



Edna G Olds Academy

A L.E.A.D. Academy

E- SAFETY POLICY

Purpose of the Policy

In an ever-changing world children are gaining increasing levels of exposure to all that the internet has to offer. Access to the world wide web, email, instant messaging, chat rooms, social media, mobile phones, blogs, podcasts, downloads and virtual learning platforms are becoming increasingly common in our lives. While the internet offers an infinite number of learning opportunities, it also poses risks and dangers. As such, this policy seeks to address how Edna G. Olds Academy will address these issues. The aims of the policy are:

- To educate pupils about e-safety issues and appropriate behaviours so that they remain safe and legal online
- To help pupils develop critical thinking skills to reflect and enable them to keep themselves safe
- To keep any personal data and information secure
- To minimize the risks of handling sensitive information
- To outline the procedures for dealing with the misuse of technologies and breaching the policy

Links to other policies in school

Where appropriate, this policy is to be used in conjunction with other policies and documents in school. Please find these outlined below:

- Acceptable use of the internet
- Anti-Bullying Policy
- Child Protection policy
- Staff Code of Conduct

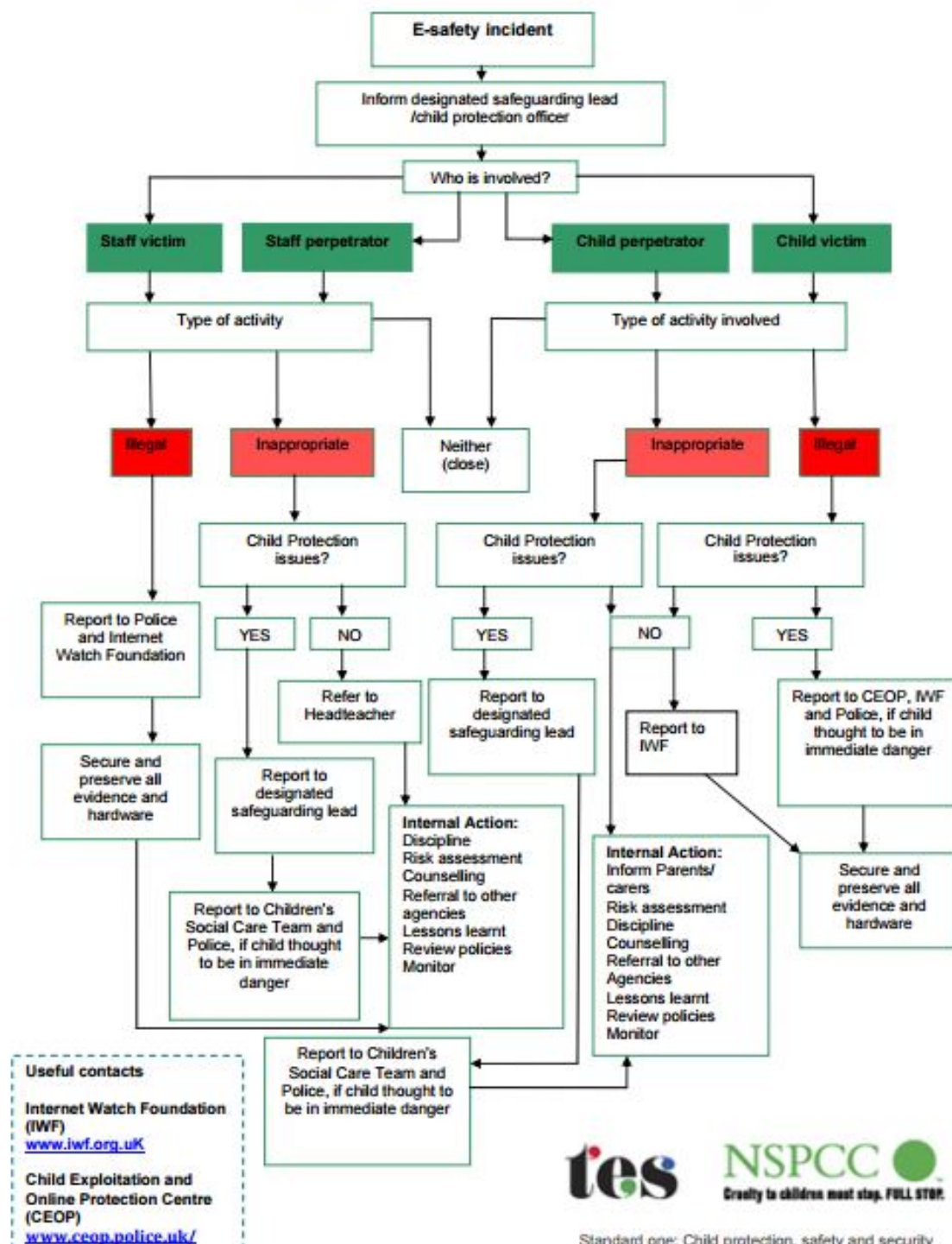
Roles and responsibilities

E-Safety is recognised as an essential aspect of provision at Edna G. Olds Academy. The Computing Leader and Head Teacher have attended NSPCC 'Keeping Children Safe Online' training.

