PRENTON PREPARATORY SCHOOL
E-SAFETY POLICY

AIMS AND OBJECTIVES

The aims of this policy are:

- To set out clear expectations for technology use by the staff and children of Prenton Preparatory School
- Safeguard and protect the children and staff at Prenton Preparatory School
- Assist school staff working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice
- Set clear expectations of behaviour and / or codes of practice relevant to responsible use of the internet for educational, personal or recreational use
- Have clear structures to deal with online abuse such as cyber-bullying which are cross referenced with other school policies
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken
- Minimise the risk of misplaced or malicious allegations made against adults who work with children

WHAT IS E-SAFETY?

E-safety refers to the safe use of all technologies including cameras, computers, tablets, e-mail and handheld devices.

In many areas technology is transforming the way teachers teach and children learn. The potential for technology to impact on people's lives increases year on year. While developing technology brings great opportunity it also brings risk and potential dangers.

These include:

- Access to illegal, harmful or inappropriate images or other contents
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subjective to grooming by those with whom they make contact on the internet including radicalisation
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on children's social and emotional development and learning

TEACHING AND LEARNING

At Prenton Preparatory School all children will be reminded of the following:

- to STOP and THINK before they CLICK
- to develop a range of strategies to evaluate and verify information before accepting its accuracy;
- to be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be;
- to know how to narrow down or refine a search;
- [for pupils in KS2] to understand how search engines work and to understand that this affects the results they see at the top of the listings;
- to understand acceptable behaviour when using an online environment / e-mail, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
- to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
- to understand that extreme views are placed online and that these can be used to radicalize individuals and to question such views and discuss them with a trusted adult;
- to understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
- to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned on privacy settings;
- to understand why they must not post pictures or videos of others without their permission;
- to know not to download any files – such as music files – without permission;
- to have strategies for dealing with receipt of inappropriate materials;
- [for pupils in KS2] to understand why and how some people will 'groom' young people for sexual reasons;
- To understand the impact of cyber-bullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying.
- To know how to report any abuse including cyber-bullying; and how to seek help if they experience problems when using the internet and related technologies, i.e. a parent or carer, teacher or trusted staff member, or an organisation such as ChildLine or the CLICK CEOP button.

ACCEPTABLE USE

All children along with their parents will sign an e-learning Code of Conduct as part of their induction. Parents also sign to authorise the use of their child's photo on the school's website and social media. All staff sign an Acceptable use policy annually, they are then responsible for ensuring that all ICT technology is used in accordance with this.

MONITORING

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore supervise and monitor the activities of users on the school network.

ROLES AND RESPONSIBILITIES

Headteacher
- To take overall responsibility for e-safety provision
- To take overall responsibility for data and data security
- To be responsible for ensuring that staff receive suitable training to carry out their e-safety roles and to train other colleagues, as relevant
- To be aware of procedures to be followed in the event of a serious e-safety incident
- To ensure there is a system in place to monitor and support staff who carry out internal e-safety procedures

ICT Curriculum Co-ordinator
- To oversee the delivery of the e-safety element of the ICT Curriculum
- To liaise with the schools ICT teachers to report to Leadership Team and proprietors to discuss current issues, review incident logs and filtering/change control logs
- To ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident
- To ensure that an e-safety Incident Log is kept and is up to date

School Secretary
- To ensure that all data held on children on the school office systems have appropriate access controls in place

Teachers
- To embed e-safety issues in all aspects of the Curriculum and other school activities
- To supervise and guide children carefully when engaged in learning activities involving online technology including extra-curricular and extended school activities
- To ensure that children are aware of the school's anti-bullying (including cyber-bullying) strategies
- To ensure that pupils are fully aware of the research skills and legal issues relating to electronic content, i.e. copyright laws

All Staff
- To read and understand and help promote Prenton Prep's e-safety policies and procedures
- To read and understand, sign and adhere to the school's Acceptable User Agreement and Confidentiality Policy
- To be aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policy with regard to these devices
- To report any suspected misuse or problem to the Headteacher
- To maintain and awareness of current e-safety issues and guidance eg through CPD
- To model safe, responsible and professional behaviours in their own use of technology
- To ensure that any digital communication with children should be on a professional level and only through school based systems, never through personal mechanisms, e.g. social media, e-mail, text, mobile phones etc

Parents/Carers

- To support the school in promoting e-safety and endorse the e-learning Code of Conduct
- To inform the school of their permission for the school to use photographic and video images of their child
- To read, understand and promote the school's e-learning Code of Conduct with their children
- To refrain from making negative comments about the school on social media
- To consult with the school if they have any concerns about their children's use of technology

