



## STAG LANE JUNIOR SCHOOL

### E-Safety Policy



**Article 3:** The best interests of the child must be a top priority in all actions concerning children.

**Article 17:** Children have the right to reliable information from the mass media. Television, radio, and newspapers should provide information that children can understand, and should not promote materials that could harm children

**Article 19:** Every Child has the right to be safe.

Status	Highly Recommended
Date Written	March 2016
Reviewed	March 2016
Last shared with Staff	April 2016
Date to be reviewed	Summer 2019
Safeguarding Governor	Judith Landhausser

# Stag Lane Junior School

## E-safety policy

Stag Lane Junior School recognises that ICT and the Internet are fantastic tools for learning and communication that can be used in school to enhance the curriculum, challenge students, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the Internet and ICT is seen as a responsibility and that students, staff and parents use it appropriately and practice good e-safety. It is important that all members of the school community are aware of the dangers of using the Internet and how they should conduct themselves online.

E-safety covers the Internet but it also covers mobile phones and other electronic communications technologies. We know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations or actions online, webcam filming, photography or face-to-face meetings. There is a 'duty of care' for any persons working with children and educating all members of the school community on the risks and responsibilities of e-safety falls under this duty. It is important that there is a balance between controlling access to the Internet and technology and allowing freedom to explore and use these tools to their full potential. This policy aims to be an aid in regulating ICT activity in school, and provide a good understanding of appropriate ICT use that members of the school community can use as a reference for their conduct online outside of school hours. E-safety is a whole-school issue and responsibility.

Cyber-bullying by pupils will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures, which are outlined in our Behaviour Policy.

### Relationship to Other Policies

This policy should be read alongside the Behaviour, Safeguarding and the Data Protection Policies.

### 1. Roles and Responsibilities

**The school e-safety Coordinator is the Headteacher**

Signature: .....

**The designated member of the Governing Body responsible for e-safety is Judith Landhausser**

Signature: .....

### Governors

Governors are responsible for the approval of the E-safety Policy and for reviewing the effectiveness of the policy by reviewing e-safety incidents and monitoring reports. E-safety falls within the remit of the Governor responsible for Safeguarding. The role of the E-Safety Governor will include:

- Ensure an E-safety Policy is in place, reviewed every 3 years and is available to all stakeholders.
- Ensure that there is an e-safety coordinator who has been trained to a higher level of knowledge which is relevant to the school, up to date and progressive.
- Ensure that procedures for the safe use of ICT and the Internet are in place and adhered to.
- Hold the Headteacher and staff accountable for E-safety

### **Headteacher and Senior Leadership Team**

The Headteacher has a duty of care for ensuring the safety (including e-safety) of members of the school community. Any complaint about staff misuse must be referred to the Headteacher.

- Ensure access to induction and training in E-safety practices for all users.
- Ensure appropriate action is taken in all cases of misuse.
- Ensure that Internet filtering methods are appropriate, effective and reasonable.
- Ensure that staff or external providers who operate monitoring procedures be supervised by a named member of SLT.
- Ensure that pupil or staff personal data as recorded within school management system sent over the Internet is secured.
- Work in partnership with the DFE and the Internet Service Provider and school ICT Manager to ensure systems to protect students are reviewed and improved.
- Ensure the school ICT system is reviewed regularly with regard to security and that virus protection is installed and updated regularly. This is done in partnership with our providers, Beebug.

### **E-Safety Coordinator:**

- Works in partnership with the DFE and the Internet Service Provider and school ICT Manager to ensure systems to protect students are reviewed and improved.
- Ensure the school ICT system is reviewed regularly with regard to security and that virus protection is installed and updated regularly.
- Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments,
- Liaises with the nominated member of the Governing Body to provide an annual report on e-safety.

NB. We have a security system in place, through our ICT Service Providers, Beebug, that monitors appropriate usage of all computers and laptops in the school.

### **ICT Manager / Technical Staff:**

The ICT Manager is responsible for ensuring:

- That the school's technical infrastructure is secure and is not open to misuse or malicious attack.
- That the school meets required e-safety technical requirements and any relevant body E-Safety Policy / Guidance that may apply.
- That users may only access the networks and devices through a properly enforced password protection policy.
- The filtering policy is applied and updated on a regular basis and its implementation is

not the sole responsibility of any single person.

