

## **E-SAFETY POLICY**

### **NEWBRIDGE ON WYE CHURCH IN WALES PRIMARY SCHOOL**

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#### Introduction

1 Internet use and access to the world wide web is now an essential feature of education, business and social interaction. It is part of the National Curriculum, a necessary tool for learning and raising standards and an entitlement for pupils who show a responsible approach to its use. At the same time there are significant safeguarding risks in uncontrolled or unwise internet use which are not appreciated by all parents or carers. Pupils therefore need to learn, in ways appropriate to their age, how to evaluate internet information and how to take care of their own safety and security during internet use.

2 E-Safety is part of the School's procedures for Child Protection and Safeguarding. Miss S. Williams as E-Safety Co-Ordinator ("the Co-Ordinator") is the member of staff immediately responsible for the implementation of this Policy and reports to the Head Teacher who is the School's designated Child Protection Officer. The Governor responsible for Child Protection and Safeguarding and for E-Safety is Mr Julian Gibson-Watt.

3. In March 2017 the School adopted PCC HR Social Media and E-Safety (Staff) Policy (School Policy HR 14). In the event of any inconsistency with this policy ( e.g. in sections 8, 9, 13 and 15 relating to staff), the wording and effect of HR 14 will be followed

4. Pupils are not currently permitted to bring mobile telephones, tablets, or similar electronic devices into school or on school trips. The School will keep under review (and risk assess) the use of emerging technologies by pupils in School.

#### Aims

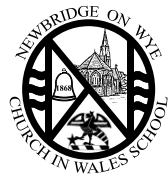
5... The Aims of this Policy are:

- (a) To promote safe use of the internet by pupils at our School and at home.
- (b) To enable the internet to be used safely and imaginatively at School to promote pupil achievement, to support the professional work of staff and to reinforce the School's management systems
- (c) To educate pupils about the risks of electronic social networking and on methods of safeguarding themselves and others from those risks
- (d) To support all members of the School community in complying with relevant legal requirements

#### Use of the Internet to Promote Learning

6.....The School intends pupils and staff to use the internet in the following ways:

- (a) To obtain access to world-wide educational resources and experts in many fields
- (b) To gain access to the Lifelong Learning Network Wales (which connects all schools in Wales)
- (c) For appropriate exchanges between pupils world-wide
- (d) To promote the professional development of staff



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- (e) For improved access to technical support such as automatic system updates and remote network management
- (f) For secure exchange of curriculum and admin data with Powys County Council and Welsh Assembly Government

#### Effective Practice in Internet Use

7. ....(a) Our School's Internet access system will be designed and maintained expressly for supervised pupil use and will include filtering appropriate for the age of pupils, currently through the PCC internet filter

(b) Staff will give pupils clear objectives for Internet use and guidance (appropriate to their ages) for what use is acceptable and what is not. This will be done as part of PSE, ICT, during Internet use in other subjects, during Assembly and in group or one-to-one discussion.

(c) Internet access will be planned to enrich learning activities and staff will guide pupils in on-line activities which support the learning outcomes planned for them.

(d) Pupils will be educated in the effective use of the Internet for research in ways which will develop abilities in location, retrieval and evaluation of relevant material

(e) Pupils should be taught how to validate information which they read on the Internet before accepting its accuracy. Such evaluation will be part of the teaching of every subject.

(f) Older pupils will be taught to acknowledge the sources of information which they use and to respect copyright.

(g) Staff will ensure that the copying and use of Internet derived materials at the School complies with the rules of copyright law and fair dealing.

#### School Information Systems Security

8.. (a) The Co-Ordinator will ensure that the security of the School's information systems is regularly reviewed and that virus protection is updated regularly

(b) The Head Teacher is responsible for deciding appropriate information back-up strategies (including off-line and off-site requirements) and matching them to the critical incident requirements of the School

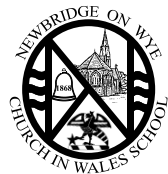
(c) The Head Teacher will work closely with Powys County Council in deciding appropriate email security strategies for the School and the safety and integrity of any Wi-Fi system when installed in the School

(d) Personal data sent over the Internet will be encrypted or otherwise secured

(e) Except with permission of the Head Teacher, staff may not bring into or use in the school any personal laptops or other devices or take home on school or personal devices work containing School protected data. (The Head Teacher may make general rules permitting this).

