



**St Augustine of Canterbury
Catholic Primary School**

E-Safety & E-Learning Policy

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“Created by God to love and learn”

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Document Information

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E- SAFETY & E-LEARNING POLICY

Mission Statement

St Augustine of Canterbury Catholic Primary School provides an education that inspires and nurtures God's children to succeed to their full potential as we are...

"Created by God to Love and Learn"

1. INTRODUCTION

- 1.1 This policy has been developed to ensure that all adults at St Augustine of Canterbury Catholic Primary School are working together to safeguard and promote the welfare of children. This policy has been ratified by the Governing Body and will be reviewed every two years.
- 1.2 E-Safety is a safeguarding issue not an ICT issue and all members of the St Augustine of Canterbury Catholic Primary School community have a duty to be aware of E-Safety at all times, to know the required procedures and to act on them. The St Augustine of Canterbury Catholic Primary School community has a duty to make pupils aware of online safety and how to mitigate the risks associated with social networking and mobile technologies as specified in Ofsted's evaluation schedule.
- 1.3 This document aims to put into place effective management systems and arrangements which will maximise the educational and social benefit that can be obtained by exploiting the benefits and opportunities by using ICT, whilst minimising any associated risks. It describes actions that should be put in place to redress any concerns about child welfare and safety as well as how to protect the children and staff of St Augustine of Canterbury Catholic Primary School from risks and infringements.
- 1.4 The Head Teacher of St Augustine of Canterbury Catholic Primary School or, in his absence, the authorised member of staff for E-safety has the ultimate responsibility for safeguarding and promoting the welfare of pupils in their care.
- 1.5 This policy complements and supports other relevant St Augustine of Canterbury Catholic Primary School and South Gloucestershire Council CYPS policies.
- 1.6 The purpose of internet use in school is to help raise educational standards, promote pupil achievement, support the professional work of staff as well as enhance the school's management information and business administration systems.
- 1.7 The internet is an essential element in 21st century life for education, business and social interaction and St Augustine of Canterbury Catholic Primary School has a duty to provide children with quality access as part of their learning experience.
- 1.8 A risk assessment will be carried out before children are allowed to use new technology in St Augustine of Canterbury Catholic Primary School and other settings.

2. ETHOS

- 2.1 It is the duty of St Augustine of Canterbury Catholic Primary School to ensure that every child in its care is safe. The same safeguarding outcomes and principles outlined by Ofsted apply equally to the 'virtual' or digital world. This expectation also applies to any voluntary, statutory and community organisations that make use of the school's ICT facilities and digital technologies.
- 2.2 Safeguarding and promoting the welfare of pupils is embedded into the culture of St Augustine of Canterbury Catholic Primary School and its everyday practice and procedures.
- 2.3 All staff have a responsibility to support E-Safety practices in school and all pupils need to understand their responsibilities in the event of deliberate attempts to breach E-safety protocols.
- 2.4 E-safety is a partnership concern and is not limited to St Augustine of Canterbury Catholic Primary School premises, school equipment or the school day.
- 2.5 Bullying, harassment or abuse of any kind via digital technologies or mobile phones will not be tolerated and complaints of cyber bullying will be dealt with in accordance with St Augustine of Canterbury Catholic Primary School Anti-Bullying and Behaviour Policies.
- 2.6 Complaints related to child protection will be dealt with in accordance with St Augustine of Canterbury Catholic Primary School Safeguarding Policy.
- 2.7 Technology is to be harnessed to promote British values throughout the school community.

3. ROLES AND RESPONSIBILITIES

3.1 The Head Teacher of St Augustine of Canterbury Catholic Primary School will ensure that:

- All staff should be included in E-Safety training. Staff must also understand that misuse of the internet may lead to disciplinary action and possible dismissal.
- The designated senior member of staff for E-Learning/Safety is identified and receives appropriate on-going training, support and supervision and works closely with the Designated Person for Safeguarding.
- All new and temporary staff and volunteers are made aware of the school's E-Learning/Safety Policy and arrangements through appropriate induction.

3.2. The Governing Body of St Augustine of Canterbury Catholic Primary School will ensure that:

- There is a member of staff who is designated to take the lead on E-Learning/Safety within the school.
- Procedures are in place for dealing with breaches of E-safety and security and are in line with Local Authority procedures.
- All staff and volunteers have access to appropriate ICT/Computing training.
- A designated Governor monitors safeguarding, including E-safety.

