



a s p i r e a c h i e v e e x c e l

The Williamson Trust E-Safety Policy

Why is Internet use important?

- The purpose of Internet use in 'The Williamson Trust' is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.
- Internet use is part of the statutory curriculum and a necessary tool for learning. Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is a part of everyday life for education, business and social interaction. The Trust has a duty to provide students with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet use benefit education?

- Access to world-wide educational resources including museums and art galleries;
- Educational and cultural exchanges between pupils world-wide; vocational, social and leisure use in libraries, clubs and at home; 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 networks of schools, support services and professional associations;
- Improved access to technical support including remote management of networks and automatic system updates;
- Access to learning wherever and whenever convenient.
- Exchange of curriculum and administration data with Medway County Council and DfE;

How can Internet use enhance learning?

- The 'The Williamson Trust' will ensure that the copying and subsequent use of Internet derived materials by staff and pupils comply with copyright law.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils to on-line activities that will support the 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.
- The school Internet access will be designed to enhance and extend education. Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

How will pupils learn how to evaluate Internet content?

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of on-line materials is a part of teaching/learning in every subject.

How will information systems security be maintained?

- The security of the 'The Williamson Trust' information systems and users will be reviewed regularly. Virus protection will be updated regularly.
- Files held on the school's network will be regularly checked.
- Personal data sent over the Internet or taken off site will be encrypted.
- Portable media may not be used without specific permission followed by a virus check. The ICT Coordinator / Network Manager will review system capacity regularly. Unapproved software will not be allowed in pupils' work areas or attached to email.

How will e-mail be managed?

- Pupils must immediately tell a teacher if they receive offensive e-mails.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.
- Whole-class or group email addresses will be used in primary schools for communication outside of the school.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- Excessive social e-mail use can interfere with learning and may be restricted.
- Schools within 'The Williamson Trust' may have a dedicated email for reporting wellbeing and pastoral issues and this inbox must be approved and monitored by members of Senior Leadership Teams.
- Staff should not use personal email accounts during school hours or for professional purposes.
- Staff should only use school email accounts to communicate with pupils or parents/carers as approved by the Senior Leadership Teams.
- The forwarding of chain messages is not permitted. Pupils may only use approved school e-mail accounts.
- Pupils should only use school email accounts to communicate school related issues. Under no circumstances are school email accounts to be used for personal use

How will published content be managed?

- The contact details on any of the schools websites within 'The Williamson Trust' should be the school address, email and telephone number. Staff or pupils' personal information must not be published.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The websites should comply with the Trusts guidelines for publications including respect for intellectual property rights and copyright.

Can pupil's images or work be published?

- Images that include pupils will be selected carefully and will not provide material that could be reused.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before images of pupils are electronically published.
- Pupils work can only be published with their permission or their parents/carers.

How will social networking, Social Media and personal publishing be managed?

- 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 and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.
- The 'The Williamson Trust' will block/filter access to social networking sites.
- Students will only be allowed access to age appropriate social media sites for curriculum purposes whilst under staff supervision. These sites will be risk assessed first by staff to check suitability.
- Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location eg. house number, street name or school.
- Pupils should be advised on security and encouraged to set safe passwords, deny access to unknown individuals and instructed how to block unwanted communications. Students should be encouraged to communicate to known friends only and deny access to others.
- Staff wishing to use Social Media tools with students as part of the curriculum should risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate. Staff must obtain documented consent from the Senior Leadership Team before use.
- Students should be advised not to publish specific and detailed private thoughts.
- Teachers' official blogs, wikis etc should be password protected and run from the school website or approved school communication channels. Teachers should be advised not to run social network spaces for student use on a personal basis.

How will filtering be managed?

- The Trust's broadband access will include filtering appropriate to the age and maturity of pupils.
- Any material that the 'The Williamson Trust' believes is illegal must be reported to appropriate agencies such as Kent Police, the IWF or CEOP.
- 'The Williamson Trust' will manage the configuration of their filtering. This task will require both educational and technical experience and input.
- Members of the Senior Leadership Teams will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- 'The Williamson Trust' will have a clear reporting and recording procedure for reporting breaches of filtering which is known by all members of the 'The Williamson Trust' community (all staff and all pupils).
- 'The Williamson Trust' access strategy will be designed by educators to suit the age and curriculum requirements of the pupils, with advice from network managers.
- If staff or pupils discover unsuitable sites, the URL must be reported immediately to the e-Safety Coordinator & ICT Technical staff.

How can emerging technologies be managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Staff will be issued with a trust phone where contact with pupils is required.
- The use of Mobile phones by staff and students in school will be covered in the school phone policy. Mobile Phones will not be used during lessons or formal school time and the sending of abusive or inappropriate text messages is forbidden.
- 'The Williamson Trust' should investigate wireless, infra-red and Bluetooth communication technologies and decide a policy (as part of the AUP) on phone use in school.

How should personal data be protected?

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

How will Internet access be authorised?

- Parents will be asked to sign and return a consent form for pupil access (possibly as part of the Home-School agreement)
- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.
- Parents will be asked to sign and return a consent form for pupil access as part of the
- Home-School agreement

How will risks be assessed?

