



'We strive to improve heart and mind'
Cor et Mentem Colere Nitimur

At Chilton Foliat Primary School we honour our educational heritage, supported by a strong Christian ethos. We strive to provide a diverse education that inspires children to develop a thirst for knowledge. This is delivered in a safe, supportive and nurturing environment promoting self-discipline, motivation and excellence in learning. We encourage strong partnerships and positive relationships amongst pupils, parents, carers and the wider community.

E-Safety Policy

Introduction

Our e-Safety policy has been written in accordance with government guidance and forms part of the School Improvement Action Plan. It relates to and should be read in conjunction with other policies including those for Child Protection, Anti-bullying, Behaviour and Discipline and the Staff Code of Conduct for Safer Working Practice. We aim to ensure that our e-Safety Policy keeps our pupils safe from cyber bullying. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The previous E-Safety Policy has been rewritten to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole. An E-Safety Policy audit will be completed in January 2015, and annually thereafter.

Effective E-Safety

- E-Safety depends on effective practice at a number of levels:
- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies
- Sound implementation of E-safety policy in both administration and
- curriculum, including secure school network design and use
- Safe and secure broadband including the effective management of
- Websense filtering

Teaching and Learning

- Internet use is a part of the statutory curriculum and is a necessary tool for staff and pupils
- 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 business administration systems
- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. This will be taught annually and on an on-going basis.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

Managing Internet Access

Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.

E-mail

- Pupils may not access e-mail accounts on the school system.

Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

Publishing pupil's images and work

- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs
- Permission from parents or carers will be obtained before photographs of pupils are published on the school Web site. A Permission Register will be maintained by the school office

Social networking and Personal publishing

- The school will block/filter access to social networking sites
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils and parents will be advised that the use of social network spaces (e.g. Facebook) outside school is inappropriate for primary aged pupils.

Managing filtering

- The school will work in partnership with parents, Wiltshire Council, DFE and its ISP to ensure systems to protect pupils are reviewed regularly and improved where necessary
- If staff or pupils discover an unsuitable site, it must be reported to the DSL as soon as possible using Appendix 3 (they will get the site blocked).

Managing emerging technologies

- As the quantity and breadth of information available via the internet continues to grow it is not possible to guard against every undesirable situation. The school will take all reasonable precautions to ensure that pupils only access appropriate 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 school computer. Neither the school, nor Wiltshire Council can accept liability for the material accessed, or any consequences of internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly
- The Head Teacher will ensure that the E Safety Policy is implemented and compliance with the policy is monitored
- Our pupils may not bring mobile phones to school. If a pupil is found in possession of a mobile phone, it will be handed in to the school office.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff
- Any complaint about staff misuse must be referred to the head teacher
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures
- Parents and pupils will need to work in partnership with staff to resolve issues

Introducing the e-safety policy to pupils

- E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year
- Pupils will be informed that network and Internet use will be monitored
- Each year, in each year group, a lesson on e-safety will be taught throughout the year

Staff and the E-Safety policy

- All staff will be given the School E-Safety and Social Networking Policies and their importance explained
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential
- Staff are not allowed to send any personal emails using school facility
- Pupil names must not be used on any pictures of children
- Staff MUST talk to their class about e-safety rules at the start of the year and remind each term
- 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 is not permitted

- Members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.
- Regular information will be provided to parents about how they can work with the school to keep their children safe and ensure this resource is used appropriately both within school and at home.

Cyberbullying

For most, using the internet and mobile devices is a positive and creative part of their everyday life. Unfortunately, technologies can also be used negatively. It is essential that pupils, staff and parents understand how cyberbullying is different from other forms of bullying, how it can affect people and how to respond to and combat misuse.

Preventing Cyberbullying

The best way to deal with Cyberbullying is to prevent it happening in the first place.

Understanding and talking about cyberbullying

The whole school community needs a shared, agreed definition of cyberbullying. Everyone needs to be aware of the impact of cyberbullying and the ways in which it differs from other forms of bullying.

Updating existing policies and practices

We will continue to update other policies which are relevant for example anti-bullying policy, policies on behaviour, pastoral care and e-learning strategies.

By making reporting cyberbullying easier

Promoting the positive use of technology

Technology is successfully being used to support engaging, positive and effective learning, and to realise and increase the potential of personalised learning by making learning more flexible, creative and accessible. Explore safe ways of using technology with learners to support self-esteem, assertiveness, participation and to develop friendships.

Evaluating the impact of prevention activities

Regular reviews are vital to make sure that anti-bullying policies are working and are up to date.

Responding to Cyberbullying

Supporting the person being bullied:

- Give reassurance that the person has done the right thing by telling someone, refer to any existing pastoral support/procedures and inform parents.
- Advise on next steps:
 - ✓ Make sure the person knows not to retaliate or return the message

- ✓ Help the person to keep relevant evidence for any investigation (e.g. by not deleting messages they have received, and by taking screen capture shots and noting web addresses online cyberbullying instances).
- ✓ Check the person understands simple ways to prevent it from happening again, e.g. by changing contact details
- ✓ In cases of illegal content, contact the police, who can determine what needs to be kept for evidential purposes.
- ✓

Investigating Incidents

All bullying incidents will be properly recorded and investigated using an E-Safety Incident Log Form (see Appendix 3)

- Advise pupils and staff to keep a record of the bullying as evidence
- Take steps to identify the bully, including looking at the school systems, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary. The police will need to be involved to enable the service provider to look into the data of another user. (See Anti bullying Policy)
- Once the person bullying is identified, steps will be taken to change their attitude and behaviour as well as ensuring access to any support that is required.

This policy will feature as part of the review process within the School Improvement Plan. It has been agreed by all staff and approved by the governors. It will be reviewed annually.

See attached:

Appendix 1:	E-Safety Audit
Appendix 2:	Key Safety Advice
Appendix 3:	E-Safety Incident Log
Appendix 4:	Inappropriate Activity Flowchart
Appendix 5:	Illegal Activity Flowchart

Confirmation of agreement

This E Safety Policy was formally agreed and adopted by the Governing Body of Chilton Foliat Primary School on May 4th 2017 during a Full Governing Body meeting.