3.3 The Designated Senior Member of Staff for E-Learning/Safety at St Augustine of Canterbury Catholic Primary School will:

- Act as the first point of contact with regards to breaches in E-safety and security.
- Liaise with the Designated Person for Safeguarding as appropriate.
- Ensure that ICT security is maintained.
- Monitor and maintain licenses including anti-virus.
- Ensure technologies are up to date and well maintained
- Attend appropriate training.
- Provide support and training for staff and volunteers on E-Safety.
- Ensure that all staff and volunteers understand and aware of the school's E-Learning/Safety Policy.
- Ensure that the school's ICT systems are regularly reviewed with regard to security.
- Ensure that the virus protection is regularly reviewed and updated.
- Discuss security strategies with the Local Authority particularly where a wide area network is planned.
- Regularly check files on the school's network.
- Brief all staff as to the signs children may exhibit as a result of the negative impact of technology: e.g. fatigue, inappropriate language, familiarity with adult themes, 'acting out' and sustained aggression. Staff are to report concerns to Head Teacher and Computing Co-ordinator and this information will be logged in the E-safety log and appropriate action taken.

4. TEACHING and LEARNING

4.1 Digital literacy and online safety is part of the statutory curriculum and a necessary tool for staff and children and young people and benefits education by allowing access to world-wide educational resources including art galleries and museums as well as enabling access to specialists in many fields for the pupils and staff of St Augustine of Canterbury Catholic Primary School.

4.2 Access to the internet supports educational and cultural exchanges between pupils world-wide and enables the pupils of St Augustine of Canterbury Catholic Primary School to participate in cultural, vocational, social and leisure use in libraries, clubs and at home.

4.3 The internet supports professional development for staff through access to national developments, educational materials, good curriculum practice and exchange of curriculum and administration data with South Gloucestershire CYPS and DFE.

4.4 The internet improves access to technical support, including remote management of networks, supports communication with support services, professional associations and colleagues as well as allowing access to, and inclusion in, government initiatives.

4.5 The internet offers opportunities for mentoring pupils and providing peer support for them and their teachers.

Internet use will be planned to enrich and extend learning activities provide a stimulating and engaging learning environment to motivate pupils, and access levels will be reviewed to reflect the curriculum requirements and age of the children at St Augustine of Canterbury Catholic Primary School

4.7 St Augustine of Canterbury Catholic Primary School children will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

- 4.8 The school is mindful of the government's anti-radicalisation Prevent strategy and that technology can act as a conduit for harmful ideologies. Children at St Augustine of Canterbury Catholic Primary School will be encouraged to question what they read and to seek confirmation of matters of fact from more than one source. They will be taught research techniques including the use of subject catalogues and search engines and encouraged to question the validity, currency and origins of information. Children will also be taught that copying material is worth little without an appropriate commentary demonstrating the selectivity used and evaluating the material's significance.
- 4.9 Pupils at St Augustine of Canterbury Catholic Primary School will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.
- 4.10 ICT materials used at St Augustine of Canterbury Catholic Primary School to educate pupils will be differentiated and age relevant as is appropriate. ICT peripherals and hardware will be task appropriate.

5. MANAGING INTERNET ACCESS

- 5.1 Developing good practice in internet use as a tool for teaching and learning is essential. St Augustine of Canterbury Catholic Primary School internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the children and young people.
- 5.2 Pupils will be taught what internet use is acceptable and what is not and be given clear objectives for internet use. Staff at St Augustine of Canterbury Catholic Primary School will guide pupils in on-line activities that will support the learning outcomes planned for the pupil's age and maturity.
- 5.3 Pupils at St Augustine of Canterbury Catholic Primary School will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.
- 5.4 If staff or pupils at St Augustine of Canterbury Catholic Primary School discover unsuitable sites, the URL (address) and content must be reported to SWGfL via the Computing Co-ordinator who will record the incident in the E-Safety log.
- 5.5 St Augustine of Canterbury Catholic Primary School will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- 5.6 Pupils at St Augustine of Canterbury Catholic Primary School will be taught to be critically aware of the materials they read as well as how to validate information before accepting its validity.
- 5.7 No sensitive documents are to be stored on cloud services unless they are fully secured and adhere to data security guidelines.

