E-Safety Policy

September 2024

The E-Safety policy relates to other policies including those for safeguarding.

Our E-Safety policy has been written by the school, building on best practice and government guidance. It has been agreed and approved by senior management.

The E-Safety Policy and its implementation will be reviewed annually and has been discussed by staff.

Overview

The school has a duty to provide students with quality Internet access as part of their learning experience. Internet is part of the curriculum and is a necessary tool for staff and pupils.

The school's Internet access is provided by Coventry City Council and includes filtering appropriate to the age of pupils. The school will seek to ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Pupils will be taught what Internet use is acceptable and will be given lessons to ensure their optimal safety in its use. They will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Staff are also required to sign a Code of Conduct regarding their Internet and Computer usage in accordance with safeguarding procedures and to protect the integrity of the school.

Managing Internet and Email Access

School ICT systems security will be regularly reviewed and virus protection will be kept up to date. Any additional security strategies will be discussed with technical support (Robin and Martin Ltd).

Pupils and staff may use only approved email accounts on the school system. Staff to pupil email communication must take place only via a school email address and within the context of a curriculum task. The school will consider how email from pupils to external bodies is presented and controlled.

Incoming email should be treated as suspicious and attachments not opened unless the author is known.

Published content (including the school website)

The head teacher and deputy head teacher will take overall editorial responsibility and ensure all content on the school website is accurate and appropriate.

Photographs that include pupils will be carefully selected and may enable individual pupils to be clearly identified. Written permission from parents or carers will be obtained before photographs or images of pupils are published. Parents should be clearly informed of the school policy on image taking and publishing.

Pupil's full names will be avoided on the school website, this should also be extended to blogs, forums or user names on educational websites.

Social networking and media

The school will restrict access to social networking sites for all pupils and educate through the curriculum the importance of password protection and safeguarding of personal information. All staff are fully trained on E-Safety awareness and this is embedded thoroughly throughout all year groups in a consistent and progressive manner.

The school will endeavour to take advantage of external training opportunities for staff and pupils to raise the profile of E-Safety within schools. E.g. talks from local police, Childline, NSPCC etc. The school will also work with parents and external parties to address Cyberbullying, help educate about its dangers and offer support.

If using YouTube, or similar social networking tools to enhance the curriculum, staff will take responsibility to ensure all content is age appropriate and suitable.

Managing filtering

In accordance with the school's safeguarding policy, all content access by staff and pupils will be closely monitored. The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Fortnightly monitoring of forensic software (Policy Central Enterprise) will be carried out by the nominated staff member in line with the school's safeguarding policy. Any inappropriate use is to be followed up and reported to the head teacher.

Other devices

Staff should not share their personal email or telephone numbers with either parents or children.

The use of iPads in school will be closely monitored and the device history and camera roll regularly checked.

The use of mobile phones and associated cameras is prohibited during formal school time unless it is part of an educational activity and only if permission has been sought from the head teacher.

Authorising Internet Access

Parents will be asked to sign and return a consent form upon their child's entry to the school. Pupils must also agree to sign and comply with the Acceptable Use Policy.

Communicating the E-Safety Policy

E-Safety rules will be posted in all networked rooms.

Pupils will be informed that network and Internet use will be monitored by the headteacher via the Policy Central software.

All staff will be given the E-Safety Policy and its importance explained.

Handling E-Safety Complaints

Complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the head teacher.

Complaints of a child protection nature must be referred to the Designated Safeguarding Lead and dealt with in accordance with school child protection procedures.