(f) When personal data is stored on any portable computer system, USB stick or any other removable media:

- the device must be password protected
- the device must offer approved virus and (if available) malware-checking software, and



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- the data must be securely deleted from the device, in line with school policy, once it has been transferred or its use is complete
- (g) Staff who use portable devices carrying personal data of pupils, their families or staff are responsible for maintaining adequate virus checks and other security on their equipment.
- (h) Junior pupils are permitted to bring memory sticks into school for the purposes of their work. The School has a system for checking memory sticks for viruses. Class Teachers are responsible for ensuring that pupils do not use or display material from their memory sticks which may be inappropriate.
- (i) The Co-Ordinator is responsible for ensuring that files held on the School network are regularly checked and that system capacity appears adequate.

#### School Email Management

##### 9....Staff

- (a) Staff who maintain personal email addresses at newbridge.sch.uk are responsible for appropriate management of them.
- (b) Individual staff email addresses will for security protection reasons not be placed on the School website. Staff can be contacted via the "office@newbridge" address which is open to all teaching staff.

##### 10. Pupils

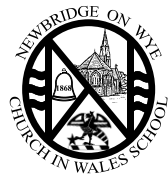
- (a).. Pupils are only permitted to email from School through Class or Group email addresses, supervised by a Class Teacher.
- (b)...Pupils must not reveal personal details of themselves or other pupils in email or arrange to meet anyone by email from the School.
- (c) . Email by pupils from the School to external organisations should be written carefully and authorised by a member of staff before sending (like a letter written on School notepaper)
- (d).. Access from School to personal email accounts may be blocked
- (e) ...Forwarding of chain emails is not permitted
- (f)... Pupils will be taught, and are required, to report to their Class Teacher if they have seen at School any email which they regard as wrong or distasteful.

#### Management of Social Networking and Personal Publishing

11... The School recognises that many children now engage in social networking (and/or personal publishing) at a surprisingly young age, that this presents significant safeguarding risks and that both parents/carers and the School should seek to safeguard pupils and educate them in self-protection.

12 ... (a) Pupils are not permitted to bring into School or on school trips mobile phones or equivalent equipment The School through use of the Powys network filtering system will block access to social networking sites through the school system, This should prevent the use by pupils of social networking sites while at the School.

(b) Pupils will be educated (appropriately for their age) on the need for E-security and in particular



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- (i) never to give out on a networking site personal details which could identify them or their location,
- (ii) not to place personal photos on any social networking space
- (iii) not to publish detailed private thoughts
- (iv) to restrict contact to known friends only, to deny access to unknown individuals and to set passwords.

13....Use of the internet or social networking sites or phone calling or texting which teases, upsets, humiliates, harasses or attacks a pupil or a member of staff ("cyberbullying") may be treated as a breach of the Behaviour and Discipline Policy / Anti-Bullying Policy (if by a pupil), the Staff Social Media and Disciplinary Policies (if by a member of staff) or the Unacceptable Behaviour Policy (if by a parent/ carer or other adult) and dealt with accordingly. Our School has a separate Anti-Cyberbullying Policy (to be read in conjunction with this Policy) summarising its procedures for educating and protecting pupils and staff from cyberbullying and dealing with it if it occurs.

14. Parents /carers and Junior pupils may be asked to sign an Acceptable Use Agreement (in a form approved by the Head Teacher) covering the use of the internet and social networking insofar as this affects the School community.

15..... All staff (teaching and non-teaching and including supply staff) will comply with the PCC Social Media and E-Safety (Staff) Policy and

- (a) must not discuss school activities on any social media without the permission of the Head Teacher
- (b) must ensure that any communication with a pupil via electronic media is professional and appropriate, both in school and out of school.
- (c) should not, as a rule, allow a pupil to "follow" them or run social network spaces for pupils or repeatedly communicate by email or text with a pupil not related to them.

If in any doubt about the situation, staff should consult the Head Teacher.

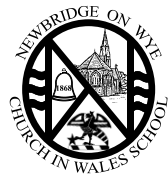
#### Management of Internet Site Filtering

16..... (a) The School relies on the Powys internet filtering system and will work with PCC to ensure that filtering systems to protect pupils are regularly reviewed and improved.

