



# Caythorpe Primary School

## E-safety Policy

*This policy is an umbrella e-safety document and should be read in conjunction with our safeguarding and child protection policies. In addition we have:*

- *A Home School Agreement (including a section for parents to sign and discuss with their children)*
- *Acceptable Use Policy for Staff*
- *Permissions check lists for pupils*
- *Incident log (CPOMs)*
- *Safeguarding Policy*
- *Mobile phones and social media policies*

*Policy reviewed: Jan 2022*

*Date of next review: Jan 2024*

### Policy Statement

For clarity, the e-safety policy uses the following terms unless otherwise stated:

**Users** - refers to staff, governing body, school volunteers, students and any other person working in or on behalf of the school, including contractors.

**Parents** – any adult with a legal responsibility for the child/young person outside the school e.g. parent, guardian, carer.

**School** – any school business or activity conducted on or off the school site, e.g. visits, conferences, school trips etc.

**Wider school community** – students, all staff, governing body, trust body, parents, trust staff etc

Safeguarding is a serious matter; at Caythorpe Primary School we use technology and the Internet extensively across all areas of the curriculum. Online safeguarding, known as e-safety is an area that is constantly evolving and as such this policy will be reviewed on an annual basis or in response to an e-safety incident, whichever is sooner.

The primary purpose of this policy is twofold:

- To ensure the requirement to empower the whole school community with the knowledge to stay safe and risk free is met.
- To ensure risks are identified, assessed and mitigated (where possible) in order to reduce any foreseeable harm to the student or liability to the school.

This policy is available for anybody to read on the Caythorpe Primary School website. A copy of this policy and the Home School Agreement section with regard to e-safety will be sent home with students at the beginning of each school year with a permission slip. Upon return of the signed permission slip and acceptance of the terms and conditions, students will be permitted access to school technology including the Internet.

## **Policy Governance (Roles & Responsibilities)**

### **Governing Body**

The governing body is accountable for ensuring that our school has effective policies and procedures in place; as such they will:

- Review this policy in response to any e-safety incident to ensure that the policy is up to date, covers all aspects of technology use within the school, to ensure e-safety incidents were appropriately dealt with and ensure the policy was effective in managing those incidents. The policy is reviewed biannually.
- Keep up to date with emerging risks and threats through technology use.
- Receive regular updates from the Headteacher in regards to training, identified risks and any incidents.

### **Headteacher/E-safety Officer**

Reporting to the governing body, the Headteacher has overall responsibility for e-safety within our school. The day-to-day management of this will be delegated to a member of staff, the e-Safety Officer (or more than one), as indicated below.

The Headteacher will ensure that:

- E-Safety training throughout the school is planned and up to date and appropriate to the recipient, i.e. students, all staff, senior leadership team and governing body, parents.
- The designated e-Safety Officer(s) has had appropriate CPD in order to undertake the day to day duties.
- All e-safety incidents are dealt with promptly and appropriately.

As the E-Safety Officer the Headteacher will:

- Keep up to date with the latest risks to children whilst using technology; familiarize him/herself with the latest research and available resources for school and home use.

- Advise the governing body on all e-safety matters.
- Engage with parents and the school community on e-safety matters at school and/or at home.
- Liaise with the local authority, Academy Trust, IT technical support (ARK) and other agencies as required.
- Retain responsibility for the e-safety incident log and cyber-bullying incidents (individual tab on CPOMs); ensure staff know what to report and ensure the appropriate audit trail.
- Ensure any technical e-safety measures in school (e.g. Internet filtering software, behaviour management software) are fit for purpose through liaison with the local authority and/or ICT Technical Support.
- Make themselves aware of any reporting function with technical e-safety measures, i.e. internet filtering reporting function; liaise with the Headteacher and responsible governor to decide on what reports may be appropriate for viewing.

### **ICT Technical Support Staff**

Technical support staff are responsible for ensuring that:

- The IT technical infrastructure is secure; this will include at a minimum:
  - Anti-virus is fit-for-purpose, up to date and applied to all capable devices.
  - Windows (or other operating system) updates are regularly monitored and devices updated as appropriate.
  - Any e-safety technical solutions such as Internet filtering are operating correctly.
  - Filtering levels are applied appropriately and according to the age of the user; that categories of use are discussed and agreed with the e-safety officer and Headteacher.
  - Every child and every member of staff will have an individual username and personal password

### **All Staff**

Staff are to ensure that:

- All details within this policy are understood. If anything is not understood it should be brought to the attention of the Headteacher.
- Any e-safety incident is reported to the e-Safety Officer (and an e-Safety Incident report is made), or in his/her absence to the Headteacher. If you are unsure, the matter is to be raised with the e-Safety Officer or the Headteacher to make a decision.
- The reporting flowcharts contained within this e-safety policy are fully understood.

### **All Students**

E-Safety is embedded into our curriculum, particularly within PSHE and Computing; students will be given the appropriate advice and guidance by staff. Similarly, all students will be fully aware how they can report areas of concern whilst at school or outside of school. Cyberbullying workshops are available to pupils in Year 5/6 as well as being covered within our cycle of assemblies.