6. MANAGING E-MAIL

- 6.1 Personal e-mail or messaging between staff and pupils should not take place.
- 6.2 Staff and Governors must use St Augustine of Canterbury Catholic Primary School Outlook accounts when communicating school business.
- 6.3 Pupils and staff may only use approved e-mail accounts on the school system and pupils must inform a member of staff immediately if they receive an offensive e-mail, the Head Teacher or Deputy must be informed and the incident logged. The electronic communication must not be deleted and appropriate action will then be taken. Staff who find themselves the recipient of any offensive material must follow the same procedure.
- 6.4 Pupils must not reveal details of themselves or others in any e-mail communication or by any personal web space such as an address, telephone number and must not arrange meetings with anyone.
- 6.5 Access in school to external personal e-mail accounts may be blocked.
- 6.6 Official St Augustine of Canterbury Catholic Primary School e-mail should be authorised before sending to an external organisation just as a letter written on school headed note-paper would be.
- 6.7 The forwarding of chain letters is not permitted.
- 6.8 Incoming e-mail should be monitored and attachments should not be opened unless the author is known.

7. MANAGING ONLINE CONTENT

- 7.1 Editorial guidance will ensure that St Augustine of Canterbury Catholic Primary School ethos is reflected in the online content, information is accurate, well presented and personal security is not compromised. Care will be taken to ensure that all information is considered from a security viewpoint including the use of photographic material.
- 7.2 Photographs of pupils will not be used without the written consent of the pupil's parents/carers (See 12.5/7.8). Parents are not to take mobile phone photographs of pupils on school trips.
- 7.3 The point of contact on the school website will be the school address, school email and telephone number. Staff or pupils' home information will not be published.
- 7.4 The Head teacher of St Augustine of Canterbury Catholic Primary School or nominated person will have overall editorial responsibility and ensure that all online content is accurate and appropriate.
- 7.5 Any online content will comply with St Augustine of Canterbury Catholic Primary School guidelines for publications and parents/carers will be informed of the school policy on image taking and publishing.
- 7.6 Use of site photographs will be carefully selected so that any pupils cannot be identified or their image misused.
- 7.7 The names of pupils will not be used on the St Augustine of Canterbury Catholic Primary School website and any online content, particularly in association with any photographs.
- 7.8 Work used on the St Augustine of Canterbury Catholic Primary School website will be covered by generic permission of the pupil and their parents/carers. Such permission will be part of the photographic permission sheet. (See 7.2)

- 7.9 The copyright of all material must be held by St Augustine of Canterbury Catholic Primary School or be attributed to the owner where permission to reproduce has been obtained.
- 7.10 Pupils at St Augustine of Canterbury Catholic Primary School will be taught to consider the thoughts and feelings of others when publishing material to websites and elsewhere. They will be able to advise others on keeping e-safe. Material which victimises or bullies someone, or is otherwise offensive, is unacceptable and appropriate sanctions will be implemented.

8. SOCIAL NETWORKING

- 8.1 St Augustine of Canterbury Catholic Primary School will control access to moderated social networking sites and educate pupils in their safe use.
- 8.2 Pupils will not access social networking sites in school.
- 8.3 Pupils will be taught the importance of personal safety when using social networking sites.
- 8.4 Pupils will be advised to use appropriate nick names and avatars when using social networking sites.
- 8.5 Staff will not exchange social networking addresses or use social networking sites to communicate with pupils; including past pupils of school age. Defamatory postings by pupils directed at St Augustine of Canterbury Catholic Primary School staff members are taken extremely seriously and will be dealt with accordingly.

9. MOBILE DEVICES (Including phones)

- 9.1 Any child who walks to and from school with a mobile phone must deposit it directly at the school office for the duration of the school day. In the interest of safeguarding children are not to bring mobile phones to pupil social events.
- 9.2 Hand-held electronic devices such as PSP and Nintendo DS can be brought onto school premises for supervised reward times or project work only with the express permission of the class teacher. In such circumstances the devices must be handed to the class teacher at the beginning of the school day.
- 9.3 Wireless enabled Hand-held electronic devices must not be used to access the internet on school premises, unless under supervision.
- 9.4 St Augustine of Canterbury Catholic Primary School bears no responsibility for the loss or damage to any electronic devices brought onto school premises.
- 9.5 Pupils will be taught of the risks associated with mobile devices and how to keep safe.
- 9.6 Adults must turn off mobile phones on school premises. Certain exceptions may apply. (see 12.6)