Useful websites:

www.kidsmart.org.uk/beingsmart

www.respectme.org.uk/cyberbullying

www.childnet.int.org

www.ant-bullyingalliance.org

www.antibullying.net

www.bbc.co.uk/schools/bullying

www.chatdanger.com

www.kidscape.org.uk

www.childline.org.uk

www.dfes.gov.uk/bullying

www.thinkuknow.co.uk is a website promoting safe use of the Internet, providing advice on a number of issues, including cyberbullying. In some circumstances it provides the option to report abuse directly to the police via the Child Exploitation and Online Protection Centre (www.ceop.gov.uk).

www.childnet.com is an international, non-profit making organisation working to "help make the Internet a great and safe place for children". Childnet provide advice for parents and young people.

Childline helpline: 0800 1111. Counsellors are always there to listen. Last year bullying was the most common reason children called. Advice is also available on their website at www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx.

The latest resources promoted by DfE on radicalisation can be found at:
https://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation

Last Reviewed: **September 2021**

Date of Next Review: **September 2022**

Member of Staff Responsible: **M. T. R. Jones**

E-LEARNING CODE OF CONDUCT

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Internet and e-mail will be provided for you to conduct research, communicate with others and access your personal storage space and learning resources. However, this is on the understanding you agree to the following code of conduct. Please continue to remember that it is your responsibility to be sensible in order to keep safe.

Children should:-

- Only access sites which are appropriate for use in school. This also applies outside lesson time.

- Stop and think before they click

- Be aware that your actions when using email and the internet can be seen and monitored.

- Be aware that information on the Internet may be inaccurate or biased. Try to check the information using other sources if possible before using it.

- Treat others as you would expect to be treated. Be polite. Remember that something that may seem like a joke to you could upset someone else.

- Always tell a teacher or an adult if you ever hear, read or see anything that makes you feel uncomfortable whilst using the internet and email

- Respect Copyright and trademarks. You cannot use the words and pictures that you see on an internet site without giving credit to the person who produced the information originally.

- Check with a teacher before sending email, downloading files, opening email attachments, completing questionnaires or subscription forms.

*Children should **not:-***

- Give your name, home address, telephone number or any personal information about yourself to anyone you communicate with on the internet. Never arrange to meet strangers who approach you whilst on the computer. Anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart.

- Send, access or display offensive or upsetting messages or pictures.

- Use or send bad or threatening or annoying language. This includes any language that might incite hatred against any ethnic, religious or other minority.

- Intentionally waste resources

Please note – You should always log out and close your browser when your session has finished. The school may monitor use of the internet and emails. Staff can access your files to check safe and sensible use is taking place.

If children fail to follow the code this will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved as certain activities may constitute a criminal offence.

Copyright – The school may produce printed publications and or a school website and social media page which may include examples of pupils work and or photographs of pupils. No child's work will ever be displayed without permission and we take the issue of child safety very seriously. This includes the use of images of pupils. We ask that parents consent to the school publishing their children's works and to the taking and using of photographs and images of their children subject to strict confidentiality of personal information.

PRENTON PREPARATORY SCHOOL
E-LEARNING CODE OF CONDUCT CONSENT FORM

Pupil:…………………………………………………………… Date:…………………………..

My parent(s) and I have read the E Learning Code of Conduct and I agree to follow it.

Pupil Signature:…………………………………………………… Date:………………………………

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As a parent or guardian, I have read, discussed and explained the E Learning Code of Conduct to my son / daughter. I understand that if he / she fails to follow this code, his / her individual access may be withdrawn and I will be informed.

Parent / Guardian Signature:………………………………............… Date:…………………………………

Photograph Permission and Copyright Release

I consent to photographs and digital images of the child named above appearing in:
- printed publications ☐
- on the school website ☐
- social media in small groups / individually ☐
- social media in a class group ☐

I understand that the images will be used only for educational or promotional purposes and that **the identity of my child will be protected**.

I also consent to examples of my child's work being published on the school website or in other media, subject to strict confidentiality of personal information.

Parent / Guardian Signature:…………............……………………… Date:…………………………………

Video

- I consent to my child taking part in Prenton Preparatory School projects using digital video. I also consent to my child taking part in the production of digital videos and appearing in films. ☐
- I understand that films may be made available on the school website or used in other school promotional activities. ☐

Parent / Guardian Signature:……………............…………………… Date:…………………………………