



## KESGRAVE HIGH SCHOOL

### E-Safety Policy

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### 1. OVERVIEW

#### Principles

Kesgrave recognizes that e-safety is paramount in the current technological world in which our staff and students work and is guided by the following principles:

- The need to be respectful to each other
- The need to stay safe online
- To not participate in activities online that could reasonably be expected to offend or harm others
- To educate parents, staff and students on what appropriate use of technology is

#### Context

There are now many communications media that can be accessed through a wide variety of devices. Kesgrave recognizes its duty of care to manage risks to its staff and students from potential misuse of such technology

The 'staying safe' outcome<sup>1</sup> includes the following aims that children and young people are:

- safe from maltreatment, neglect, violence and sexual exploitation
- safe from bullying and discrimination
- safe from crime and anti-social behaviour in and out of school
- secure, stable and cared for.

All of these aims apply equally to the 'virtual world' that children and young people will encounter whenever they use ICT in its various forms.

It is the duty of the school to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the real world of the school.

This Policy document is drawn up to protect all parties – the students, the staff and the school and aims to provide clear advice and guidance on how to minimize risks and how to deal with any infringements.

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<sup>1</sup> One of the five outcomes of *Every Child Matters*



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ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New technologies and devices are enhancing communication and the sharing of information. Current and emerging technologies used in school and - more importantly in many cases - used outside of school by children are included within this policy

### **Whole school approach to the safe use of ICT**

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- A comprehensive e-Safety education programme for pupils, staff and parents.

### **Roles and Responsibilities**

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The head teacher ensures that the Policy is implemented and compliance with the Policy monitored. The responsibility for e-Safety has been designated to a member of the senior management team.

Our e-Safety Education Coordinator ensures they keep up to date with e-Safety issues and guidance through liaison with the Local Authority e-Safety Officer and through organisations such as The Child Exploitation and Online Protection (CEOP). The school's e-Safety coordinator ensures the Head, senior management and Governors are updated as necessary.

Governors are kept up to date with local and national guidance on e-safety e.g. through training sessions, work with external advisors, sharing some of their own work-related skills.

All staff are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering an open culture so pupils feel able to report any bullying, abuse or inappropriate materials they encounter at school.

All staff are required to be familiar with the schools' Policy including:

- Safe use of e-mail;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- publication of pupil information/photographs and use of website;
- eBullying / Cyber bullying procedures;
- their role in providing e-Safety education for pupils;



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### **Complaints Procedure**

The school will take all reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. The school cannot accept liability for material accessed, or any consequences of Internet access.

The school is also not responsible for content created/accessed through personal accounts outside of school. However, if behaviour on these sites affects the smooth running of the school, or causes issues for other pupils or staff, the school reserves the right to investigate and apply sanctions.

Staff and pupils are provided with information about infringements in use and possible sanctions. Infringements will be dealt with under the school's discipline policies, whether pupil or staff.

Sanctions available include:

- interview/counseling by tutor/Head of Year/e-Safety Coordinator/SSO/Headteacher;
- informing parents or carers of inappropriate behaviour;
- removal of Internet or computer access for a period – both in school and external access to school sites, e.g. the VLE; this could ultimately prevent access to files held on the system, including examination coursework;
- referral to Local Authority/Police.

The school's e-Safety Coordinator acts as first point of contact for any issues.

Complaints will be handled according to the school's Complaints policy.

Complaints of cyber-bullying are dealt with in accordance with the schools Anti-Bullying Policy.

Child protection related situations are dealt with in accordance with school/Local Authority child protection procedures, and the school's Safeguarding Policy.

Accidental access to inappropriate materials is expected to be reported immediately, so that further instances can be prevented.

Deliberate access to inappropriate materials will be seen as an infringement, and sanctions/disciplinary procedures will apply. (It should be noted here that those involved in investigating such instances may need to access/check such materials as evidence; they themselves would not be considered to have committed any infringement in this case.)



