appropriate material when researching the internet
- To abide by all filter systems and avoid wasting time by attempting to bypass them
- I agree to avoid all material that may have inappropriate content
- To send only appropriate e-mails to pupils I know well and always sign my name
- To use the e-mailing service to develop my own and others' learning, avoiding any misunderstanding or upset by the content
- To make full use of the email service, ensuring I do not waste space with inappropriate content or excess mailing
- To publish only my own material or remember to acknowledge the true writer when submitting work

Sweyne Park School uses software to block websites which are illegal or inappropriate. This software enables us to monitor users for inappropriate use.

I/We confirm that we have read and understood the Sweyne Park School ICT Acceptable Use Policy and agree to abide by the rules:

Signed: Pupil

Signed: Parent/Carer