- That they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant.
- That the use of the network / internet / access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteacher. This is through Securus, our security system.
- That monitoring software / systems are implemented and updated as agreed in school policies.

## **2. Communicating School Policy**

This policy is available on the school website and the school intranet for parents, staff, and pupils to access when and as they wish. Rules relating to the school code of conduct when online, and e-safety guidelines, are displayed around the school. E-safety is integrated into the curriculum in any circumstance where the Internet or technology are being used, and during PSHE lessons where personal safety, responsibility, and/or development are being discussed. All parents and pupils sign an e-safety agreement when they join the school.

## **3. Making use of ICT and the Internet in school**

The Internet is used in school to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our students with all the necessary ICT skills that they will need in order to enable them to progress confidently into a professional working environment when they leave school.

Some of the benefits of using ICT and the Internet in schools are:

### **For pupils:**

- Unlimited access to worldwide educational resources and institutions such as art galleries, museums and libraries.
- Contact with schools in other countries resulting in cultural exchanges between pupils all over the world.
- Access to subject experts, role models, inspirational people and organisations. The Internet can provide a great opportunity for pupils to interact with people that they otherwise would never be able to meet.
- An enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally; self-evaluation; feedback and assessment; updates on current affairs as they happen.
- Access to learning whenever and wherever convenient.
- Freedom to be creative.
- Freedom to explore the world and its cultures from within a classroom.
- Social inclusion, in class and online.
- Access to case studies, videos and interactive media to enhance understanding.
- Individualised access to learning.

### **For staff:**

- Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
- Immediate professional and personal support through networks and associations.

- Improved access to technical support.
- Ability to provide immediate feedback to students and parents.
- Class management, attendance records, schedule, and assignment tracking.

**For parents:**

- Ability to send information to parents, e.g. the newsletter
- For viewing the content of the curriculum on offer
- As a means of communicating with the school
- In order to make payments for clubs and school dinners.

**4. Learning to Evaluate Internet Content**

With so much information available online it is important that pupils learn how to evaluate Internet content for accuracy and intent. This is approached by the school as part of digital literacy across all subjects in the curriculum. Students will be taught to:

- Be critically aware of materials they read, and shown how to validate information before accepting it as accurate
- Use age-appropriate tools to search for information online
- Acknowledge the source of information used and to respect copyright. Plagiarism is against the law and the school will take any intentional acts of plagiarism very seriously. Students who are found to have plagiarised will be disciplined. If they have plagiarised in an exam or a piece of coursework, they may be prohibited from completing that exam.

The school will also take steps to filter Internet content to ensure that it is appropriate to the age and maturity of pupils (through LGFL and Beebug). If staff or pupils discover unsuitable sites then the URL will be reported to the headteacher. Any material found by members of the school community that is believed to be unlawful will be reported to the appropriate agencies. Regular software and broadband checks will take place to ensure that filtering services are working effectively.

**5. Managing Information Systems**

The school is responsible for reviewing and managing the security of the computers and Internet networks as a whole and takes the protection of school data and personal protection of our school community very seriously. This means protecting the school network, as far as is practicably possible, against viruses, hackers and other external security threats. Beebug and the ICT Manager will review the security of the school information systems and users regularly and virus protection software will be updated regularly. Some safeguards that the school takes to secure our computer systems are:

- Ensuring that all personal data sent over the Internet or taken off site is encrypted
- Making sure that unapproved software is not downloaded to any school computers. Alerts will be set up to warn users of this
- Files held on the school network will be regularly checked for viruses
- The use of user logins and passwords to access the school network will be enforced
- Portable media containing school data or programmes will not be taken off-site without specific permission from a member of the senior leadership team.

For more information on data protection in school please refer to our **data protection policy** available in Teachers Only/Staffroom/Policies and on the website. More information on protecting personal data can be found in **section 11** of this policy.

## **6. Emails**

The school uses email for staff and externally for contacting parents, and is an essential part of school communication. It is also used to enhance the curriculum by:

- Initiating contact and projects with other schools nationally.

