



E-Safety Policy

Date of this review: Spring 2016

Date of next review: Spring 2019

Rationale

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

Aims

This policy aims to protect all members of the community and safeguard our children. We want to provide a safe environment where everyone is treated respectfully and uses technology responsibly. This policy aims to keep all members of our community safe and protect them from abuse, radicalisation & extremism.

1 Objectives

- 1.1 Provide a policy that clearly sets out our expectations and procedures
- 1.2 Ensure that our staff, children and the community understand our expectations regarding the use of social media and networking
- 1.3 Educate our children so that they make good choices about the use of social media and networking
- 1.4 Make staff and pupils aware of our expectations regarding the use of mobile phones

2 The use of Social Media and Networking

- 2.1 The school communicates with parents through email and text messages; the school does not use social media and networking for official communication.
- 2.2 Staff and governors will use social media and networking responsibly and will not bring themselves or the school into disrepute; concerns relating to this will be treated seriously and in line with relevant policies. (All school representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation; they must also operate in line with the School's Equality and Diversity Policy.)
- 2.3 Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct. We expect that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights and feelings of others. Where there are concerns regarding online postings, the school will involve outside agencies as deemed appropriate.
- 2.3 Pupils may only use approved e-mail accounts on the school system. Children are not allowed access to personal e-mail accounts or chat rooms whilst in school
- 2.4 Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. Furthermore, pupils' full names will not be used anywhere on the website, particularly in association with photographs
- 2.5 Parents are reminded that many sites require members to be 13 years of age; therefore children at this school are not expected to use social media and networking outside of school and will not be using sites in school (by adopting the recommended no use of social networking sites on school premises, Wendover CE Junior School protects itself from accusations of complicity in any cyber bullying through the provision of access)
- 2.6 Where concerns are raised, schools have a duty to investigate and protect, even where the activity originates outside the school. For example:
 - Someone is receiving messages from an ex-pupil who moved three months ago: This is not a school responsibility, though the school might contact the new school to broker a resolution.
 - Messages are being posted on a site out of school time. The pupils are in the school: The school has a duty of care to investigate and work with the families, as they attend the school. However, they are also fully within their rights to warn all the parents (including the victim) that they are condoning the use of the site outside the terms and conditions of the site and that they are expected to ensure that use of the site stops. At any further referral to the school the school could legitimately say that the victims and perpetrators had failed to follow the school's recommendation. They could then deal with residual bullying in the school, but refuse to deal with the social networking issues. The school would involve outside agencies as appropriate.
- 2.7 If a parent/carer refuses to engage and activity continues, it can be referred to the police as harassment
- 2.8 Parents are requested to contact the school should they have any concern; the use of social media and networking is unlikely to resolve the concern and may contravene this policy
- 2.9 This guidance also applies to text and mobile phone cyber bullying as well as any other online postings, including websites, that are defamatory and/or which bring the school or individuals into disrepute

3 The possession of mobile phones

- 3.1 We accept that mobile phones are a part of many people's lives and therefore mobile phones will be brought into school

Wendover CE Junior School

- 3.2 We discourage children from bringing phones into school and if parents feel this necessary, they must put a request in writing to the school office
- 3.3 Children are not permitted to have mobile phones in their possession at school, including school visits and during extra-curricular events such as discos: phones must be turned off and handed in to the school office before morning registration (phones are left entirely at the owner's risk). At the end of the school day, phones may be collected from the office, but may not be turned on until the child has left the premises.
- 3.4 Phones not handed to the school office will be taken from pupils and stored in the school office at the owner's risk until they are collected by a parent
- 3.5 Staff must turn off their phones and store them out of sight of children (it is recommended that phones are protected using an entry code)

4 The Use of Mobile Phones

- 4.1 All members of the school community are requested to use phones respectfully and appropriately at all times, whether this is during the school day or at any other time, on or off the school site
- 4.2 Children are not permitted to use phones on site at any time unless asked to do so by a member of staff (this includes clubs and events)
- 4.3 Staff may only use phones during their non-contact time and must do so away from children; phones must not be used for anything other than personal use (school equipment is provided)
- 4.4 Phones will not be used to record images of members of our school community; recording of appropriate images may be done using school equipment and as set out in the appropriate policies (persons may be restricted from possessing or using phones in school where there is a concern that 3.3 has been contravened and we work with local schools and outside agencies to safeguard our children)
- 4.5 Parents are allowed to use phones to record images of their child during clubs and shows; they are requested not to share these images on social media, particularly if the image includes other children (persons may be restricted from possessing or using phones in school where there is a concern that 3.4 has been contravened and we work with local schools and outside agencies to safeguard our children)
- 4.6 Visitors to the site are not permitted to use their phones unless authorised to do so by the Headteacher

Linked Policies:

Staff Code of Conduct
Anti-Bullying
Use of Photographs