10. FILTERING

- 10.1 St Augustine of Canterbury Catholic Primary School will work in partnership with parents/carers, South Gloucestershire Council and Integra (formerly Traded Services) to ensure systems to protect pupils and staff are reviewed and improved regularly.
- 10.2 If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Computing Coordinator.
- 10.3 Any material the school deems to be unsuitable or illegal will be immediately referred to the Internet Watch Foundation and CEOPS.
- 10.4 Regular checks by senior staff will ensure that the filtering methods selected are appropriate, effective and reasonable.
- 10.5 Filtering methods will be selected by the school in conjunction with the LA and will be age and curriculum appropriate.
- 10.6 You Tube is unblocked on classroom desk tops with a teacher login. Risk assessment has been undertaken and shared. Teachers have been briefed on how to use You Tube safely in a classroom setting.

11. AUTHORISING INTERNET ACCESS

- 11.1 St Augustine of Canterbury Catholic Primary School will maintain a current record of all staff and pupils who are allowed access to the school's ICT systems.
- 11.2 Staff will supervise access to the internet from the school site for all pupils.

12. PHOTOGRAPHIC, VIDEO AND AUDIO TECHNOLOGY

- 12.1 Staff may use photographic or video technology to support school trips and appropriate curriculum activities.
- 12.2 Pupils must have permission from a member of staff before making or answering a video conference call or making a video or audio recording on school premises.
- 12.3 St Augustine of Canterbury Catholic Primary School will maintain a record of pupils whose parents/carers have specifically requested that video and photographic images are not made of them. (See 7.2 and 12.5)
- 12.4 Parents and carers acting as helpers on school trips must not take digital images of any of the children; including their own. This measure has been taken in the sole interest of child protection and a result of advice from government authorities.
- 12.5 No unauthorised digital images are to be made of pupils on the school premises. This measure includes the prohibition of phone pictures and video.
Certain exceptions to this rule may be made for significant events such as Nativity plays and Year 6 leavers' assemblies and an opportunity for large group photos will be made possible unless there is a particular safeguarding issue. If in doubt parents should seek guidance from a member of Senior Leadership Team.

13. ASSESSING AND MANAGING RISKS

- 13.1 Emerging technologies offer the potential to develop teaching and learning tools but need to be evaluated to assess risks, establish the benefits and to develop good practice. The senior leadership team are aware that mobile technologies such as phones with wireless internet access can bypass school filtering systems and allow a new route to undesirable material and communications.
- 13.2 In common with other media such as magazines, books and video, some material available through the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to international scale and linked nature of Internet content, it is not always possible to guarantee that unsuitable material may never appear on a school computer. Neither the school nor the Local Authority can accept liability for the material accessed, or any consequences of Internet access. Parents are encouraged to share awareness of safeguarding issues related to technology.
- 13.3 Emerging technologies will be examined for educational use and a risk assessment will be carried out before use in school is allowed and methods to identify, assess and minimise risks will be reviewed regularly.
- 13.4 The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Criminal Misuse Act 1990 and will be dealt with accordingly.
- 13.5 The Head Teacher of St Augustine of Canterbury Catholic Primary School will ensure that the E-Safety Policy is implemented and compliance with the policy is monitored.
- 13.6 ICT hardware and peripherals will be: security marked, kept in good order and stored securely. Any damaged or unsafe equipment must be reported immediately to the Computing Coordinator. PAT testing will be undertaken in accordance with statutory guidelines.
- 13.7 The school uses E-safety tracking and monitoring from Integra Schools IT as part of the service level agreement.

14. INTRODUCING THE POLICY TO PUPILS

- 14.1 Rules for Internet access will be posted in all rooms where computers are used.
- 14.2 Responsible Internet use, covering both school and home use, will be included in the Computing curriculum.
- 14.3 Pupils will be instructed in responsible and safe use before being allowed access to the Internet and will be reminded of the rules and risks before any lesson using the Internet.
- 14.4 Pupils will be informed that internet use will be closely monitored and that misuse will be dealt with appropriately.
- 14.5 Pupils joining St Augustine of Canterbury Catholic Primary School during the year will follow an accelerated course of induction into E-safety and relevant aspects of the E-learning policy.

