Lovers' Lane Primary and Nursery School

E-Safety Policy

Date Reviewed: September 2022

Next review date: September 2023

E-Safety Policy

Introduction

Lovers' Lane Primary is a friendly and caring school in which the children are supported and encouraged through lessons, assemblies and playtime to achieve their best in every aspect of their learning. Within our diverse and inclusive community, we aim to nurture individuals and develop pride and mutual respect for each other and our school through our core values - Show Respect, Work together, Aspire and Nurture.

Aims

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Lovers' Lane believes that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm online. The use of existing and new technologies can put children at risk within and outside the school. As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision, to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks. Many risks reflect situations in the off-line world and it is essential that this online policy is used in conjunction with other school policies including those for ICT, Anti-Bullying, Data Protection, Photography and Film, Internet Access, Teaching and Learning, Parent/Pupil Agreement and for Safeguarding. The school regularly audits ICT use to establish if the E-Safety policy is adequate and that the implementation of the E-Safety policy is appropriate and effective.

Lovers' Lane will establish and embed a progressive online safety curriculum to raise awareness and promote safe and responsible internet use amongst pupils by:

• Ensuring education regarding safe and responsible use precedes internet access

• Including online safety in Personal, Social, Health and Economic (PSHE), Relationships and Sex Education (RSE) and computing programmes of study

• Reinforcing online safety messages whenever technology or the internet is in use

• Educating pupils in the effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation

• Teaching pupils to be critically aware of the materials they read and shown how to validate information before accepting its accuracy

• Ensuring that the use of internet-derived materials, by staff and pupils complies with copyright law and acknowledge the source of information

• The school recognises that some pupils are more vulnerable online due to a range of factors. This may include, but is not limited to children in care, children with Special

Educational Needs and Disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss.

• The school will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable pupils.

Safer Use of Technology and reducing risks

The governors and school leaders are aware of the need to prevent "over blocking", as that may unreasonably restrict what can be taught, with regards to online activities and safeguarding. Our decision regarding filtering and monitoring has been informed by a risk assessment, considering our specific needs and circumstances. The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. Neither the school, Nottinghamshire County Council (NCC) or Atom IT can accept liability for any material accessed, or any consequences of Internet access. However, the school will do its utmost to ensure the e-safety of pupils at all times. Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the leadership team; all changes to the filtering policy are logged and recorded. The leadership team will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate. All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard pupils; effective classroom management and regular education about safe and responsible use is essential. Internet access is filtered for all users by Atom IT. The school work with the Local Authority and Atom IT to ensure that our filtering policy is continually reviewed.

Monitoring

The school will appropriately monitor internet use on all school owned or provided internet enabled devices. This is achieved by: physical monitoring / supervision, monitoring internet and web access, regularly monitoring the records of the activity of users on the school ICT systems, monitoring of school systems. All users are informed that use of our systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

Security and Management of Information Systems

We take appropriate steps to ensure the security of our information systems, including:

• Virus protection being updated regularly.

• Encryption for personal data sent over the Internet or taken off site (such as via portable media storage)

• Not downloading unapproved software to work devices or opening unfamiliar email attachments.

• Regularly checking files held on our network.

• All users are expected to log off or lock their screens/devices if systems are unattended.

• All members of staff will have their own unique username and private passwords to access our systems; members of staff are responsible for keeping their password private. Staff must not share it with others or leave it where others can find it.

Protecting personal data - Managing Personal Data Online

Personal data will be collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

Management of Applications (apps) used to Record Children Data

The school uses a variety of data management applications such as Scholar Pack, SafeGuard, Tapestry and Purple Mash to track learner information progress and share appropriate information with parents and carers, and outside agencies. The Headteacher is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that they are used in accordance with data protection legislation, including the General Data Protection Regulations (GDPR) and Data Protection legislation.

To safeguard learner's data: Only staff issued devices will be used for apps that record and store pupils' personal details, attainment or photographs. Personal staff mobile phones or devices should not be used to access or upload content to any apps which record and store pupils' personal details, attainment or images. Devices will be appropriately encrypted if taken off site, to reduce the risk of a data security breach, in the event of loss or theft. All users will be advised regarding safety measures, such as using strong passwords and logging out of systems. Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

Managing the Safety of our Website

We will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE). We will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright. Staff or learner's personal information will not be published on our website; the contact details on the website will be our school address, email and telephone number. The administrator account for our website will be secured with an appropriately strong password. The host of our school website is PrimarySite (Newark).