Staff should be aware that school email accounts should only be used for school-related matters, ie for staff to contact parents, students, other members of staff and other professionals for work purposes. This is important for confidentiality. The school has the right to monitor emails and their contents but will only do so if it feels there is reason to.

### **6.1 School Email Accounts and Appropriate Use**

**Staff should be aware of the following when using email in school:**

- Staff should only use official school-provided email accounts to communicate with pupils, parents or carers. Personal email accounts should not be used to contact any of these people and should not be accessed during school hours.
- Emails sent from school accounts should be professionally and carefully written. Staff are representing the school at all times and should take this into account when entering into any email communications.
- Staff must tell their manager or a member of the senior leadership team if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves.
- The forwarding of chain messages is not permitted in school.

Pupils should be aware of the following when using email in school, and will be taught to follow these guidelines through the ICT curriculum and in any instance where email is being used within the curriculum or in class:

- In school, pupils should only use school-approved email accounts. Yr3, as part of a unit of work use school email to contact other schools.
- Pupils should tell a member of staff if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves.
- Pupils must be careful not to reveal any personal information over email, or arrange to meet up with anyone who they have met online.

Pupils will be educated through the ICT curriculum to identify spam, phishing and virus emails and attachments that could cause harm to the school network or their personal account or wellbeing.

The school uses Parent Mail or the school specific email systems to contact parents, e.g. [Office@staglanejunior.harrow.sch.uk](mailto:Office@staglanejunior.harrow.sch.uk). Parents also use the office email or the headteacher's email ([Head@staglanejunior.harrow.gov.uk](mailto:Head@staglanejunior.harrow.gov.uk)) to contact the school for various reasons.

## **7. Published Content and the School Website**

Additionally the school website is viewed as a useful tool for communicating our school ethos and practice to the wider community. It is also a valuable resource for parents, pupils, and staff for keeping up-to-date with school news and events, celebrating whole-school achievements and personal achievements, and promoting school projects.

The website is in the public domain, and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the school community, copyrights and privacy policies. No personal information on staff or pupils will be published, and details for contacting the school will be for the school office only. For information on the school policy on children's photographs on the school website please refer to section 7.1 of this policy.

The ICT Manager is responsible for publishing and maintaining the content on the school website in liaison with the Senior Leadership Team. Other areas are maintained by teaching staff who keep their areas updated. These areas are monitored by the ICT Manager.

### **7.1 Policy and Guidance of Safe Use of Children's Photographs and Work**

Colour photographs and pupils work bring our school to life, showcase our student's talents, and add interest to publications both online and in print that represent the school. However, the school acknowledges the importance of having safety precautions in place to prevent the misuse of such material.

Under the Data Protection Act 1998 images of pupils and staff will not be displayed in public, either in print or online, without consent. On admission to the school parents/carers will be asked to sign a photography consent form. The school does this so as to prevent repeatedly asking parents for consent over the school year, which is time-consuming for both parents and the school. The terms of use of photographs never change, and so consenting to the use of photographs of your child over a period of time rather than a one-off incident does not affect what you are consenting to. This consent form will outline the school's policy on the use of photographs of children, including:

- How and when the photographs will be used
- School policy on the storage and deletion of photographs.

#### **Using photographs of individual children**

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

It is important that published images do not identify students or put them at risk of being identified. The school is careful to ensure that images published on the school website cannot be reused or manipulated through watermarking and browser restrictions. Only images created by or for the school will be used in public and children may not be approached or photographed while in school or doing school activities without the school's permission. The school follows general rules on the use of photographs of individual children:

- Parental consent must be obtained. Consent will cover the use of images in:
  - all school publications
  - on the school website
  - in newspapers as allowed by the school
  - in videos made by the school or in class for school projects.
- Electronic and paper images will be stored securely.
- Names of stored photographic files will not identify the child.
- Images will be carefully chosen to ensure that they do not pose a risk of misuse. This includes ensuring that pupils are appropriately dressed. Photographs of activities

which may pose a greater risk of potential misuse (for example, swimming activities), will focus more on the sport than the pupils (ie a student in a swimming pool, rather than standing by the side in a swimsuit).

