Blackwell First School

esafety policy

Contents

Background and rationale

The potential that technology has to impact on the lives of all citizens increases year on year. This is probably even more true for children, who are generally much more open to developing technologies than many adults. In many areas, technology is transforming the way that schools teach and that children learn. At home, technology is changing the way children live and the activities in which they choose to partake; these trends are set to continue.

While developing technology brings many opportunities, it also brings risks and potential dangers of which these are just a few:

- Access to illegal, harmful or inappropriate images or other content
- Allowing or seeking unauthorised access to personal information
- Allowing or seeking unauthorised access to private data, including financial data
- The risk of being subject to grooming by those with whom they make contact on the internet.
- 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 or addictive use which may impact on social and emotional development and learning.

This policy sets out how we strive to keep children safe with technology while they are in school. We recognise that children are often more at risk when using technology at home (where we have no control over the technical structures put in place to keep them safe) and so this policy also sets out how we educate children about the potential risks. We also explain how we attempt to inform those people who work with our children beyond the school environment (parents, friends and the wider community) to be aware and to assist in this process.

Our school's e-safeguarding policy has been written from a template provided by Worcestershire School Improvement team which has itself been derived from that provided by the South West Grid for Learning.

Section A - Policy and leadership

This section begins with an outline of the **key people responsible** for developing our E-Safety Policy and keeping everyone safe with ICT. It also outlines the core responsibilities of all users of ICT in our school.

It goes on to explain **how we maintain our policy** and then to outline **how we try to remain safe while using different aspects of ICT**

A.1.1 Responsibilities: the e-safety committee

The school council regularly discusses issues relating to e-safety and when appropriate the staff representatives ask our school e-safety coordinator to attend its meetings. Issues that arise are referred to other school bodies as appropriate and when necessary to bodies outside the school such as the Worcestershire Safeguarding Children Board.

A.1.2 Responsibilities: e-safety coordinator

Our e-safety coordinator is the head teacher who is responsible to the governors for the day to day issues relating to e-safety. The e-safety coordinator:

- leads the e-safety discussions at school council
- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident
- provides training and advice for staff
- liaises with the Local Authority
- liaises with school ICT technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- reviews weekly the output from monitoring software and initiates action where necessary
- meets regularly with e-safety governor to discuss current issues and review incident logs
- attends relevant meetings and committees of Governing Body
- reports regularly to Senior Leadership Team
- receives appropriate training and support to fulfil their role effectively

A.1.3 Responsibilities: governors

Governors are responsible for the approval of this policy and for reviewing its effectiveness. This will be carried out by the governors (or a governors' subcommittee) receiving regular information about e-safety incidents and

monitoring reports. A member of the governing body has taken on the role of e-safety governor (safeguarding governor) which involves:

- *regular meetings with the E-Safety Co-ordinator with an agenda based on:*
    - *monitoring of e-safety incident logs*
    - *reporting to relevant Governors committee / meeting*

A.1.4 Responsibilities: head teacher

- The head teacher is responsible for ensuring the safety (including e-safety) of all members of the school community, though the day to day responsibility for e-safety is delegated to the e-Safety Co-ordinator (at Blackwell, the headteacher)
- The head teacher and another member of the senior management team will be familiar with the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff, including non-teaching staff. (see flow chart on dealing with e-safety incidents (included in section 2.6 below) and other relevant Local Authority HR / disciplinary procedures)

A.1.5 Responsibilities: classroom based staff

Teaching and Support Staff are responsible for ensuring that:

- they safeguard the welfare of children and refer child protection concerns using the proper channels: **this duty is on the individual, not the organisation or the school**.
- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- they have read, understood and signed the school's Acceptable Use Agreement for staff (see Appendix 1)
- they report any suspected misuse or problem to the E-Safety Co-ordinator
- they undertake any digital communications with pupils (email / Virtual Learning Environment (VLE) / voice) in a fully professional manner and only using official school systems (see A.3.5)
- they embed e-safety issues in the curriculum and other school activities, also acknowledging the planned e-safety programme (see section C)

A.1.6 Responsibilities: ICT technician

The ICT Technician is responsible for ensuring that:

- the school's ICT infrastructure and data are secure and not open to misuse or malicious attack
- the school meets the e-safety technical requirements outlined in section B.2.2 of this policy (and any relevant Local Authority E-Safety Policy and guidance)

- users may only access the school's networks through a properly enforced password protection policy as outlined in the school's e-security policy
- shortcomings in the infrastructure are reported to the ICT coordinator or head teacher so that appropriate action may be taken.