Publishing pupil's images and work

Pupils' full names will not be used anywhere on a school website or other on-line space, particularly in association with photographs. Written permission from parents or carers will be obtained before photographs of pupils are published on the school website. Work can only be published with the permission of parents/carers. Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

Publishing Images and Videos Online

We will ensure that all images and videos shared online are used in accordance with the associated polices, including (but not limited to) the: Computing, Social Networking, Data Protection and the Parent/Pupil Agreement.

Communication

• All members of staff are provided with an email address to use for all official communication.

• Access to our email systems will always take place in accordance with data protection legislation and in line with other policies, including confidentiality, acceptable use policies and the code of conduct/behaviour policy.

• Users need to be aware that email communications may be monitored.

• Users must immediately report, to the nominated person – in accordance with the school Whistleblowing policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.

Staff will:

• Ensure any digital communication between staff and pupils or parents / carers must be professional in tone and content. These communications may only take place on official (monitored) school systems.

• Understand that phone or online communications with pupils can occasionally lead to misunderstandings or even malicious accusations. Staff must take care always to maintain a professional relationship.

• Not use personal email addresses, text messaging from personal devices or public chat / social networking programmes for communications with parents.

• Be encouraged to have an appropriate work-life balance when responding to email.

• Not use school email addresses and other official contact details should not be used for personal accounts and subscriptions such as social media accounts.

Pupils will:

• Be provided with an individual school email addresses for educational use, when appropriate, for example for use when logging into TEAMS.

• Be taught about using online communication tools safety and the risks attached to the use of personal details.

• Be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.

Social Media

The expectations' regarding safe and responsible use of social media applies to all members of staff at Lovers' Lane Primary School are outlined in the school's Social Media Policy. The term social media may include (but is not limited to): blogs; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger platforms. All members of Lovers' Lane Primary School are expected to engage in social media in a positive, safe and responsible manner.

Pupil's Personal Use of Social Media

Safe and appropriate use of social media will be taught to pupils as part of an embedded and progressive education approach (Purple Mash), via age appropriate sites and resources. We are aware that many popular social media sites state that they are not for children under the age of 13, therefore we will not create accounts specifically for pupils under this age. Any concerns regarding pupils' use of social media will be dealt with in accordance with existing policies, including anti-bullying and behaviour.

Official Use of Social Media

Lovers' Lane Primary School's official social media channels are: Facebook and Twitter. The official use of social media sites only takes place with clear educational or community engagement objectives, with specific intended outcomes. The official use of social media as a communication tool has been formally risk assessed and approved by the headteacher. Only the headteacher and members of the Senior Leadership Team have access to account information and login details for our social media channels. Official social media channels have been set up as distinct and dedicated social media sites or accounts for educational or engagement purposes only. Official social media sites are suitably protected and, where possible, run from our website. Official social media use will be conducted in line with existing policies, including: Social Networking, Data Protection, Photography and Film. All communication on official social media platforms will be clear, transparent and open to scrutiny. Parents/carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community. Parents and carers will be informed of any official social media use with pupils; written parental consent will be obtained, as required. Any official social media activity involving pupils will be moderated. We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

Use of Personal Devices and Mobile Phones

The school recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers, but technologies need to be used safely and appropriately within the school. All use of personal devices (including but not limited to; tablets, games consoles and smartwatches) and mobile phones will take place in accordance with the law and other appropriate policies, such as anti-bullying or Safeguarding. The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our behaviour policy. All members of the community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection

policies. The use of personal mobile phones for taking photographs is prohibited. Staff will be issued with a school phone/iPad or camera where necessary.

Visitors' Use of Personal Devices and Mobile Phones

Parents/carers and visitors (including volunteers and contractors) should ensure that they follow the expectations set out in the Safeguarding Procedures leaflet. Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL or Headteacher of any breaches to our policy.

Handling E-Safety complaints

Complaints of Internet misuse must be reported to the DSL and Headteacher and will be dealt with accordingly. Any complaint about staff misuse must be referred to the Headteacher. Complaints of a child protection nature must be dealt with in accordance with school safeguarding procedures. Pupils and parents will be informed of the consequences for pupils misusing the Internet.

