

# John T. Rice Infant and Nursery School

## E-Safety Policy



# **E-Safety Policy**

## **Our Vision**

John T Rice Infant & Nursery School embraces the positive impact and educational benefits that can be achieved through appropriate use of the Internet and associated communication technologies. We are also aware that inappropriate or misguided use can expose both adults and young people to unacceptable risks and dangers. To that end, John T Rice Infant & Nursery School aims to provide a safe and secure environment which not only protects all people on the premises but also educates them on how to stay safe in the wider world.

## **Scope**

This policy and related documents apply at all times to fixed and mobile technologies owned and supplied by the school and to personal devices owned by adults and young people while on the school premises.

### **Related Documents:**

Acceptable Use of the Internet Policy  
Safeguarding Policy  
Data Protection Policy  
Behaviour Policy  
Anti-bullying Policy  
Computing Policy  
Prevent Policy

## **Publicising e-Safety**

Effective communication across the school community is key to achieving the school vision for safe and responsible citizens. To achieve this we will:

- Make this policy, and related documents, available on the school website.
- Introduce this policy, and related documents, to all stakeholders at appropriate times. This will be at least once a year or whenever it is updated.
- Post relevant e-Safety information (SMART rules) in all areas where computers are used
- Provide e-Safety information to parents via the website, an annual e-safety parents meeting and when necessary through newsletters at the beginning of each term.

## **Roles and Responsibilities**

The Head and Governors have ultimate responsibility for establishing safe practice and managing e-Safety issues at our school. The role of e-Safety coordinator has been allocated to Amanda Jones, they are the central point of contact for all e-Safety issues and will be responsible for day to day management. All members of the school community have certain core responsibilities within and outside the school environment. They should:

- Use technology responsibly.
- Accept responsibility for their use of technology.
- Model best practice when using technology.
- Report any incidents to the e-Safety coordinator using the school procedures.
- Understand that network activity and online communications can be monitored, including any personal and private communications made via the school network.
- Be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action.

## **Children Protection/Safeguarding**

The Child Protection/Safeguarding Designated Person(s) is trained in e-safety and is aware of the potential for child protection/safeguarding issues to arise from:

- Sharing data
- Cyber bullying
- Accessing inappropriate or illegal materials
- Inappropriate online contact with adults/strangers
- Grooming

## **Parents/carers:**

- Parents/carers play a vital role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. The school will support parents with this by providing information in newsletters, on our website and Facebook page and during annual e safety parents meetings. Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of:
- Digital and video images taken at school events
- Access to parents' sections on the website

Parents are given a copy of the SMART rules and E-Safety rules which they are required to read, sign and return to school.

## **Teaching and Learning**

At John T. Rice we aim to provide our children with a high quality computing curriculum. This includes using the internet to support their learning across all areas of the curriculum. Pupils will be educated in the safe and effective use of the internet for a variety of purposes such as coding and programming, information retrieval and to access education resources and games.

- The 'SMART' rules posters can be located in each classroom and are regularly referred to.
- The Computing and e-safety policies can be accessed by all parents and visitors on the school website.
- An incident record sheet (attached) is completed and stored in the school office if/when incidents arise involving online safety in or out of school.

## **Physical Environment / Security**

The school endeavours to provide a safe environment for the whole community and we review both physical and network security regularly and monitor who has access to the system consulting with the LA where appropriate.

- Anti-virus software is installed on all computers and updated regularly
- Central filtering is provided by Fortinet and managed by AtomIT.
- All staff and students understand that if an inappropriate site is discovered it must be reported to the e-Safety co-ordinator who will report it to the Headteacher. All incidents will be recorded in the safeguarding log.
- Requests for changes to the filtering will be directed to the e-Safety coordinator in the first instance who will forward these to the head and then the ICT technician.
- All staff are issued with their own username and password for Office 365 access. Trainee teachers and long term supply staff are issued with temporary IDs and the details recorded. Other students/ visitors will be issued with a temporary username/ password on request.
- Pupils use class name logon IDs for their network access.

## **Mobile / emerging technologies**

- Teaching staff at the school are provided with a laptop for educational use and their own professional development. All staff understand that the Acceptable Use Policy applies to this equipment at all times.

- To ensure the security of the school systems, personal equipment is currently not permitted to be connected to the school network.
- Staff understand that they should use their own mobile phones sensibly and in line with guidance in the Staff Contact and Child Protection policies.
- The Educations and Inspections Act 2006 grants the Head the legal power to confiscate mobile devices where there is reasonable suspicion of misuse and the Head will exercise this right at her discretion.
- Pictures / videos of staff and pupils should not be taken on personal devices.
- New technologies are evaluated and risk assessed for their educational benefits before they are introduced to the school community.

### **E-mail**

The school e-mail system is provided and filtered by Office 365 and monitored by AtomIT.

All staff are given a school e-mail address and understand that this must be used for all professional communication.