## 2. Managing the Internet Safely

### **The risks**

The Internet is an open communications channel, available to all. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it both an invaluable resource used by millions of people every day as well as a potential risk.

In line with school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and to teach pupils to be aware of and respond responsibly to any risk. This must be within an open and supportive culture if pupils are to report abuse.

### **The management and use of technology and internet use within lessons**

The management of technology is set out clearly and in detail within the ICT Network Policy and Internet Use policy.

### **E-Safety Education in school**

- (i) Fosters an open and supportive environment that encourages pupils to tell a teacher / responsible adult immediately if they encounter any material that makes them feel uncomfortable.
- (ii) Ensures pupils and staff know what to do if there is a cyber-bullying incident.
- (iii) Has a commitment to continually developing a clear, progressive e-safety education programme. Pupils are taught a range of skills and behaviours appropriate to their age and experience, such as:
  - to STOP and THINK before they CLICK; Click Clever, Click Safe.
  - to expect a wider range of content, both in level and in audience, than is found in the school library or on TV.
  - to discriminate between fact, fiction and opinion.
  - to develop a range of strategies to validate and verify information before accepting its accuracy.
  - to skim and scan information.
  - to be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be.
  - to know some search engines / web sites that are more likely to bring effective results.
  - to know how to narrow down or refine a search.
  - to understand how search engines work.
  - to understand how photographs can be manipulated and how web content can attract the wrong sort of attention.



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- to understand 'Netiquette' behaviour when using an online environment such as a 'chat' / discussion forum, i.e. no bad language, propositions, or other inappropriate behaviour.
  - to not download any files – such as music files - without permission.
  - to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, photographs and videos.
  - to have strategies for dealing with receipt of inappropriate materials.
- (iv) Ensures that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and also know that they must observe and respect copyright / intellectual property rights.
- (v) Update training of staff in e-safety education.
- (vi) Suggestions for safe Internet use at home. The school expects parents to be supportive of its stance on safe usage.
- (vii) Provision of information about national support sites for parents.

### 3.Using Digital Images and Video Safely

The school website is an important, public-facing communication channel. Many prospective and existing parents find it convenient to look at the school's website for information and it can be an effective way to share the school's good practice and promote its work. Procedures and practice need to ensure website safety. A senior member of staff oversees/authorises the website's content and checks suitability, and approval is required prior to any content being posted.

- 3.1 The Headteacher takes overall editorial responsibility to ensure that the website content is accurate and quality of presentation is maintained.
- 3.2 Uploading of information is restricted to a designated member of staff.
- 3.3 The school web site complies with the school's guidelines for publications.
- 3.4 Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status.
- 3.5 The point of contact on the web site is the school address and telephone number. Home information or individual e-mail identities will not be published.
- 3.6 Photographs published on the web do not have full names attached or embedded in meta-data.
- 3.7 We gain parental/carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter/son joins the school.
- 3.8 Digital images/video of pupils are stored in the teachers' shared images folder on the network and images are deleted at the end of the year – unless an item is specifically kept for a key school publication.
- 3.9 We do not use pupils' names when saving images in the file names or in the <ALT> tags when publishing to the school website.



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- 3.10 Staff sign the school's e-safety policy agreement form and this includes a clause prohibiting the use of any personal equipment for taking pictures of pupils. Staff are also not allowed to 'befriend'/'follow'/'join' pupils on any social networking sites, and will block any such requests from pupils.
- 3.11 Pupils are taught to publish for a wide range of audiences which might include governors, parents or younger children as part of their ICT scheme of work.
- 3.12 For awareness, pupils are taught about how images can be abused in their eSafety education programme.

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### Annex 1: Names of people with responsibility

This annex names the people with responsibility within e-safety and can be updated due to staff changes without the need for ratification of the full policy

School E-safety Education Coordinator: Mr D. Fox

Student Support office (SSO) : Ms T. Easden.