A.2.1 Policy development, monitoring and review

This e-safety policy has been developed (from a template provided by Worcestershire School Improvement Service) by a working group made up of:

- *School E-Safety Coordinator*
- *Head teacher / Senior Leaders*
- *Teachers*
- *Governors (especially the safeguarding/e-safety governor)*
- *Pupils*

Consultation with the whole school community has taken place through the following:

- *Staff meetings*
- *School Council*
- *Governors meeting / subcommittee meeting*

Schedule for development / monitoring / review of this policy

This e-safety policy was approved by the governing body on:	*Each autumn*
The implementation of this e-safety policy will be monitored by the:	*Headteacher*
Monitoring will take place at regular intervals:	*Annually*
The governing body will receive regular reports on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) as part of a standing agenda item with reference to safeguarding:	*Annually*
The e-safety policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of technology, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	*Each autumn*
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	*Worcestershire Safeguarding Children Board e-safety representative* *Local Authority Designated Officer* *Worcestershire Senior Adviser for Safeguarding Children in Education* *West Mercia Police*

A.2.2 Policy Scope

This policy applies to **all members of the school community** (including teaching staff, wider workforce, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, **both in and out of school**.

The Education and Inspections Act 2006 empowers head teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other e-safety incidents covered by this policy, which may take place out of school, but are linked to membership of the school.

The school will deal with such incidents using guidance within this policy as well as associated behaviour and anti-bullying policies and will, where known,

inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

A.2.3 Acceptable Use Agreements

All members of the school community are responsible for using the school ICT systems in accordance with the appropriate acceptable use policy, which they will be expected to sign before being given access to school systems.

Acceptable Use Agreements are provided in Appendix 1 of this policy for:

- Pupils (EYFS + KS1 / KS2)
- Staff (and volunteers)
- Parents / carers
- Community users of the school's ICT system

Acceptable Use Agreements are introduced at parents' induction meetings and signed by all children as they enter school (with parents possibly signing on behalf of children below Year 2) Children resign on entering KS2.

All employees of the school and volunteers sign when they take up their role in school and in the future if significant changes are made to the policy.

Parents sign once when their child enters the school. The parents' policy also includes permission for use of their child's image (still or moving) by the school, permission for their child to use the school's ICT resources (including the internet) and permission to publish their work.

Community users sign when they first request access to the school's ICT system, if applicable.

Induction policies for all members of the school community include this guidance.

A.2.4 Self Evaluation

Evaluation of e-safety is an ongoing process and links to other self evaluation tools used in school in particular to pre Ofsted evaluations along the lines of the Self Evaluation Form (SEF). The views and opinions of all stakeholders (pupils, parent, teachers ...) are taken into account as a part of this process.

A.2.5 Whole School approach and links to other policies

This policy has strong links to other school policies as follows:

Core ICT policies

ICT Policy	How ICT is used, managed, resourced and supported in our school.
E-Safety Policy	How we strive to ensure that all individuals in school stay safe while using Learning

	Technologies. The e-safety policy constitutes a part of the ICT policy.
School systems and Data Security Policy	How we categorise, store and transfer sensitive and personal data and protect school systems. This links strongly and overlaps with the e-safety policy.
ICT Progressions	Four key documents and associated resources directly relating to learning covering the ICT Curriculum

Other policies relating to e-safety

Anti-bullying	How your school strives to eliminate bullying – link to cyber bullying
PSHE	E-Safety has links to staying safe
Safeguarding	Safeguarding children electronically is an important aspect of E-Safety. ***The e-safety policy forms a part of the school's safeguarding policy***
Behaviour	Positive strategies for encouraging e-safety and sanctions for disregarding it.
Use of images	**WCC guidance to support the safe and appropriate use of images in schools and settings**

A.2.6 Illegal or inappropriate activities and related sanctions

The school believes that the activities listed below are inappropriate in a school context **(those in bold are illegal)** and that users should not engage in these activities when using school equipment or systems (**in or out of school**).

