

Heathlands School

E safety Policy

Approved by Governors 10.7.17
Review due July 2019

Aim The aim of the eSafety policy is to ensure staff and pupils are able to use ICT facilities and the internet safely and appropriately.

1. eSafety - Roles and Responsibilities

- 1.1 As eSafety is an important aspect of strategic leadership within the school, the Head Teacher and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named eSafety co-ordinator in this school is the Designated Safeguarding Lead. All members of the school community have been made aware of who holds this post. It is the role of the eSafety co-ordinator to keep abreast of current issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet.
- 1.2 The Senior Leadership Team and Governors are updated by the eSafety co-ordinator and all governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.
- 1.3 This policy, supported by the school's acceptable use agreements for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies: child protection, health and safety, home-school agreements, behaviour and anti-bullying.

2. eSafety in the Curriculum

- 2.1 ICT and online resources are increasingly used across the curriculum and can help to raise educational standards and promote pupil achievement. We believe it is essential for eSafety guidance to be given to pupils on a regular and meaningful basis. eSafety is embedded within the curriculum and we continually look for new opportunities to promote eSafety.
- 2.2 The school has worked in conjunction with 'JISC' (Joint information systems committee) and 'BATOD' (British Association of Teachers of the Deaf) in the creation of child friendly versions of the eSafety message produced in various forms to meet a range of aptitudes across the school.
- 2.3 Educating pupils on the dangers of technologies that may be encountered outside school is done informally and as part of the eSafety curriculum, e.g. Anti-Bullying Week, assemblies and specific CEOP training with selected year groups.
- 2.4 Pupils are taught about copyright and respecting other people's information and images, through discussion and class activities. This primarily takes place in the ICT curriculum but is also covered in other subject areas (e.g. PSHCE) as an on-going message in the school. In Secondary, students take part in Curriculum focus days such as Anti-Bullying where such topics have regularly been re-visited.
- 2.5 Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teaching and discussion and via the ICT curriculum.
- 2.6 Pupils are made aware of the impact of Cyber-bullying and how to seek help and block unwanted contact if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organization such as Childline.

3. eSafety Skills Development for Staff

- 3.1 Staff receives information and training on eSafety issues from memos and circulars, staff meetings and inset / courses.
New staff are directed to the 'ICT Acceptable Use Agreement and Code of Conduct' which gives an overview of the eSafety issues, and key expectations for the school. All staff are expected to sign a copy of this document which is then filed in the school office.
- 3.2 All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of eSafety and know what to do in the event of misuse of technology by any member of the school community (see flowchart below)
- 3.3 All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas wherever possible and relevant.

4. Managing the School eSafety Messages

- 4.1 We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used.
- 4.2 eSafety posters will be prominently displayed

5. Incident Reporting, eSafety Incident Log & Infringements

- 5.1 Any security breaches or attempts, virus notifications, unsolicited emails, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's eSafety Co-ordinator.

6. eSafety Incident Log

- 6.1 All reported incidents will be recorded on an eSafety Incident Log by the eSafety Co-ordinator.
- 6.2 Some incidents may need to be recorded in other places, such as the Incident book or reported to the LA on Solero
- 6.3 Incidents of Cyber bullying will be addressed through the school's anti bullying procedures.

7. Misuse and Infringements

7.1 Complaints

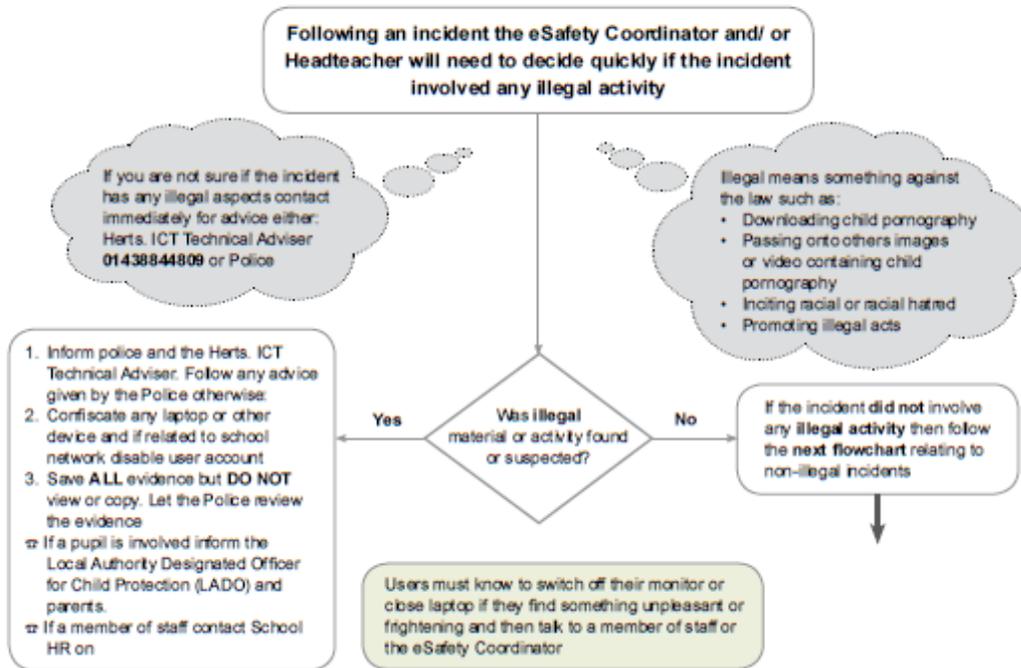
- 7.1.1 Complaints and/ or issues relating to eSafety should be made to the eSafety co-ordinator or Head Teacher. Incidents should be logged and the **Hertfordshire Flowcharts for Managing an eSafety Incident** should be followed. (see below)

7.2 Inappropriate Material

- 7.2.1 All users are aware that accidental access to inappropriate material must be immediately reported to the eSafety co-ordinator.
- 7.2.2 Deliberate access to inappropriate materials by any user will lead to the incident being logged by the eSafety co-ordinator. Depending on the seriousness of the offence the following steps may be taken; investigation by the Head Teacher/ LA, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences.
- 7.2.3 Users are made aware of sanctions relating to the misuse or misconduct through training and information contained in the school handbook.

8. Flowcharts for Managing an eSafety Incident

Hertfordshire Flowchart to support decisions related to an Illegal eSafety Incident For Headteachers, Senior Leaders and eSafety Coordinators



Hertfordshire Managing an eSafety Incident Flowchart For Headteachers, Senior Leaders and eSafety Coordinators

