



Orchard School E-Safety Policy

Orchard School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

1. E-SAFETY POLICY

The E-Safety Policy, written by the school and building on Government guidance will be reviewed annually with the next review being May 2018.

For the purpose of this policy, E-Safety is defined as:

- *Encompassing internet technologies and electronic communication such as mobile phones and wireless technology.*

2. RATIONALE

- 2.1** The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality internet access as part of their learning experience. Internet use can enhance learning and is part of the statutory curriculum as well as a necessary tool for staff and pupils throughout their working day.
- 2.2** This policy will operate in conjunction with other policies including, 'Child Protection Policy' and the 'Information Communication Technology (ICT) Departmental Handbook' and further policies relating to pupil behaviour and bullying.

3. PURPOSE

- 3.1** The purpose of the policy is to ensure that Orchard School provides effective guidance and E-Safety practices at a number of levels, including but not limited to:
- responsible ICT use by all staff and pupils; encouraged by education and made explicit through published resources.
 - sound implementation of e-safety policy in both administration and curriculum, including secure network design and use.
 - educate pupils about the benefits and risks of using technology and provide safeguards and awareness for users to enable them to control their online experience and take care of their own safety and security.
- 3.2** The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

4. STRATEGIES

- 4.1** Pupils will learn what internet use is acceptable and what is not and will have clear objectives for internet use.
- 4.2** Pupils will be educated in the effective use of the internet in research, including the skills of knowledge by location, retrieval and evaluation.
- 4.3** All pupils and staff will read and sign a code of conduct agreement before using school ICT resources or equipment.
- 4.4** Parents will be made aware of the E-Safety rules and will sign a declaration that they are willing for web publication of work and photographs and that they give consent for their child to access the internet.
- 4.5** Individuals who discover 'unsuitable sites', 'malpractice' or 'radicalisation' are obligated to record and report any incidents to the ICT Teacher or the Designated Safeguarding Lead.

5. TEACHING AND LEARNING

- 5.1** Internet access will be planned to enrich and extend learning activities. Students will be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- 5.2** Pupil mobile phones must not be used to take photographs or films of staff or pupils. Mobile phones will not be used in a personal capacity during formal school hours. This explicitly includes lessons.
- 5.3** For out of school activities, staff will be issued with a school phone where contact with pupils is required.
- 5.4** Pupils will be informed that network and internet use will be monitored. E-safety rules will also be posted in the school office and all networked rooms and discussed with the pupils at the start of each year.

6. AUTHORISED INTERNET ACCESS

- 6.1** Pupils will be asked to sign and return a consent form for pupil access. Lower and Upper School pupils will be asked to sign an 'Acceptable Use Agreement' (ES3L/ES3U). Upon receipt of consent, students are provided with supervised internet access. The school's internet service provider and the ICT Technician provide appropriate web filtering.
- 6.2** All staff must read and sign the 'Code of Conduct' (ES2) before using any school ICT resource/equipment. Staff should be aware that internet traffic could be monitored and traced to the individual. Discretion and professional conduct is essential.
- 6.3** The school acknowledges a responsibility to take all reasonable precautions to prevent access to inappropriate materials. Due to the international nature of the 'World Wide Web' and linked content, it is not possible to fully guarantee that unsuitable materials cannot be accessed using school computers. Therefore, Orchard School cannot accept liability for the material accessed because of internet access and refers directly to the enactment of the 'acceptable use agreement'.

7. SOCIAL NETWORKING AND PERSONAL PUBLISHING

- 7.1** Access to social networking sites is not allowed on site. Staff members and volunteers employed by Orchard School to undertake duties in any capacity must not befriend pupils on social networking sites.
- 7.2** Pupils and parents will be advised that the use of social networking spaces outside school is inappropriate for primary aged pupils. Pupils are advised not to place personal photos on any social networking space. Pupils are encouraged to invite known friends only and deny access to others. Pupils are advised on how to deny access to unknown individuals and instructed how to block unwanted communication, as well as the associated reporting procedures.
- 7.3** The sending of abusive or inappropriate messages is forbidden and will be reported to the appropriate authorities should any activity of this kind be discovered. This also includes but is not limited to activity of a sexual nature.

8. E-MAIL

- 8.1** Staff shall only use email accounts created and issued by the school to send and receive official documentation/correspondence.
- 8.2** Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission. Any email sent to an external organisation should be written carefully in the same way as a letter written on school headed paper. The forwarding of chain letters and other unsolicited mail is not permitted.

9. PUBLISHED CONTENT AND THE SCHOOL WEBSITE

- 9.1** The contact details on the website should be the school address, email and telephone number. Staff or pupils' personal information will not be published.
- 9.2** Pupils' full names will not be used anywhere on the school website, particularly in association with photographs, unless prior permission is sought from parents. Permission from parents or carers will be obtained before photographs of pupils are published on the school website or any other media.
- 9.3** The school Head Teacher or Nominee will assume editorial responsibility and ensure that content is accurate and appropriate.

10. INFORMATION SYSTEM SECURITY

- 10.1** The Proprietor and the Technician will review school Information and Communication Technology systems regularly. Virus protection will be installed and updated regularly.
- 10.2** Staff members with their own laptops must ensure virus protection is installed and up to date. These individuals must also comply with any reasonable requests for an audit of content in relation to the 'The Orchard School Safeguarding policies'.
- 10.3** External storage devices must be checked for malware before opening any files.
- 10.4** Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

11. HANDLING E-SAFETY COMPLAINTS

- 11.1** Complaints of Internet misuse will be dealt with by a senior member of staff and will be reported to the Head Teacher.
- 11.2** Any complaint about staff misuse must be referred to the school Head Teacher.
- 11.3** Complaints of a child protection nature must be dealt with in accordance with the school's Safeguarding Policy and Child Protection Procedures.
- 11.4** Discussions will be held with the relevant authorities to establish procedures for handling potentially illegal issues.

12. COMMUNICATION OF POLICY

12.1 Pupils:

- Rules for Internet access/E-safety will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.

12.2 Staff:

- All staff will be given a copy of the Orchard School E-Safety policy.

12.3 Parents:

- Parents' attention will be drawn to the School E-safety policy.
- A copy of the policy will be available for viewing on the school website.

SUPPORTING DOCUMENTATION

The following documentation is held on file in the school office in support of the 'Orchard School E-Safety Policy'.

ES1 – Parental Consent for Internet Access

ES2 – Staff Information Systems Code of Conduct

ES3 – Acceptable Use Agreement (Lower School ES3L/Upper School ES3U)

ES4 – Orchard E-Safety Rules

ES5 – E-Safety Reporting Log