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on material, remarks, proposals or comments that contain or relate to:

- **child sexual abuse images (illegal - The Protection of Children Act 1978)**
- **grooming, incitement, arrangement or facilitation of sexual acts against children (illegal – Sexual Offences Act 2003)**
- **possession of extreme pornographic images (illegal – Criminal Justice and Immigration Act 2008)**
- **criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) (illegal – Public Order Act 1986)**
- pornography
- promotion of any kind of discrimination
- promotion of racial or religious hatred

- threatening behaviour, including promotion of physical violence or mental harm
- any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute

Additionally the following activities are also considered unacceptable on ICT equipment or infrastructure provided by the school:

- *Using school systems to undertake transactions pertaining to a private business*
- *Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by Worcestershire County Council Broadband and / or the school*
- *Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions*
- *Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)*
- *Creating or propagating computer viruses or other harmful files*
- *Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files that causes network congestion and hinders others in their use of the internet)*
- *On-line gambling and non educational gaming*
- *Use of social networking sites (other than in the school's learning platform or sites otherwise permitted by the school)*

If members of staff suspect that misuse might have taken place – whether or not it is evidently illegal (see above) - it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. Please see Appendix 2.

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as indicated on the following pages:

Pupil sanctions

Schools should edit this table as appropriate to their institution.

The indication of possible sanctions in this table should not be regarded as absolute. They should be applied according to the context of any incident and in the light of consequences resulting from the offence.

	Refer to:					Inform:	Action:		
	Class teacher	E-safety coordinator	Refer to head teacher	Refer to Police	Refer to e-safety coordinator for action re filtering / security etc	Parents / carers	Remove of network / internet access rights	Warning	Further sanction e.g. detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	✔	✔	✔	✔	✔	✔	✔	✔	✔
Unauthorised use of non-educational sites during lessons	✔				✔				
Unauthorised use of mobile phone / digital camera / other handheld device	✔					✔	✔		
Unauthorised use of social networking / instant messaging / personal email	✔	✔			✔	✔		✔	
Unauthorised downloading or uploading of files	✔						✔	✔	
Allowing others to access school network by sharing username and passwords	✔	✔	✔		✔		✔	✔	
Attempting to access the school network, using another pupil's account	✔				✔		✔		
Attempting to access or accessing the school network, using the account of a member of staff	✔		✔		✔	✔		✔	
Corrupting or destroying the data of other users	✔		✔		✔	✔	✔	✔	
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✔	✔	✔		✔	✔	✔	✔	
Continued infringements of the above, following previous warnings or sanctions	✔	✔	✔			✔	✔		✔
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✔		✔					✔	
Using proxy sites or other means to subvert the school's filtering system	✔	✔	✔		✔	✔	✔	✔	
Accidentally accessing offensive or pornographic material and failing to report the incident	✔	✔			✔	✔			
Deliberately accessing or trying to access offensive or pornographic material	✔	✔	✔		✔	✔	✔		✔
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	✔		✔		✔		✔		

Much of this relates to children older than first school age, but the situations could arise and the policy covers all eventualities.

Staff sanctions

Schools should edit this table as appropriate to their institution.

The indication of possible sanctions in this table should not be regarded as absolute. They should be applied according to the context of any incident and in the light of consequences resulting from the offence.