- Everyone in the school community understands that the e-mail system is monitored and should not be considered private communication.
- Staff are allowed to access personal e-mail accounts on the school system outside directed time and understand that any messages sent using the school equipment should be in line with the Acceptable Use policy. In addition, they also understand that these messages will be scanned by the monitoring software.
- ☐Everyone in the school community understands that any inappropriate e-mails must be reported to the e-Safety co-ordinator as soon as possible.

### **Published content**

The Head takes responsibility for content published to the school web site but delegates general editorial responsibility to SLT and Office staff. Staff are responsible for the editorial control of work provided for publication.

- The school will hold the copyright for any material published on the school web site or will obtain permission from the copyright holder prior to publishing with appropriate attribution.
- The school does not publish any contact details for the pupils.

## **Digital Media**

We respect the privacy of the school community and will obtain written permission from staff, parents, carers or pupils before any images or videos are published or distributed outside the school.

- Photographs published on the website will not identify any individual pupil by name.
- Students' full names will not be published outside the school environment.

## **Social Networking and online communication**

The school currently allows limited access to social networking sites for example, YOU TUBE and email for educational purposes but not for personal use.

Guidance is provided to the school community on how to use online communication safely and appropriately. This includes

- Being selective about publishing personal information.
- Not publishing information relating to the school community.
- How to report issues or inappropriate content.

Unmoderated chat sites present an unacceptable level of risk and are blocked in school. Pupils are given age appropriate advice and guidance around the use of such sites as the need arises. Any external matters evolving from a social networking site will not be supported by the school.

## **Educational Use**

School staff model appropriate use of school resources including the internet.

- All activities using the internet, including homework and independent research topics, will be tested first to minimise the risk of exposure to inappropriate material.
- Where appropriate, links to specific web sites will be provided instead of open searching for information.
- Teachers will be responsible for their own classroom management when using ICT equipment and will remind pupils of the Acceptable Use Policies before any activity.

### **E-safety training**

The school has a program of continuing professional development in place that includes; Safeguarding INSET, in school support and E-safety assemblies based on the needs of the staff.

- Educational resources are reviewed by curriculum co-ordinators and disseminated through curriculum meetings / staff meetings / training sessions.
- E-Safety is embedded throughout the school curriculum and visited by each year group every half term.
- Pupils in Year 2 are taught how to validate the accuracy of information found on the internet.

### **Data Security / Data Protection**

Personal data will be recorded, processed, transferred and made available in line with the Data Protection Act 1998.

### **Wider Community**

Third party users of school equipment will be advised of the policies, filtering and monitoring that is in place. They will be issued with appropriate usernames and password that will be recorded in the school office on request.

### **Equal Opportunities**

At John T. Rice Infant School we are aware of the need for equality of access for all children. Our staff believe strongly in creating equal opportunities for all children and work to this aim. We introduce and build upon the children's awareness of equal opportunities including the development of respect and understanding of multi-cultural, gender and S.E.N. issues.

John. T. Rice Infants is committed to ensuring equality of opportunity in line with the Equality Act 2010. We aim to reduce disadvantages, discrimination and inequalities of opportunity, and promote diversity in terms of our pupils, our workforce and the community in which we work.

We will assist our pupils in achieving to their very best potential. Where pupils experience barriers to their success, we will work with them to address these in a sensitive and sympathetic way. We will teach our pupils the importance of equality and what forms discrimination can take and the impact discrimination can have.

We will not discriminate on any of the grounds listed below (known as the Protected Characteristics) save where such discrimination is permitted by law. The Protected Characteristics that apply to schools are:

- Age (in relation to staff only);
- Disability;
- Gender re-assignment;
- Marriage and civil partnership (in relation to staff only);
- Pregnancy and Maternity;
- Race;
- Religion Faith or Belief;
- Sex; and
- Sexual orientation.

### **Responding to incidents**

Inappropriate use of the school resources will be dealt with in line with other school policies e.g. Behaviour, Anti-Bullying and Child Protection Policy.

- Any suspected illegal activity will be reported directly to the HT or a member of the school's SLT.
- Third party complaints, or complaints from parents concerning activity that occurs outside the normal school day, should be referred directly to the Head or deputy head teacher.
- Breaches of this policy by staff will be investigated by the head teacher. Action will be taken under Croydon's Disciplinary Policy where a breach of professional conduct is identified. Incidents will be fully investigated and appropriate records made on personal files with the ultimate sanction of summary dismissal reserved for the most serious of cases involving gross misconduct.
- Serious breaches of this policy by pupils will be treated as any other serious breach of conduct in line with school Behaviour Policy. For all serious breaches, the incident will be fully investigated, and appropriate records made on personal files with the ultimate sanction of exclusion reserved for the most serious of cases.
- Minor pupil offenses, such as being off-task visiting games or other websites will be handled by the teacher in situ by invoking the school behaviour policy.

- The Education and Inspections Act 2006 grants the Head the legal power to take action against incidents affecting the school that occur outside the normal school day and this right will be exercised where it is considered appropriate.

Policy agreed September 2022

Next reviewed September 2023



### Incident Record

Date	Incident	Action

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