

E SAFETY POLICY

This policy applies to all members of the school who have access to and are users of school ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers Principals to such extent as is reasonable to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 200 Education Act increased these powers with regard to the searching for an of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by other school policies pertaining to behaviour, bullying and ICT.

When any incidents have to be dealt with, the school will inform parents/carers about incidents of inappropriate e safety behaviour that take place out of the school.

RESPONSIBILITIES

Governing Body – Governors are responsible for the approval of the E Safety Policy and for reviewing the effectiveness of the policy. The Governing Body will be informed of any e safety incidents.

Principal – the Principal has a duty of care for ensuring the safety (including e-safety) of members of the school community. The Principal and at least one other member of the Senior Management Team should be aware of the procedures to be followed in the event of a serious e–safety allegation being made against a member of staff, or an incident involving a pupil whether in or out of school.

E Safety Co-Ordinator –

- the Co-ordinator leads the e safety committee, takes day-to-day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e safety policy.
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e safety incident taking place
- Provides training and advice for staff
- Liaises with Local Authority
- Liaises with school technical support
- Receives reports of e safety incidents and creates a log of incidents to inform future e safety developments
- Arrange meetings of the E Safety committee to include a Governor, member of Staff and a parent

Governors, Teaching Staff and Support Staff

- They have an up to date awareness of e safety matters and the current school policy and procedures.
- They have read, understood and signed the Staff Acceptable Use Policy

- They report any suspected misuse or problem to the Principal/ e safety co-ordinator.
- All digital communications with pupils should be on a professional level
- E safety issues are embedded in all aspects of the curriculum
- Ensure that pupils understand and follow the e safety and acceptable use policies.
- Ensure that pupils have a good understanding of research skills
- Should monitor the use of digital technologies, mobile devices, cameras, etc. in lessons and other school activities
- Check the suitability of any sites to be used in ICT lessons.
- Staff should set a good example for the children (role model) in their use of ICT
- When pupils search the Internet freely, Staff should be vigilant in monitoring the content of the websites visited by pupils.

Pupils

- Responsible for using the school ICT systems in accordance with the acceptable use policy
- Have a good understanding of the use of suitable sites for research purposes.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Know the policy related to mobile phones and devices in school;
- Should understand the importance of adopting good e safety practice when using ICT out of school and realise that the school's ICT policy covers their actions out of school.

Parents/Carers

- Parents and carers have a vital role in ensuring that children understand the need to use ICT and mobile devices in appropriate ways.
- There will be parents' meetings to emphasise the importance of parental monitoring of children's use of ICT and mobile devices.

EDUCATION

E safety should be a focus in all areas of the curriculum and Staff should reinforce e safety messages across the curriculum.

E safety messages can be included in ICT, PSHE, assemblies and circle time.

Pupils should understand the need for the Acceptable Use agreement.