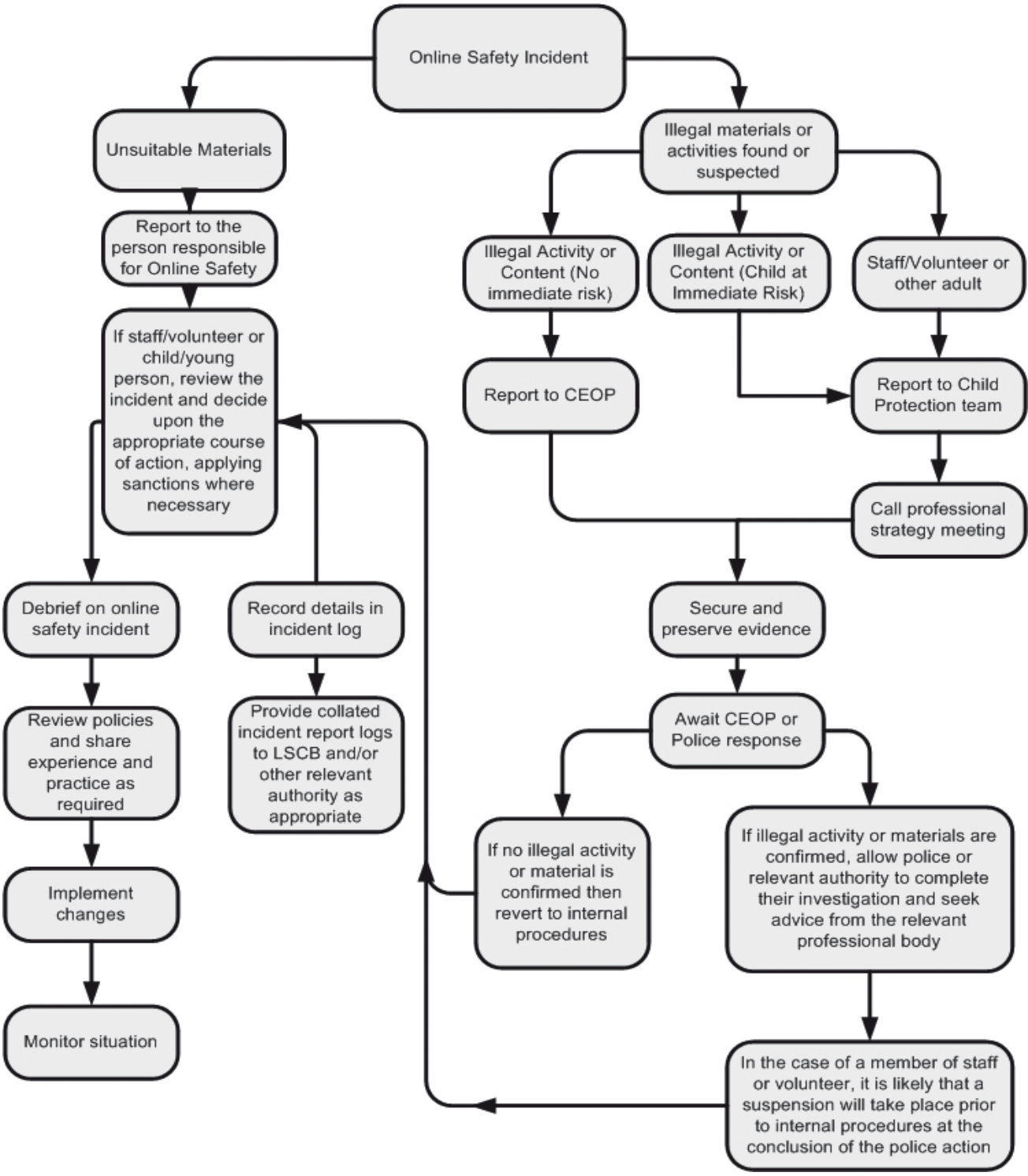
	Refer to:					Action:		
	Line manager	Head teacher	Local Authority / HR	Police	Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		✔	✔	✔	✔		✔	✔
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email	✔	✔				✔		
Unauthorised downloading or uploading of files	✔				✔	✔		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	✔	✔			✔	✔	✔	
Careless use of personal data e.g. holding or transferring data in an insecure manner	✔	✔	✔		✔	✔		✔
Deliberate actions to breach data protection or network security rules	✔	✔	✔		✔	✔	✔	
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		✔	✔				✔	✔
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✔	✔				✔	✔	
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils	✔	✔			✔			
Actions which could compromise the staff member's professional standing	✔	✔						
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✔					✔		
Using proxy sites or other means to subvert the school's filtering system	✔				✔	✔		✔
Accidentally accessing offensive or pornographic material and failing to report the incident	✔	✔			✔	✔		
Deliberately accessing or trying to access offensive or pornographic material	✔	✔	✔		✔	✔	✔	✔