15. CONSULTING STAFF (including supply staff and students)

- 15.1 It is essential that all teachers and learning support staff at St Augustine of Canterbury Catholic Primary School are confident about using the internet in their work and should be given opportunities to discuss issues and develop appropriate teaching strategies:

- All staff are governed by the terms of St Augustine of Canterbury Catholic Primary School E-learning policy and will be provided with a copy of the policy and its importance explained.
- All new staff will be given a copy of the policy during their induction.
- Staff development in safe and responsible use of the internet will be provided as required.
- Staff will be aware that internet use will be monitored and traced to the original user. Discretion and professional conduct is essential.
- Senior managers will supervise members of staff who operate the monitoring procedures.

16. MAINTAINING DATA SECURITY (including password security, personal data [Target Tracker and Tapestry], use of personal storage devices and data security risk assessment.)

16.1 Personal data sent over the network will be encrypted or otherwise secured.

16.2 Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mails. Staff and Pupils of St Augustine of Canterbury Catholic Primary School must be aware of the potential for memory sticks and other portable data devices to carry viruses into the school systems and must report any concerns to the Computing Co-ordinator.

16.3 The Computing Co-ordinator will ensure that the system has the capacity to deal with increased traffic caused by Internet use.

16.4 Password security is of the utmost importance and must be maintained at all times. Adults and children will be reminded never to disclose their passwords. The abuse of passwords must be reported immediately to the Computing coordinator and recorded in the E-safety log. When a teacher moves away from their laptop when it is logged on they are encouraged to press 'control-alt-delete' in order to prevent unauthorised access.

16.5 When keeping files on a personal storage device (such as a USB memory stick), staff must ensure that other computers they connect their storage device to (such as computers at home) have an up-to-date anti-virus system running to protect against the proliferation of harmful software onto the school computer. The storage device must also be encrypted to protect any data that is stored on it.

16.6 Data security risk assessment undertaken and reviewed annually. Action to minimise risk: Regular back up, documents marked 'Protected' or 'Restricted' according to likelihood of loss and impact of loss. Head Teacher to act as SIRO (Senior Information Officer) and IAO (Information Asset Owners) appointed and informed of responsibilities.

16.7 1 Level protection (e.g. locked door or password) and 2 level protection (e.g. locked draw, locked door or dual factor protection) to be applied according to assessed risk.

16.8 All data marked 'Protected' or 'Restricted' to be deleted or shredded (as appropriate) when it has fulfilled its purpose and or reached the mandatory time limit for storage.

16.9 Target Tracker (KS1/2) and Tapestry (EYFS) pupil data is accessed through passwords and is to be shared with interested parties only. Both systems store data on secure servers within the EU. Reception parents have signed an undertaking not to copy or share images that they have remotely accessed from Tapestry.

17. DEALING WITH COMPLAINTS

- 17.1 The staff, children, parents/carers of St Augustine of Canterbury Catholic Primary School must know how and where to report incidents.(e.g. CPOMS, Internet watch foundation and CEOPS)
Concerns related to Safeguarding issues must dealt with through the school's Safeguarding Policy and Procedures.
- 17.2 The school's designated person for E-safety will be responsible for dealing with complaints and any complaint concerning staff or pupil misuse of the internet must be reported to the head teacher immediately.
- 17.3 Pupils and parents/cares will be informed of the complaints procedure.
- 17.4 Parents/carers and pupils will work in partnership with the school staff to resolve any issues.
- 17.5 There may be occasions when St Augustine of Canterbury Catholic Primary School must contact the police. If appropriate, early contact should be made to discuss strategies and preserve possible evidence.
- 17.6 Sanctions for misuse may include any or all of the following:
- Informing parents/carers.
 - Removal of internet access and or ICT equipment for a specified period of time.

18. PARENTS/CARERS SUPPORT

- 18.1 Parents/carers will be informed of St Augustine of Canterbury Catholic Primary School's E-learning Policy which may be accessed on the school website or by contacting the school office.
- 18.2 Any issues concerning the internet will be handled sensitively to inform parents/carers without undue alarm.
- 18.3 Advice on filtering systems and appropriate educational and leisure activities including responsible use of the Internet will be made available to parents/carers.
- 18.4 Interested parents/carers will be referred to organisations such as Child Exploitation and Online Protection (CEOP) and NSPCC.
- 18.5 A partnership approach will be encouraged between St Augustine of Canterbury Catholic Primary School and parents/carers; this may include practical sessions as well as suggestions for safe internet use at home.

Equality Impact Assessment -Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact x or n.a.
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		x
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		x
Gender reassignment (transsexual)		x
Marriage and civil partnership		x
Pregnancy and maternity		x
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		x
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		x
Gender (male, female)		x
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x