### **Parents and Carers**

Parents play the most important role in the development of their children; as such the school will ensure that parents have the skills and knowledge they need to ensure the safety of children outside the school environment. Through parents' evenings, school newsletters, website, social media (class

dojo, twitter and facebook) and the offer of e-safety workshops the school will keep parents up to date with new and emerging e-safety risks, and will involve parents in strategies to ensure that students are empowered.

Parents must also understand the school needs have to rules in place to ensure that their child can be properly safeguarded. As such parents will sign the student Home School Agreement before any access can be granted to school ICT equipment or services – teachers have a list of pupils whose parents have and have not given consent..

## Technology

Caythorpe Primary uses a range of devices including PC's, laptops and ipads. In order to safeguard the student and in order to prevent loss of personal data we employ the following assistive technology:

**Internet Filtering** – we use Netsweeper that prevents unauthorized access to websites. The filters traffic to and from the school and is configured for disparate policies for staff and students. It also prevents access to inappropriate websites; appropriate and inappropriate is determined by the age of the user and will be reviewed in line with this policy or in response to an incident, whichever is sooner. The ICT Coordinator, e-Safety Officer and IT Support are responsible for ensuring that the filtering is appropriate and that any issues are brought to the attention of the Headteacher.

**Email Filtering** – we use Microsoft 365 and Hosted Exchange for our email solution. This has Anti-Spam, Anti-Malware, Anti-Phising policies amongst others, to try and stop any infected emails arriving within the school. Infected is defined as: an email that contains a virus or script (i.e. malware) that could be damaging or destructive to data; spam email such as a phishing message.

**Anti-Virus** – All capable devices will have anti-virus software. This software will be updated at least weekly for new virus definitions. IT Support will be responsible for ensuring this task is carried out, and will report to the Headteacher if there are any concerns.

## Safe Use

**Internet** – Use of the Internet in school is a privilege, not a right. Internet use will be granted: to staff upon signing this e-safety and the staff Acceptable Use Policy; children upon pledging to use the internet in an appropriate manner (Home School Agreement).

**Email** – All staff are reminded that emails are subject to Freedom of Information requests, and as such the email service is to be used for professional work-based emails only. Emails of a personal nature are not permitted. Similarly use of personal email addresses for work purposes is not permitted. Students are permitted to use the school email system, and as such will be given their own email address.

**Photos and videos** – Digital media such as photos and videos are covered in the schools' Home School Agreement and act as our Acceptable Use Policy for parents and pupils, and is re-iterated here for clarity. All parents must sign a photo/video release slip at the beginning their child's time at school; non-return of the permission slip will not be assumed as acceptance.

**Social Networking** – there are many social networking services available; Caythorpe Primary School is fully supportive of social networking as a tool to engage and collaborate with learners, and to engage

with parents and the wider school community. The following social media services are permitted for use within Caythorpe School and have been appropriately risk assessed; should staff wish to use other social media, permission must first be sought via the e-Safety Officer who will advise the Headteacher for a decision to be made. Any new service will be risk assessed before use is permitted.

- Twitter – used by the school as a broadcast service (see below).
- Facebook – used by the school as a broadcast service (see below).
- Class Dojo – used by the school to set remote learning tasks and message between parent and teachers. This is only available to families of Caythorpe pupils.

A broadcast service is a one-way communication method in order to share school information with the wider school community.

In addition, the following is to be strictly adhered to:

- The Acceptable Use Policy class register (updated yearly) must be consulted before any image or video of any child is uploaded.
- There is to be no identification of students using first name and surname; first name only is to be used.
- All posted data must conform to copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owner's permission has been granted or there is a licence which allows for such use (i.e. creative commons).

**Notice and take down policy** – should it come to the school's attention that there is a resource which has been inadvertently uploaded, and the school does not have copyright permission to use that resource, it will be removed within one working day.

**Incidents** - Any e-safety incident is to be brought to the immediate attention of the e-Safety Officer, or in his/her absence the Headteacher. The e-Safety Officer will assist you in taking the appropriate action to deal with the incident and to fill out an incident log.

**Training and Curriculum** - It is important that the wider school community is sufficiently empowered with the knowledge to stay as risk free as possible whilst using digital technology; this includes updated awareness of new and emerging issues. As such, Caythorpe Primary School will have an annual programme of training which is suitable to the audience.

e-Safety for students is embedded into the curriculum; whenever ICT is used in the school, staff will ensure that there are positive messages about the safe use of technology and risks as part of the student's learning.

- PSHE
- Assemblies
- Newsletters
- Website

As well as the programme of training we will establish further training or lessons as necessary in response to any incidents.

The e-Safety Officer is responsible for recommending a programme of training and awareness for the school year to the Headteacher and responsible Governor for consideration and planning. Should any member of staff feel they have had inadequate or insufficient training generally or in any particular area this must be brought to the attention of the Headteacher for further CPD.