Breaching copyright or licensing regulations	✔					✔		
Continued infringements of the above, following previous warnings or sanctions	✔	✔			✔			✔

A.2.7 Reporting of e-safety breaches

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:

Particular care should be taken if any apparent or actual misuse appears to involve illegal activity listed in section A.2.6 of this policy


Online Safety Incident
Unsuitable Materials
Illegal materials or activities found or suspected
Report to the person responsible for Online Safety
Illegal Activity or Content (No immediate risk)
Illegal Activity or Content (Child at Immediate Risk)
Staff/Volunteer or other adult
If staff/volunteer or child/young person, review the incident and decide upon the appropriate course of action, applying sanctions where necessary
Report to CEOP
Report to Child Protection team
Call professional strategy meeting
Debrief on online safety incident
Record details in incident log
Secure and preserve evidence
Review policies and share experience and practice as required
Provide collated incident report logs to LSCB and/or other relevant authority as appropriate
Await CEOP or Police response
Implement changes
If no illegal activity or material is confirmed then revert to internal procedures
If illegal activity or materials are confirmed, allow police or relevant authority to complete their investigation and seek advice from the relevant professional body
Monitor situation
In the case of a member of staff or volunteer, it is likely that a suspension will take place prior to internal procedures at the conclusion of the police action

A.3.1 Use of hand held technology (personal phones and hand held devices)

We recognise that the area of mobile technology is rapidly advancing and it is our school's policy to review its stance on such technology on a regular basis. Currently our policy is this:

- *Members of staff are permitted to bring their personal mobile devices into school. They are required to use their own professional judgement as to when it is appropriate to use them. Broadly speaking this is:*
  - ✓ *Personal hand held devices will be used in lesson time only in an emergency or extreme circumstances*
  - ✓ *Members of staff are free to use these devices outside teaching time.*
  - ✓ *A school mobile phone is available for all professional use (for example when engaging in off-site activities) and members of staff should not use their personal device for school purposes except in an emergency.*
- *Pupils are not currently permitted to bring their personal hand held devices into school.*
- *A number of such devices are available in school (e.g. PDA, I-pod Touch) and are used by children as considered appropriate by members of staff.*

	Staff / adults				Pupils			
Personal hand held technology *It is important that schools review this table in the light of principles agreed within their own establishment.*	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff	Not allowed
Mobile phones may be brought to school	✔						✔	
Use of mobile phones in lessons				✔				✔
Use of mobile phones in social time		✔						✔
Taking photos on personal phones or other camera devices				✔				✔
Use of hand held devices e.g. PDAs, gaming consoles	✔						✔	

A.3.2 Use of communication technologies

A.3.2a - Email

Access to email is provided for all users in school via the Worcestershire Learning Gateway using their Global IDs. *In addition messaging (and email for staff) is available through the school's learning platform.*

These official school email services may be regarded as safe and secure and are monitored.

- Staff and pupils should use only the school email services to communicate with others when in school, or on school systems (e.g. by remote access)
- Users need to be aware that email communications may be monitored
- *Pupils normally use only a class email account to communicate with people outside school and with the permission / guidance of their class teacher*
- A structured education program is delivered to pupils which helps them to be aware of the dangers of and good practices associated with the use of email (see section C of this policy)
- *Staff may only access personal email accounts on school systems for emergency or extraordinary purposes in school hours (if they are not blocked by filtering)*
- Users must immediately report to their class teacher / e-safety coordinator – in accordance with the school policy (see sections A.2.6 and A.2.7 of this policy) - the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and they must not respond to any such email.

	Staff / adults				Pupils			
Use of Email *It is important that schools review this table in the light of principles agreed within their own establishment.*	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff	Not allowed
Use of personal email accounts in school / on school network		✔						✔
Use of school email for personal emails		✔						✔

A.3.2b - Social networking (including chat, instant messaging, blogging etc)

	Staff / adults	Pupils

Use of social networking tools *It is important that schools review this table in the light of principles agreed within their own establishment.*	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff	Not allowed
Use of non educational chat rooms etc				✔				✔
Use of non educational instant messaging				✔				✔
Use of non educational social networking sites				✔				✔
Use of non educational blogs				✔				✔

A.3.2c - Videoconferencing

Desktop video conferencing and messaging systems linked to WCC Broadband via MS Communicator is the preferred communication option in order to secure a quality of service that meets school curriculum standards.