(b) As a rule, all internet access to the School system is filtered. Use of an unfiltered connection may occasionally be necessary, but requires the permission of the Head Teacher

(c.) If staff or pupils find a site which appears unsuitable, information about that site with the URL must be reported to the Co-Ordinator who will ensure that the details are reported to the PCC IT Helpdesk

(d) Any internet material which staff believe to be illegal must be reported to the Co-Ordinator who will consult the Head Teacher on reporting it to the appropriate agency.



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#### Management of School Website and Published Content including Pupil Images

17..... (a) The School maintains a website which celebrates pupils' work and provides a valuable and easily accessible source of information for parents and the community about the School, its policies and management.

(b) The Deputy Head Teacher is responsible for the management and updating of the website and for ensuring that content is appropriate and in accordance with this Policy.

(c.) Personal information about staff or pupils will not be published on the website. Contact details will be limited to the School address, telephone number and an email address.

(d) Publication of material on the website will respect copyright and intellectual property rights.

(e) Written or recorded permission from the pupil and a parent/carer will be obtained before the work of a pupil or an identifiable image of a pupil is published on the website or in other school publications. (Such permission can be a general permission for publication concerning the pupil or specific for a particular image or piece of work.)

(f) Images which include a pupil's face will be selected carefully even if already published in the media. Associated text will not include the pupil's name or information enabling identification by a stranger.

(g) The above rules will be used to educate pupils on the need for caution in publishing personal information and to acknowledge authorship and respect copyright.

#### Management of Seesaw Programme

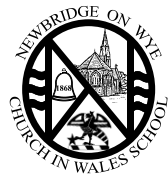
18. The School operates a programme named "Seesaw" to promote parental knowledge and involvement in their child's learning. A pupil can upload images of work and activity at school onto their Seesaw portfolio (or "learning journal") and their parent/carer on entering their personal code can download material from that portfolio, but not from the portfolio of other children. The E-Safety Co-Ordinator is responsible for ensuring that:

- (a) Each participating parent / carer has a separate code giving access only to their child's portfolio
- (b) All classroom staff know the identities of pupils not participating in Seesaw and that images of those pupils must not be loaded on Seesaw by any pupil
- (c) Classroom staff oversee uploading by pupils to eliminate any inappropriate or repetitive content
- (d) All queries or complaints by a parent / carer concerning Seesaw are referred to the Co-Ordinator and if appropriate reported to the Head Teacher
- (e) The operation of Seesaw is risk-assessed and the assessment is reviewed in the light of experience.

#### Data Protection

19.. The School necessarily holds personal data electronically which will identify pupils, families, staff and others. In holding and handling this data the School will comply with the eight standards in the Data Protection Act 1998 which in summary require that data is

- Processed fairly and lawfully and for specified purposes



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- Adequate, relevant, not excessive, accurate and up to date
- Held no longer than necessary and kept secure
- Processed in line with individual rights
- Transferred only to other countries with suitable security measures

Personal data sent over the internet will be encrypted or otherwise secured.

The School provides pupils and parents / carers with a Privacy Notice notifying them that it holds personal data about them, the use made of it and their right to view it.

#### Equality

20. In implementing and reviewing this and related policies, the School will avoid unlawful discrimination and will seek to apply the policies consistently to all pupils, parent/carers, staff and visitors irrespective of age, disability, race or ethnic background, gender (sex), gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, or sexual orientation.

The School will comply with all relevant equalities legislation and will promote equality in all aspects of school life

#### Training, Monitoring, Evaluation and Review

21. The Head Teacher is responsible for arranging any necessary or appropriate training of staff on E-Safety and for ensuring that all staff are familiar with this Policy

22. The E-Safety Co-Ordinator is responsible for monitoring the implementation of this Policy and will evaluate it periodically in consultation with the Head Teacher. The Head Teacher will report any significant developments to the Governing Body, who will review this Policy annually together with the Child Protection and Safeguarding Policies.

Approved by staff

Adopted by Governing Body 26 November 2013 and revised March 2015  
May 2016 and May 2017

Signed

A handwritten signature in black ink, appearing to read 'H.A. Nixon'.

(H.A. Nixon), Head Teacher

A handwritten signature in black ink, appearing to read 'Julian Gibson-Watt'.

Signed

(Julian Gibson-Watt), Chair

Review every January