- For public documents, including in newspapers, full names will not be published alongside images of the child. Groups may be referred to collectively by year group or form name.
- Events recorded by family members of the students such as school plays or sports days must be used for personal use only.
- Pupils are encouraged to tell a member staff if they are concerned or uncomfortable with any photographs that are taken of them or they are being asked to participate in.
- Any photographers that are commissioned by the school will be fully briefed on appropriateness in terms of content and behaviour, will wear identification at all times, and will not have unsupervised access to the pupils. For more information on safeguarding in school please refer to our school child protection and safeguarding policy.

### **7.2 Complaints of Misuse of Photographs or Video**

Parents should follow standard school complaints procedure if they have a concern or complaint regarding the misuse of school photographs. Please refer to our complaints policy for more information on the steps to take when making a complaint. Any issues or sanctions will be dealt with in line with the schools child protection and safeguarding policy and behaviour policy.

### **7.3 Social Networking, Social Media and Personal Publishing**

Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programmes. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are most vulnerable to being contacted by a dangerous person. It is important that we educate pupils so that they can make their own informed decisions and take responsibility for their conduct online. Pupils are not allowed to access social media sites in school. There are various restrictions on the use of these sites in school that apply to both students and staff.

Social media sites have many benefits for both personal use and professional learning; however, both staff and pupils should be aware of how they present themselves online. Students are taught through the ICT curriculum and PSHE about the risks and responsibility of uploading personal information and the difficulty of taking it down completely once it is out in such a public place. The school follows general rules on the use of social media and social networking sites in school. These are generally not used but we do educate the children in their usage:

- Pupils are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the school's code of conduct regarding the use of ICT and technologies and behaviour online.
- Any sites that are to be used in class will be risk-assessed by the teacher in charge prior to the lesson to ensure that the site is age-appropriate and safe for use.
- Official school blogs created by staff or students/year groups/school clubs as part of the school curriculum will be password-protected and run from the school website

with the approval of a member of staff and will be moderated by a member of staff. Year 5 set up blogs as part of a computing unit but only use approved sites.

- Pupils and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. The school expects all staff and pupils to remember that they are representing the school at all times and must act appropriately.
- Safe and professional behaviour of staff online will be discussed at staff induction.

## **8. Mobile Phones and Personal Devices**

While mobile phones and personal communication devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are they:

- Can make pupils and staff more vulnerable to cyberbullying
- Can be used to access inappropriate internet material
- Can be a distraction in the classroom
- Are valuable items that could be stolen, damaged, or lost
- Can have integrated cameras, which can lead to child protection, bullying and data protection issues.

The school takes certain measures to ensure that mobile phones are used responsibly in school. Some of these are outlined below.

- The school will not tolerate cyber bullying against either pupils or staff. Sending inappropriate, suggestive or abusive messages is forbidden and anyone who is found to have sent a message of such content will be disciplined. For more information on the school's disciplinary sanctions read the school behaviour policy.
- Pupils are not allowed mobile phones in school. A member of staff can confiscate mobile phones if they are brought in and search the device if there is reason to believe that there may be evidence of harmful or inappropriate use on the device.
- In some instances pupils may bring in mobile phones with a written request from the parent but the phone is kept in the school office. The school does not accept any responsibility for lost, damaged or stolen phones.

### **8.1 Mobile Phone or Personal Device Misuse**

#### **Pupils**

- Pupils who breach school policy relating to the use of personal devices will be disciplined in line with the school's behaviour policy. Their mobile phone will be confiscated and only returned to an adult.

#### **Staff**

- Under no circumstances should staff use their own personal devices to contact pupils or parents either in or out of school time.
- Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this.
- The school expects staff to lead by example. Personal mobile phones should be switched off or on 'silent' during school hours.

- Any breach of school policy may result in disciplinary action against that member of staff. More information on this can be found in the child protection and safeguarding policy, or in the staff contract of employment.

## 9. Cyberbullying

The school, as with any other form of bullying, takes Cyber bullying, very seriously. Information about specific strategies or programmes in place to prevent and tackle bullying is set out in the **behaviour policy**. The anonymity that can come with using the internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of the school community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- Take it seriously
- Act as quickly as possible to establish the facts. It may be necessary to examine school systems and logs or contact the service provider in order to identify the bully
- Record and report the incident
- Provide support and reassurance to the victim
- Make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the school will make sure that they understand what they have done and the impact of their actions.
- At all times parents of the victim and the parents of the child carrying out the bullying will be informed.