Videoconferencing equipment in classrooms must be switched off when not in use and not set to auto answer.

External IP addresses should not be made available to other sites.

Only web based conferencing products that are authorised by the school (and are not blocked by internet filtering) are permitted for classroom use.

Videoconferencing is normally supervised directly by a teacher. In the event of this not being the case pupils must ask permission from the class teacher before making or answering a videoconference call.

Permission for children to take part in video conferences is sought from parents / carers at the beginning of the pupil's time in school (see section A.2.3 and Appendix 1). Only where permission is granted may children participate.

Only key administrators have access to videoconferencing administration areas.

Unique log on and password details for the educational videoconferencing services (such as the Janet booking system) are only issued to members of staff.

A.3.3 Use of digital and video images

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. (See section C). In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Members of staff are allowed to take digital still and video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images

should only be captured using school equipment; **the personal equipment of staff should not be used for such purposes.**

- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission

See also the following section (A.3.4) for guidance on publication of photographs

A.3.4 Use of web-based publication tools

A.3.4a - Website (and other public facing communications)

Our school uses the public facing website www.blackwellfirstschool.com only for sharing information with the community beyond our school. This includes, from time-to-time, celebrating work and achievements of children. All users are required to consider good practice when publishing content.

- Personal information will not be posted on the school website and only official email addresses will be used to identify members of staff (never pupils).
- Only pupil's first names will be used on the website, and only then when necessary.
- Detailed calendars (including specific times of day) will not be published on the school website.
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with the following good practice guidance on the use of such images:
  - ✓ pupils' full names will not be used anywhere on a website or blog, and never in association with photographs
  - ✓ where possible, photographs will not allow individuals to be recognised by using rear headshots or distance shots
  - ✓ written permission from parents or carers will be obtained before photographs of pupils are published on the school website (see section A.2.3 and Appendix 1)
- Pupil's work can only be published with the permission of the pupil and parents or carers. (see section A.2.3 and Appendix 1)

A.3.4b – Learning Platform

Class teachers monitor the use of the learning platform by pupils regularly during all supervised sessions, but with particular regard to messaging and communication.

Staff use is monitored by the super-user/administrator.

User accounts and access rights can only be created by the school administrator

Pupils are advised on acceptable conduct and use when using the learning platform.

Only members of the current pupil, parent/carers and staff community will have access to the learning platform.

When staff, pupils, etc leave the school their account or rights to specific school areas will be disabled (or transferred to their new establishment if possible / appropriate).

Any concerns with content may be recorded and dealt with in the following ways:

a) The user will be asked to remove any material deemed to be inappropriate or offensive.

b) The material will be removed by the site administrator if the user does not comply.

c) Access to the learning platform may be suspended for the user.

d) The user will need to discuss the issues with a member of SLT before reinstatement.

e) A pupil's parent/carer may be informed.

A visitor may be invited onto the learning platform by the administrator following a request from a member of staff. In this instance there may be an agreed focus or a limited time slot / access.

A.3.5 Professional standards for staff communication

In all aspects of their work in our school, teachers abide by the **Teachers' Standards** as described by the DfE effective from September 2012: http://media.education.gov.uk/assets/files/pdf/t/teachers%20standards.pdf.

Teachers translate these standards appropriately for all matters relating to e-safety.

Any digital communication between staff and pupils or parents / carers (email, chat, learning platform etc) must be professional in tone and content.

- These communications may only take place on official (monitored) school systems.
- Personal email addresses, text messaging or public chat / social networking technology must not be used for these communications.

Staff constantly monitor and evaluate developing technologies, balancing risks and benefits, and consider how appropriate these are for learning and teaching. These evaluations help inform policy and develop practice.

The views and experiences of pupils are used to inform this process also.

