Crofton Junior School

E-Safety Policy

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as a school, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in **Crofton Junior School's** activities.

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- online abuse **learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse**
- bullying **learning.nspcc.org.uk/child-abuse-and-neglect/bullying**
- child protection **learning.nspcc.org.uk/child-protection-system**

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using Crofton Junior School's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- appointing an online safety coordinator **[Mr P. Birdsall Headteacher and Lead DSL]**
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our school is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the school.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our school as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures

This policy statement should be read alongside our school's policies and procedures, including:

- Safeguarding / Child protection
- Whistleblowing Code of Practice

- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Anti-bullying policy andprocedures
- Photography and image sharing guidance

Contact details

Online safety co-ordinator

Name: Mr Paul Birdsall

Phone/email: headteacher@crofton-jun.wakefield.sch.uk

Senior lead for safeguarding and child protection

Name: Mr Paul Birdsall

Phone/email: headteacher@crofton-jun.wakefield.sch.uk

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: **February 2021**

Signed: P. Birdsall

Role: Headteacher & Safeguarding Lead

Date: 2.2.21

Signed: J. Allen

Role: Chair of Governing Body

Date: 2.2.21

Appendix A

Young Person's Agreement

Dear Parent/Carer

Please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to school. If you have any questions or concerns please speak to Mr P. Birdsall.

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to the a member of staff or parents/carers if I am at home.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to my parents/carers or any member of staff in school.

I understand that my internet use at Crofton Junior School will be monitored and logged. I understand that these rules are designed to keep me safe and that if I choose not to follow them, and a member of staff at Crofton Junior School may contact my parents/carers.

Signatures:

We have discussed this online safety agreement and my child agrees to follow the rules set out above

Parent/carer's signature…………………………………………………………………………………Date……………………………………………

Young person's signature……………………………………………………………………………... Date ………………………………………………

Annex B

Crofton Junior School Staff, Governor & Visitor Acceptable Use Agreement

Technology has become integral to all our lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This acceptable use policy is intended to ensure:

- that staff, governors and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The following terms in this agreement apply to the used of school ICT systems both in and out of school.

Overall

- I understand that all my use of the Internet and other related technologies may be monitored by school.
- I will ensure that my online activity, both in and outside of school, will not bring my professional role or the school into disrepute.
- From the date of my employment, I will not accept any requests by pupils or parents to be part of their social networking sites. If I have prior contacts with pupils, these will be deleted. If I have prior contacts with parents, I will ensure that any communication with them will not relate to school and will not bring my professional role or the school into disrepute.
- I understand that this acceptable use policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action.

Use of School ICT Systems

- I understand that the school ICT systems are primarily intended for educational use only but that it is permissible to use the internet in non-teaching time for appropriate personal use.
- I will only use the school's email, systems and any related technologies for professional purposes. I will not use personal email addresses for school purposes.
- I will not open any attachments to emails unless the source is known and trusted.
- I will comply with system security and not disclose any passwords provided.
- I will ensure that all communications with pupils and staff are compatible with my professional role.
- I will not give out my personal details to pupils.
- I will report any accidental access to inappropriate materials by myself or pupils immediately to the Headteacher or Designated Safeguarding Lead.
- I will respect copyright and intellectual property rights.
- I will not access, copy, remove, or otherwise alter any other user files, without their permission.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with data protection (GDPR) and in accordance with school policy. Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Head teacher in line with school's data security policy.
- Whilst using a school device, I will not browse, download, upload or distribute any material that could be considered to be offensive, illegal or discriminatory.
- I will support and promote the school's E-Safety Policy as well as all other safeguarding policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will not use any personal ICT equipment for school purposes unless I have authority to do so from the Head teacher and that this permission has been logged.
- I will only use school-owned and encrypted or provided portable storage devices.
- I will ensure that any personal or sensitive information taken off site will be situated on a school-owned device with appropriate technical controls such as encryption/password protection deployed.
- I will immediately report any loss of, damage to or faults involving equipment or software, however this may have happened.

Use of School Laptops and Tablets

- School laptops and tablets, whilst although intended for educational use, may be used at home, by the named user, for appropriate personal use (see above).
- I will ensure that my data is regularly backed up onto the school server.

- I will not install or attempt to install programmes or hardware of any type nor change the settings without seeking advice and permission from the Head teacher and in consultation with school's IT support.
- I will ensure that personal data is kept secure and is used appropriately. Personal data can only be taken off the school premises or accessed remotely when authorised by the Head teacher of Governing Body and with appropriate levels of security in place.

User Signature

I agree to follow the acceptable use policy and to support the safe use of ICT throughout school

Signature

Full Name

Date