If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published, and the service provider may be contacted to do this if they refuse or are unable to remove it. They will have their Internet access suspended in school.

Repeated bullying may result in fixed-term exclusion.

## 10. Managing Emerging Technologies

Technology is progressing rapidly and new technologies are emerging all the time. The school will risk-assess any new technologies before they are allowed in school, and will consider any educational benefits that they might have. The school keeps up-to-date with new technologies and is prepared to quickly develop appropriate strategies for dealing with new technological developments.

## 11. Protecting Personal Data

Stag Lane Juniors believes that protecting the privacy of our staff and pupils and regulating their safety through data management, control and evaluation is vital to whole-school and individual progress. The school collects personal data from pupils, parents, and staff and processes it in order to support teaching and learning, monitor and report on pupil and teacher progress, and strengthen our pastoral provision.

We take responsibility for ensuring that any data that we collect and process is used correctly and only as is necessary, and the school will keep parents fully informed of the how data is collected, what is collected, and how it is used. National curriculum results, attendance and registration records, special educational needs data, and any relevant medical information are examples of the type of data that the school needs. Through effective data management we can monitor a range of school provisions and evaluate the wellbeing and academic progression of our school body to ensure that we are doing all we can to support both staff and students.

In line with the Data Protection Act 1998, and following principles of good practice when processing data, the school will:

- Ensure that data is fairly and lawfully processed
- Process data only for limited purposes
- Ensure that all data processed is adequate, relevant and not excessive
- Ensure that data processed is accurate
- Not keep data longer than is necessary
- Process the data in accordance with the data subject's rights
- Ensure that data is secure
- Ensure that data is not transferred to other countries without adequate protection.

There may be circumstances where the school is required either by law or in the best interests of our students or staff to pass information onto external authorities; for example, our local authority, Ofsted, or the Department of Health. These authorities are up-to-date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

For more information on the school's safeguards relating to data protection **read the school's data protection policy which is on our Website.**

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**Signed by**

\_\_\_\_\_ **Chair of governors**

**Date:** .....

\_\_\_\_\_ **Headteacher**

**Date:** .....

This policy will be reviewed every 3 years.

## Stag Lane Junior School

### Consent form for photographs and pupils' work

Name of child ..... Date of birth.....

Name of parent .....

Stag Lane Junior School believes that celebrating the achievement of children in school is an important part of their learning experience and personal development. Taking photographs and videos of pupils for internal display and displaying pupil work enables us to celebrate individual and group successes as a school community. We would also like to use photographs and videos of the school and its pupils to promote the good educational practice of the school. Children's full names will never be published externally with their photographs, but may be published internally, for example, on display with their work.

By signing this form you are consenting to the use of images of your child being used in the following outlets under the terms outlined in section 7 of our e-safety policy:

- All school publications
- On the school website
- In videos made by the school or in class for school projects

**Please read the questions below, circle your answers and then sign and date the bottom of the form. Please then return this form to the school office as soon as possible.**

1. Can we use your child's photograph in printed publications by Stag Lane Junior School?  
**YES / NO**
  
2. Can we use your child's photograph on our website, school blogs, or the school's website either:
  - In a group or as a member of a whole school activity?  
**YES / NO**
  
  - Individually?  
**YES / NO**
  
3. Can we use your child's photo for publication in a newspaper?  
**YES / NO**
  
4. Can we photograph and video your child within school, and display these publicly within the school, as part of the curriculum and in class?  
**YES / NO**
  
5. Can we use videos of your children to share good practice with professionals from other schools?  
**YES / NO**

This consent form covers consent for the duration of your child's time at the school. Once your child leaves the school, photographs and videos may be archived within the school but will not be published without renewed consent. More information regarding the storage and protection of images can be found in the school **data protection policy**.

A full copy of the school's policy on e-safety containing information on the safe use of photographs, videos, and the work of children in school can be found in the school intranet and on the school website.

Signed: ..... Date: .....