Section B. Infrastructure

B.1 Password security

The school's e-safety curriculum will include frequent discussion of issues relating to password security and staying safe in and out of school (see section C of this policy)

B.2.1 Filtering

B.2.1a - Introduction

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. It is therefore important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

As a school buying broadband services from Worcestershire County Council, we automatically receive the benefits of a managed filtering service, with some flexibility for changes at local level.

It is recognised that the school can take full responsibility for filtering on site but current requirements do not make this something that we intend to pursue at this moment.

B.2.1b - Responsibilities

The day-to-day responsibility for the management of the school's filtering policy is held by the **e-safety coordinator** (with ultimate responsibility resting with the **head teacher and governors**). They manage the school filtering in line with this policy and keep logs of changes to and breaches of the filtering system.

To ensure that there is a system of checks and balances and to protect those responsible, changes to the standard Worcestershire school filtering service must

- be logged in change-control logs
- be reported to a second responsible person *(the head teacher / ICT coordinator [if they are not also the e-safety coordinator] / e-safety governor)* within the time frame stated in section A.1.3 of this policy
- *be reported to, and authorised by, a second responsible person prior to changes being made (this will normally be the class teacher who originally made the request for the change).*

All users have a responsibility to report immediately to class teachers / e-safety coordinator any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

B.2.1c - Education / training / awareness

Pupils are made aware of the importance of filtering systems through the school's e-safety education programme (see section C of this policy).

Staff users will be made aware of the filtering systems through:

- signing the Acceptable Use Agreement (as part of their induction process)
- briefing in staff meetings, training days, memos etc. (timely and ongoing).

Parents will be informed of the school's filtering policy through the Acceptable Use Agreement on the home school agreement.

B.2.1d - Changes to the filtering system

Where a member of staff requires access to a website that is blocked for use at school, the process to unblock is as follows:

- The teacher makes the request to the school e-safety coordinator.
- The e-safety coordinator checks the website content to ensure that it is appropriate for use in school.

THEN (if the school is not controlling its own filtering)

- If agreement is reached, the e-safety coordinator makes a request to the Broadband Team.
- The Broadband helpdesk will endeavour to unblock the site within 24 hours. This process can still take a number of hours so teaching staff are required to check websites in advance of teaching sessions.
- School Improvement Service Learning Technologies staff may then be notified of websites that have been unblocked to review them in partnership with the Broadband Team. If sites are found to not be appropriate, access will be discussed with the school and then removed.

The e-safety coordinator will need to apply a rigorous policy for approving / rejecting filtering requests. This can be found in Appendix 3 but the core of this should be based on the site's content:

- The site promotes equal and just representations of racial, gender, and religious issues.
- The site does not contain inappropriate content such as pornography, abuse, racial hatred and terrorism.
- The site does not link to other sites which may be harmful / unsuitable for pupils.

B.2.1e - Monitoring

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

- Identified member(s) of staff reviews the Policy Central console captures weekly
- "False positives" are identified and deleted.
- Potential issues are referred to an appropriate person depending on the nature of the capture.
- Teachers are encouraged to identify in advance any word or phrase likely to be picked up regularly through innocent use (e.g. 'goddess' is captured frequently when a class is researching or creating presentations on the Egyptians) so that the word can be allowed for the period of the topic being taught.

B.2.1f - Audit / reporting

Filter change-control logs and incident logs are made available to:

- the e-safety governor within the timeframe stated in section A.1.3 of this policy
- the e-safety committee (see A.1.1)
- the Worcestershire Safeguarding Children Board on request

This filtering policy will be reviewed, with respect to the suitability of the current provision, in response to evidence provided by the audit logs.

B.2.2 Technical security

This is dealt with in detail in **IBS School's System and Data Security advice**. Please see that document for more information.

B.2.3 Personal data security (and transfer)

This is dealt with in detail in **IBS School's System and Data Security advice**. Please see that document for more information.

Teachers frequently discuss issues relating to data security and how it relates to staying safe in and out of school (see section C of this policy)

Section C. Education

C.1.1 E-safety education

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience. This

is particularly important for helping children to stay safe out of school where technical support and filtering may not be available to them.

