Diocese of Chelmsford Vine Schools Trust

The Diocese of Chelmsford Vine Schools Trust

E-Safety Policy

This policy is a model policy that must be reviewed and customised by each Vine Academy.

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The Diocese of Chelmsford Vine Schools Trust	
Approved by:	The Vine Schools Trust
Signature:	Chairman
Date:	

[Name of Academy]	
Approved by:	Local Governing Body/Local Board
Signed (Chair of Local Governing Body/Local Board)	
Date:	

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2018 Changes/Amendments

- Minor formatting updates.

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Our Vision and Values

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This Policy must be read with the Code of Conduct Policy

1. Introduction

1.1 We are committed to using Information and Communication Technology and all it offers to promote learning in the most effective and appropriate way at our Academy - for the benefit of our pupils, staff and community. To this end, we have developed this Acceptable Use Policy, to provide safeguards and ensure that all members of our Academy community understand the benefits, risks and what is expected of them when they use ICT in the learning environment.

1.2 Our policy consists of:

- Statements outlining our Academy's approach and attitudes towards using Information & Communications Technologies safely and responsibly
- Clear guidelines and rules for acceptable use of ICT.
- There are also Internet Use Agreements, to be signed by parents, staff and pupils

1.3 The Academy's ICT subject leader will also act as the e-safety coordinator. The e-Safety Policy and its implementation will be reviewed regularly to ensure that it remains fit for purpose.

2. Why Internet Use is Important

2.1 We believe the internet is an essential element in the 21st century life for education, business and social interaction.

2.2 The Academy recognises its duty to provide children with quality Internet access as part of their learning experience.

2.3 Using the internet and ICT in general is a part of the statutory curriculum and a necessary tool for staff and pupils.

2.4 Pupils are increasingly using the internet and a range of ICT devices outside of Academy life and therefore need to learn how to evaluate information and to take care of their own safety and security.

3. Using the Internet for Learning

3.1 We teach all of our pupils how to find appropriate information on the internet and how to ensure as far as possible, that they understand who has made this information available and how accurate and truthful it is.

3.2 Teachers carefully plan all internet-based teaching and lessons to ensure that pupils are focused and using appropriate and relevant materials.

3.3 Children are taught how to use search engines and how to evaluate internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.

3.4 Pupils are taught what internet use is acceptable and what is not and given clear objectives for internet use.

3.5 Pupils are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

3.6 Pupils in Key Stage 1 will not be permitted to 'free-surf' the web. In Key Stage 1 and typically in Key Stage 2, pupils' internet access will be through a selection of evaluated sites suitable for the purposes of the task.

3.7 Processes are in place for dealing with any unsuitable material that is found during internet use (see section on managing filtering).

3.8 Where pupils are allowed to freely search the internet, e.g. using search engines, staff are vigilant in monitoring the content of the websites the young people visit. Pupils who need to search

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individually will be in the upper primary years. Teachers, wherever possible, will have viewed the content prior to use to check its relevance and suitability.

3.9 The Academy's internet access includes filtering appropriate to the age of our pupils which is provided by an approved supplier.

3.10 The Academy enables the pupils to access the internet at lunchtime as part of a range of activities for young people. There are clear guidelines (see appendix 1) as to what is accessed and it is monitored by the SLT on duty at lunchtime, regulated in access by the teaching staff and supported by specialist ICT support staff.

4. Evaluating Internet Content

4.1 The Academy will ensure that staff and pupils are mindful of copyright regulations when copying, downloading and representing materials from the internet. Web-based resources have similar copyright status to printed and recorded materials, such as books, films and music, and this must be taken into consideration when using them.

4.2 Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

4.3 Pupils will be taught how to carry out simple checks for bias and misinformation. Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

5. Internet Use by Staff

5.1 Our Academy understands that the internet is a valuable resource for Academy staff. It provides a wealth of resources, teaching materials and information that we can use to support and enhance learning. It allows staff to share resources with other academies, and to engage in debate and discussion on educational topics and news.

5.2 It also provides an efficient way to access information from the Department for Education and other government agencies and departments that will help staff to keep abreast of national and local developments.

5.3 There are also increasing opportunities for staff to access INSET and Continuing Professional Development activities using the Internet and e-learning resources.

5.4 We are committed to encouraging and supporting our Academy staff to make the best use of ICT and all the opportunities it offers to enhance our teaching and support learning.

5.5 Staff use of the internet on Academy computers will be responsible and legal at all times and in keeping with their professional role and responsibility. Misuse of the internet and Academy computer systems will be rigorously investigated.

5.6 Further guidance can be found in the Code of Conduct Policy.

6. E-Mail

6.1 E-mail is one of the many modes of communication which plays an important role in many aspects of our lives today. We teach the use of e-mail as part of our ICT curriculum by means of safe sites such as www.epals.com. This is a secure means of children communicating with children in other academies. Open email contact is not possible. This provides a limited facility and yet it gives all the structure of using actual email.

6.2 In spite of this not being an open facility the opportunity is taken to educate children to be aware of the benefits and risks and how to be safe and responsible users as part of our e-safety provision.

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6.3 Pupils are taught strategies to deal with inappropriate emails and are reminded of the need to write emails clearly and correctly, not including any unsuitable or abusive material.

6.4 Pupils are taught not to reveal personal details of themselves or others in e-mail communication, nor to arrange to meet anyone without specific permission.

6.5 Staff are encouraged to use the Academy email service and accounts that are available. They are more secure and are easier to access by a third party should the need for scrutiny arise. Personal web based email accounts are also permitted but discouraged for professional communications.

