

Crowmarsh Gifford CE Primary School

E-Safety & Social Media Policy

At Crowmarsh Gifford CE Primary School we are committed to educating our pupils so that they are fully aware of E-Safety issues. Furthermore, we aim to raise awareness of the importance of E-Safety to the wider school community through staff training and regular parent education/information sessions.

This E-Safety policy should be read and understood in connection with the school Acceptable Use Policy (AUP) and the Children's Acceptable Use Agreement. This policy also related to the school Computing, Safeguarding and Anti-bullying policies. This E-safety & Social Media Policy applies to any member of the school community who has access to our school ICT system.

Crowmarsh Gifford CE Primary recognises that E-safety incidents such as cyber-bullying may take place outside of the school. In such cases the E-safety co-ordinator and Headteacher will aim to regulate the behaviour as far as is possible and will ensure that any cases are reported to the relevant parents.

Roles and Responsibilities

Governors

The nominated E-safety governor holds responsibility for keeping up to date with school E-safety issues and will report any relevant matters to the governing body.

The nominated governor will meet regularly with the E-safety co-ordinator and review E-safety incident logs as necessary.

Headteacher

The headteacher holds overall responsibility for ensuring the safety (including E-safety) of all members of the school community.

E-safety coordinator

The E-safety co-ordinator takes day to day responsibility for E-safety issues.

The E-safety co-ordinator is responsible for the implementation of the E-safety curriculum across all year groups.

Liaising with the headteacher, the E-safety co-ordinator is responsible for the implementation of the E-safety & Social Media policy and the AUP.

The E-safety co-ordinator is responsible for the E-safety Incident Log and will report any issues to the headteacher/ ICT technician as required.

The E-safety co-ordinator must be appropriately trained for the role and is responsible for ensuring all staff are kept up to date with E-safety matters.

The E-safety co-ordinator is responsible for ensuring the school's technical infrastructure is secure and that appropriate filters are in place.

Acceptable Use Policy

All staff have read and understood the school AUP.

Any visitor to the school who has temporary access to the school ICT system must sign the school AUP.

The Children's Acceptable Use Agreement is sent out annually. In this children and their parents must agree to follow the rules. Any child who does not have a signed agreement may not be allowed to access the Internet in school (an up to date list of these children is held by the E-safety co-ordinator and the school office).

Pupils

No child is allowed to access social media in school time. We recommend that children do not have access to social media at home (as under 13s should not be registered users). Crowmarsh Gifford CE Primary School has the right to report any child found to have a Social Networking account to the relevant body and it is most likely that their account will then be closed.

Any child who needs to bring a mobile phone into school must leave it in the school office for the duration of the day. Children should not take photos of others on their mobile phones whilst on the school premises.

Parents

Crowmarsh Gifford CE Primary School will continually aim to educate parents about E-safety risks and issues. The school will provide information through letters, E-safety parent sessions and annual events such as Safer Internet Day.

At Crowmarsh Gifford CE Primary, parents are encouraged to communicate with the school via appropriate channels and not through social media. In the case of inappropriate social networking use by parents, the school will contact the parent, ask them to remove the comment and then address the issue in a more appropriate manner.

Parents must not use their mobile phones on the school premises. Staff should challenge any parent using a mobile phone on the school site.

Staff

Social networking must not be used in school time for personal use. Staff must not publish any content on social media which may bring the school into disrepute.

Staff must not contact any pupils, past pupils (under the age of 16) or parents via social media.

Staff are permitted to keep mobile phones in the classroom however they should not be used during the school day. In the event of a school emergency, staff may use their mobile phones.

Teaching and learning

Internet use is part of the statutory curriculum and is a necessary tool for staff and pupils.

In the 21st century, the Internet is an essential element of school life and as such the school has a duty to provide children with quality Internet access as part of their learning experience.

We recognise that many of our pupils use the Internet regularly outside school, it is therefore the responsibility of the school to educate pupils in how to evaluate their own Internet use and take care of their own E-Safety.

In the classroom, pupils will be taught what Internet use is acceptable and what is not. Pupils will be given clear objectives for Internet use.

Staff will plan age appropriate Internet access in order to enrich and extend learning activities.

Where older children are allowed to freely search the Internet, staff in the class will be vigilant in monitoring the content of any websites visited. Pupils should not watch any film clips that have not been approved by the teacher.

Pupils will be taught how to use the Internet to effectively locate, retrieve and evaluate information.

Pupils will be made aware of how to use the CEOP button to report any online abuse.

All classrooms from Year 1 and 6 have Internet safety posters, issued by thinkuknow.co.uk. The rules on these posters should be referred to whenever the Internet is used in school.

A planned E-safety curriculum is provided to all pupils as part of Computing and/ or PSHCE. When possible, key lessons will be taught in Key Stage 2 by the E-safety co-ordinator.

At Crowmarsh Gifford CE Primary, the E-safety co-ordinator holds regular assemblies to prompt E-safety across the whole school. All teachers are aware of E-safety teaching resources available through thinkuknow.co.uk.

Technical infrastructure and filtering

Crowmarsh Gifford CE Primary School is responsible for ensuring the school infrastructure/ network is as safe and secure as is reasonably possible. Internet access is filtered for all users and anti-virus software is kept up to date. The Internet is controlled by the school and is filtered by Exa and the Internet Watch Foundation (IWF) database.

Use of digital photos and film

Digital imaging has significant benefits for staff and pupils. However all users must be aware of the associated risks of publishing images on the Internet. Users including children must be made aware of the permanency of any images placed online.

Digital images and film placed on the school website or school social media accounts e.g. Twitter must not compromise the safety of the children and the children must not be named. In exceptional circumstances where names are required explicit permission must be given by the relevant parents.

Website

Contact details on the school website should be the school's address, e-mail and telephone number. At their own discretion, teachers may publish their school email address for purposes of sending homework tasks etc. The personal details of staff and pupils should not be published.

The Computing/E-Safety co-ordinator and headteacher hold overall editorial responsibility of the website and will ensure that all content is accurate and appropriate.

Pupil's full names will not be published on the website, particularly in association with photographs.

Parents must notify the school through the relevant forms if they do not want photographs of their child published on the school website.

Email

The teaching of retrieving and sending emails is required by the curriculum. All children must use their school email accounts. As part of this, children are taught to not reveal any personal details about themselves (in line with the Children's Acceptable Use Agreement).

All staff should use their school email account when communicating between other adults in the school community.

Personal Data

Any personal data held by the school is recorded, processed, transferred and made available according to the Data Protection Act 1998.

Reporting E-Safety concerns

Any E-safety concerns raised by a member of staff must be immediately reported to the E-Safety Co-ordinator, Headteacher or Deputy Headteacher. This includes reporting any inappropriate websites that are intentional or accidentally accessed by children. An E-safety Incident Log must be completed and kept on file. In accordance with the Incident Log requirements, information can be shared with other parties such as parents/ CEOP as appropriate. Any child found to be in breach of the Children's Acceptable Use Agreement will be sanctioned in accordance with the school Behaviour Policy.

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