E-Safety education will be provided in the following ways:

- A planned e-safety programme is provided as part of ICT, PHSE and other lessons. This is regularly revisited, covering the use of ICT and new technologies both in school and outside school
- *We use the resources on the Worcestershire E-safety website as a source of e-safety education resources http://www.wes.networcs.net (e.g. Hector's World at KS1 and Cyber Café and SAFE social networking at KS2)*
- Learning opportunities for e-safety are built into the *Computing curriculum*
- Key e-safety messages will be reinforced through further input via assemblies and pastoral activities, as well as informal conversations when the opportunity arises.
- Pupils will be helped to understand the need for the pupil Acceptable Use Agreement (see Home school agreement) and encouraged to adopt safe and responsible use of ICT both within and outside school.
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit, encouraging children to discuss anything of which they are unsure and implementing the expected sanctions and/or support as necessary.
- Pupils will be made aware of what to do should they experience anything, while on the Internet, which makes them feel uncomfortable.

C.1.2 Information literacy

- Pupils should be taught in all lessons to be critically aware of the content they access on-line and be guided to validate the accuracy of information by employing techniques such as:
    - ✓ Checking the likely validity of the URL (web address)
    - ✓ Cross checking references (Can they find the same information on other sites?)
    - ✓ Checking the pedigree of the compilers / owners of the website
    - ✓ See lesson 5 of the Cyber Café Think U Know materials below
    - ✓ Referring to other (including non-digital) sources
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

- Pupils are taught how to make best use of internet search engines to arrive at the information they require
- *We use the resources on CEOP's Think U Know site as a basis for our e-safety education http://www.thinkuknow.co.uk/teachers/resources/*

C.1.3 The contribution of the children to e-learning strategy

It is our general school policy to encourage children to play a leading role in shaping the way our school operates and this is very much the case with our e-learning strategy. Children often use technology out of school in ways that we do not in school and members of staff are always keen to hear of children's experiences and how they feel the technology (especially rapidly developing technology such as mobile devices) could be helpful in their learning.

Pupils play a part in monitoring this policy (see section A.1.1)

C.2 Staff training

It is essential that all staff – including non-teaching staff - receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal e-safety training will be made available to staff. An audit of the e-safety training needs of all staff will be carried out regularly.
- *It is expected that some staff will identify e-safety as a training need within the performance management process.*
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and acceptable use policies which are signed as part of their induction (Information is available in the Aide memoire)
- *The E-Safety Coordinator will receive regular updates through attendance at local authority or other training sessions and by reviewing guidance documents released by the DfE, the local authority, the WSCB and others.*
- *All teaching staff have been involved in the creation of this e-safety policy and are therefore aware of its content*
- *The E-Safety Coordinator will provide advice, guidance and training as required to individuals as required on an ongoing basis.*
- *External support for training, including input to parents, is sought from Worcestershire School Improvement Learning Technologies Team when appropriate*

C.3 Governor training

Governors should take part in e-safety training / awareness sessions, with particular importance for those who are members of any subcommittee or group involved in ICT, e-safety, health and safety or child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority (Governor Services or School Improvement Service), National Governors Association or other bodies.
- Participation in school training / information sessions for staff or parents

The e-safety governor works closely with the e-safety coordinator and reports back to the full governing body (see section A.1.3)

C.4 Parent and carer awareness raising

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring and regulation of the children's on-line experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report).

The school will therefore seek to provide information and awareness to parents and carers through:

- *Letters, newsletters, web site, learning platform*
- *Parents evenings*
- *Reference to the parents materials on the Worcestershire E-safety website (http://www.wes.networcs.net) or others (see Appendix 4)*

C.5 Wider school community understanding

The school will offer family learning courses in ICT, media literacy and e-safety so that parents and children can together gain a better understanding of these issues. Messages to the public around e-safety should also be targeted towards grandparents and other. Everyone has a role to play in empowering children to stay safe while they enjoy these new technologies, just as it is everyone's responsibility to keep children safe in the non-digital world.

Community Users who access school ICT systems / website / learning platform as part of the Extended School provision will be expected to sign a Community User Acceptable Use Agreement before being provided with access to school systems. This is currently not applicable at Blackwell First School.