- 'The Williamson Trust' will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate.
- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the 'The Williamson Trust' nor Medway County Council can accept liability for the material accessed, or any consequences resulting from Internet use.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

How will e-Safety complaints be handled?

- All e-Safety complaints and incidents will be recorded by the 'The Williamson Trust' — including any actions taken.
- Any complaint about staff misuse must be referred to the Executive Principal. Complaints of Internet misuse will be dealt with under the School's Complaints Procedure.
- Any issues (including sanctions) will be dealt with according to the school's disciplinary and child protection procedures.
- Discussions will be held with the local Police Safer Schools Partnership Coordinators and/or Medway County Council to establish procedures for handling potentially illegal issues.
- Parents and pupils will need to work in partnership with 'The Williamson Trust' to resolve issues.
- Pupils and parents will be informed of the complaints procedure.
- All members of the 'The Williamson Trust' community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.

How is the Internet used across the community?

- The 'The Williamson Trust' will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.
- The 'The Williamson Trust' will liaise with local organisations to establish a common approach to e-Safety.
- The 'The Williamson Trust' will provide appropriate levels of supervision for students whilst using the internet and technology on the school site.

How will Cyberbullying be managed?

- Cyberbullying (along with all forms of bullying) will not be tolerated in any schools within 'The Williamson Trust'. Full details are set out in the school's policy on anti-bullying.
- There will be clear procedures in place to support anyone affected by Cyberbullying. All incidents of Cyberbullying reported to the 'The Williamson Trust' will be recorded.
- There will be clear procedures in place to investigate incidents or allegations of Cyberbullying: Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence. The 'The Williamson Trust' will take steps to identify the bully, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Sanctions for those involved in Cyberbullying may include: The bully will be asked to remove any material deemed to be inappropriate or offensive. A service provider may be contacted to remove content. Internet access may be suspended at school for the user for a period of time. Parent/Carers may be informed. The Police will be contacted if a criminal offence is suspected.

How will the policy be introduced to pupils?

- All users will be informed that network and Internet use will be monitored.
- An e-Safety training programme will be introduced across the curriculum and key stages to raise the awareness and importance of safe and responsible internet use.
- An e-Safety module will be included in the PSHE, Citizenship and/or ICT programmes covering both safe school and home use.
- e-Safety rules will be posted in all rooms with Internet access.
- e-Safety training will be part of the transition programme across the Key Stages and when moving between establishments.
- Pupil instruction in responsible and safe use will precede Internet access.
- Safe and responsible use of the internet and technology will be reinforced across the curriculum. Particular attention will be given where pupils are considered to be vulnerable.

How will Learning Platforms and Learning Environments be managed?

- All users will be mindful of copyright issues and will only upload appropriate content onto the Learning Platform.
- Pupils/Staff will be advised on acceptable conduct and use when using the Learning Platform.
- Pupils may require editorial approval from a member of staff. This may be given to the pupil to fulfill a specific aim and may have a limited time frame.
- Only members of the current pupil, parent/carers and staff community will have access to the Moodle VLE.
- All users will be mindful of copyright issues and will only upload appropriate content onto the Moodle VLE.

- Pupils/Staff will be advised on acceptable conduct and use when using the Moodle VLE. Senior Leadership Team and staff will monitor the usage of the Moodle VLE by pupils and staff regularly in all areas, in particular message and communication tools and publishing facilities.
- A visitor may be invited onto the Moodle VLE by a member of the SLT. In this instance there may be an agreed focus or a limited time slot.
- Any concerns with content may be recorded and dealt with in the following ways:
 - The user will be asked to remove any material deemed to be inappropriate or offensive.
 - The material will be removed by the site administrator if the user does not comply.
 - Access to the Moodle VLE for the user may be suspended.
 - The user will need to discuss the issues with a member of SLT before reinstatement.
 - A pupil's parent/carer may be informed

How will the policy be discussed with staff?

- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff.
- To protect all staff and pupils, the 'The Williamson Trust' will implement Acceptable Use Policies.
- Staff that manage filtering systems or monitor ICT use will be supervised by the Senior Leadership Team and have clear procedures for reporting issues.

How will parents' support be enlisted?

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school website.
- A partnership approach to e-Safety at home and at school with parents will be encouraged. This could include offering parent evenings with demonstrations and suggestions for safe home Internet use or highlighting e-Safety at other attended events e.g. parents' evenings, sports days.
- Advice on useful resources and websites, filtering systems and educational and leisure activities which include responsible use of the Internet will be made available to parents.
- Information and guidance for parents on e-Safety will be made available to parents in a variety of formats.
- Interested parents will be referred to relevant organisations
- Parents will be requested to sign an e-Safety/Internet agreement as part of the Home School Agreement.

‘The Williamson Trust’

Declaration

We confirm that this document is the school's official policy on e-Safety.

Headteacher:

Name: Mrs L Wilson

Chairman of the Trust:

Name: Mr M Costello

Date: 4th February 2014