Roles and Responsibilities:

Lovers' Lane Primary School Primary recognises that all members of the community have important roles and responsibilities to play with regards to online safety. The Head and Senior Leadership team along with the Computing Lead and the Atom IT Technician will:

• Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.

• Ensure there are appropriate and up-to-date policies regarding online safety; including a staff code of conduct/behaviour policy and/or acceptable use policy, which covers acceptable use of technology.

• Ensure that suitable and appropriate filtering and monitoring systems are in place and work with technical staff to monitor the safety and security of our systems and networks.

• Ensure that online safety is embedded within a progressive curriculum, which enables all pupils to develop an age-appropriate understanding of online safety.

• Ensure those working alongside DSL have sufficient time and resources to fulfil their online safety responsibilities.

• Ensure there are robust reporting channels for the community to access regarding online safety concerns, including internal, local and national support.

• Ensure that appropriate risk assessments are undertaken regarding the safe use of technology.

The Computing Lead will:

Ensure online safety is recognised as part of the school safeguarding responsibilities and that a coordinated approach is implemented.

• Ensure all members of staff receive regular, up-to-date and appropriate online safety training.

• Access regular and appropriate training and support to ensure they understand the unique risks associated with online safety and have the relevant up-to-date knowledge required to keep pupils safe online.

• Access regular and appropriate training and support to ensure they recognise the additional risks that pupils with SEN and disabilities (SEND) face online.

• Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the community, as appropriate.

• Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.

• Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches.

• Maintain records of online safety concerns, as well as actions taken, as part of the school safeguarding recording mechanisms.

• Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures.

• Report online safety concerns, as appropriate, to SLT and Governing Body.

• Work with the ICT Technician to review and update online safety policies on a regular basis (at least annually) with stakeholder input.

Meet regularly with the governor with lead responsibility for safeguarding and/or online safety.

The Atom IT Technician and staff managing the technical environment will:

• Provide technical support and perspective to the Computing Lead and Leadership team, especially in the development and implementation of appropriate online safety policies and procedures.

• Implement appropriate security measures including encrypting all laptops and memory sticks as directed by the leadership team to ensure that the school IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.

• Ensure that our filtering policy is applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.

• Ensure that our monitoring systems are applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.

Staff will:

• Read and adhere to the online safety policy and acceptable use policies.

• Take responsibility for the security of school systems and the data they use or have access to.

• Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.

• Embed online safety education in curriculum delivery, wherever possible.

• Have an awareness of a range of online safety issues and how they may be experienced by the children in their care.

• Identify online safety concerns and take appropriate action by following the school's safeguarding policies and procedures.

• Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.

• Take personal responsibility for professional development in this area. The school recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace.

• Always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.

• Use age appropriate search tools following an informed risk assessment, to identify which tool best suits the needs of our community.

Pupils (at a level that is appropriate to their individual age and ability) will:

• Engage in age-appropriate online safety education opportunities.

• Read and adhere to the Pupil/Parent Agreement.

• Respect the feelings and rights of others both on and offline.

• Take responsibility for keeping themselves and others safe online.

• Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues

Staff Training

The school will:

• Provide and discuss the online safety policy and procedures with all members of staff as part of induction.

• Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates as part of existing safeguarding and child protection training/ updates or within separate or specific online safety sessions.

• Highlight useful educational resources and tools which staff should use, according to the age and ability of the pupils.

• Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting pupils, colleagues or other members of the community.

Awareness and engagement with parents and carers

Lovers' Lane Primary School recognises that parents and carers have an essential role to play in enabling children and young people to become safe and responsible users of the internet and associated technologies. We will build a partnership approach to online safety with parents and carers by:

• Providing information and guidance on online safety in a variety of formats such as parent evenings, newsletters, and our school website.

• Requesting that they read online safety information as part of joining our community, for example, within our home school agreement and discuss the implications with their children as age appropriate.

Parents and carers will be encouraged to:

• Support our online safety approaches by discussing online safety issues with their children and reinforcing appropriate and safe online behaviours at home.

• Role model safe and appropriate use of technology and social media.

• Abide by the home-school agreement and/or acceptable use policies.

• Identify changes in behaviour that could indicate that their child is at risk of harm online.

• Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online.

• Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.