6.6 Staff should always ensure that they represent the Academy in a professional and appropriate way when sending e-mail, contributing to online discussions or posting to public websites. Failure to do so could lead to disciplinary action being taken.

6.7 Further guidance can be found in the Code of Conduct Policy.

7. Publishing Pupils' Images and Work

7.1 The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images and video that they have recorded themselves or downloaded from the internet. However, staff and pupils need to be aware of the risks associated with sharing images and with posting digital images / video on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

7.2 The Academy will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm.

7.3 Staff are allowed to take digital / video images to support educational aims, but must follow the Academy policy concerning the sharing, distribution and publication of those images which states that:

- 7.3.1 Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the Academy into disrepute or danger;
- 7.3.2 Nobody should take, use, share, publish or distribute images of others without their permission;
- 7.3.3 Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images;
- 7.3.4 Pupils' full names will not be used anywhere on the website or learning platform, particularly in association with photographs;
- 7.3.5 Parents or carers are informed of our policy on publishing and are able to opt their children out.

8 Communication Technologies

8.1 Most of these modes of electronic communication are restricted in the Academy however they are being used more frequently by pupils and staff outside of the Academy.

8.2 We acknowledge social networking sites, blogs, instant messenger services, chat rooms and forums are beneficial for communication, learning and research. They also present a range of personal safety and privacy issues.

8.3 In Academy time, pupils and staff are not permitted to access social networking sites, public chat rooms, discussion groups and forums etc. using Academy resources. Most are blocked by the filtering service used by the Academy.

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9. Mobile Phones

9.1 We anticipate that more and more of our pupils will have access to internet-enabled devices such as mobile phones or other hand held devices which are capable of browsing and uploading to the internet, accessing email and social networking services, as well as taking photos and recording video.

9.2 The Academy recognises the potential advantages these devices can offer for staff and pupils and there are clear and enforceable rules for their use.

9.3 Pupils are taught the legal and moral implications of posting photos and personal information from mobile phones to public websites and how to use these technologies in a safe and responsible manner.

9.4 Children must not bring mobile phones to the Academy. Only in exceptional, prior arranged circumstances will the Academy permit mobile phones belonging to pupils on the Academy premises during Academy sessions. If such a set of circumstances is deemed necessary, the mobile phone will be kept securely by the pupil's class teacher.

9.5 Staff should represent the Academy in a professional and appropriate way when communicating via the internet, contributing to online discussions or posting to public websites using Academy facilities.

10. Electronic Communication

10.1 Communication between children and Academy staff should take place within clear and explicit professional boundaries.

10.2 Staff must be careful not to share any personal information with children such as email, web based communication facilities, home or mobile numbers. They should not request, or respond to, any personal information from the child / young person, other than that which might be appropriate as part of their professional role.

10.3 Staff should ensure that all communications are transparent and open to scrutiny. In addition all staff must be sure of their social networking and uphold professional confidentiality at all times. As a staff we have agreed that we should not accept parents or pupils as 'friends' on social contact sites such as Facebook.

11. Downloads

11.1 The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of Academy equipment.

11.2 Pupils are not allowed to download any material from the internet unless directed to do so by an appropriate staff member.

11.3 Staff should take care that files from both other computers outside the Academy and internet are checked for virus contamination before they are used on the Academy system.

11.4 Pupils are not allowed to use CDs, DVDs or memory sticks brought from home or, for example, from magazines unless they have been given permission.

11.5 The Academy subscribes to suitable antivirus software. The software is updated regularly and virus detection is monitored by the Academy's technician.

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12. Filtering

12.1 Whilst filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

12.2 The action will include:

- 12.2.1 Making a note of the website and any other websites linked to it;
- 12.2.2 Informing the ICT leader and Headteacher;
- 12.2.3 Logging the incident;
- 12.2.4 Informing the Internet Service Provider so that the website can be added to the content filter if appropriate;
- 12.2.5 Discussion with the pupil about the incident, and how they might avoid similar experiences in future
- 12.2.6 Parents will be informed where necessary.

12.3 The Academy will work with the local authority, CLEOPS and our Internet Service Provider to ensure systems to protect pupils and staff are effective and appropriate.

12.4 Pupils or staff who deliberately try and access unsuitable materials will be dealt with in accordance with the Academy's discipline policies for pupils and staff.

13. Emerging Technologies

13.1 Emerging technologies and resources will be examined for educational benefit and a risk assessment will be carried out before use in the Academy is permitted.

14. Online Bullying (Cyberbullying)

14.1 Online bullying and harassment via Instant messaging, chat rooms, social networking sites etc. are potential problems that can have an effect on the wellbeing of pupils and staff alike.

14.2 Our Academy has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. These include:

- 14.2.1 No access in the Academy to public chat-rooms, instant messaging services and social networking sites;
- 14.2.2 Pupils are taught how to use the internet safely and responsibly which includes how to identify and respond to 'cyberbullying';
- 14.2.3 Pupils are taught how and where to report incidents that make them feel unhappy or worried;
- 14.2.4 As with any form of bullying, we encourage pupils to discuss with staff any concerns or worries they have about online bullying and harassment.

15. Authorising Internet Access

15.1 All staff must read and sign the 'Acceptable ICT Use Agreement' before using any Academy ICT resource.

15.2 The Academy will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

15.3 Parents are asked to sign and return a consent form when their child starts at the Academy.

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16. Review

16.1 There will be an annual review of this policy by the Trust Board.
16.2 Next Review Summer 2019

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