Internet safety is the responsibility of all staff in school. The Computing Coordinator will ensure staff in school receive up to date information and training regarding new technologies and dangers. If an e-safety incident occurs, staff will use the diagram below in order to follow the correct process:



What to do if a pupil or a teacher reports an e-safety incident





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Staff Training

Staff are kept up to date with the latest information regarding internet safety. The Computing Leader receives the monthly NSPCC ESAT newsletter and cascades relevant information to staff to ensure that all staff are fully aware of current issues and dangers.

All staff at Edna G. Olds have attended prevent training for online radicalisation.

Pupils with SEND

Pupils with SEND have an increased vulnerability to risk online, especially those with language and communication needs or social communication difficulties. Where necessary, the Special Education Needs Co-ordinator (SENCO) will work in conjunction with the Computing Leader in order to develop strategies for safe internet use as part of IEPs. As an inclusive school, children with SEN/D will receive the same provision as their peers and if a child is struggling to grasp a certain aspect of E-Safety, TA interventions will take place in order to clarify the learning.

Internet Safety and Security

We take security very seriously. As such:

- The computing technician will be responsible for regularly updating anti-virus software and filtering software
- Use of IT and computing will be in line with the school's 'acceptable use policy'. All staff, volunteers and children must sign a copy of the schools AUP before using the internet
- Parents will be made aware of the 'acceptable use policy' at school entry and KS2 and will sign to say they agree to it in their child's diary each year
- All pupils and parents will be aware of the school rules for responsible use of IT and computing and the internet and will understand the consequence of any misuse.
- The agreed rules for safe and responsible use of IT and computing and the internet will be displayed in the computing suite and in classrooms.

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 functions. Internet use is part of the statutory curriculum and a necessary tool for learning.

Pupils use the internet widely outside school and will need to learn how to evaluate internet information and to take care of their own safety and security. Information will be provided to parents about how to educate and support their children with safe internet use.



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As part of the computing and PSHE curriculums children will be taught how to be safe internet users We will work to help children take steps to avoid dangerous online situations and understand how to respond should such situations arise.

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 computing, PSHE and other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school
- We use the resources on the iCompute scheme of work as a basis for our e-safety education but other resources, such as those from the NSPCC are also used to support in this area
- Key e-safety messages are reinforced through further input via assemblies and pastoral activities as well as informal conversations when the opportunity arises.
- Pupils are helped 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, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.
- 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 websiteThis forms part of our computing curriculum.
- Pupils should 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



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Preventing online grooming and abuse

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of [sexual abuse](#), [sexual exploitation](#) or [trafficking](#). Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female and could be any age. Many children and young people don't understand that they have been groomed or that what has happened is abuse.

At Edna G. Olds Academy we take very seriously the dangers of online grooming and abuse. We seek to combat this by providing children with the necessary education which will equip them with the skills and knowledge to respond appropriately should they find themselves in a position of danger online. As part of our computing and PSHE curriculums, children are taught not to speak to strangers online, not pass on personal information over the internet and to report any incidences of this type of request to an adult. Children are taught what to do if they see something which disturbs them or they think is inappropriate online. This information is revisited regularly.

Preventing online radicalisation

We are committed to keeping children safe online. Since the 'Education and Inspections Act 2006' schools have a duty to promote community cohesion. Over the last few years, global events have led to a growth of extremist viewpoints, including advocacy of violent extremism.

The internet provides children and young people with access to a wide-range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. In order to ensure that children are safe from terrorist and extremist material when accessing the internet in school, the filtering systems we use block inappropriate content, including extremist content.

We also filter out social media, such as Facebook and Twitter. Searches and web addresses are monitored and the ICT technicians will alert senior staff where there are concerns and prevent further access when new sites that are unblocked are found.



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Where staff, students or visitors find unblocked extremist content they must immediately report it to a senior member of staff.

Children and parents are required to sign the acceptable use policy within the homework diaries in order for children to be granted access to the internet in school.

Pupils and staff know how to report internet content that is inappropriate or of concern.

As with other online risks of harm, every teacher needs to be aware of the risks posed by the online activity of extremist and terrorist groups. As part of this, staff have undergone training on the prevent strategy and understand the signs to look for if somebody is in danger of or becoming radicalised. They are also aware of how to report this.

In line with The Prevent Duty (2015) Edna G. Olds Academy plays an important role in equipping children and young people with the skills to stay safe online, both in school and outside. Internet safety plays a prominent role in the computing curriculum and will also be embedded in PSHE, SRE and SMSC.

Cyber Bullying

This part of the policy aims to ensure that: Pupils, staff and parents know about cyber bullying and its consequences; We have the knowledge, policies and procedures to prevent and, if necessary, to deal with cyber bullying in school or within the school community; and to ensure that we monitor the effectiveness of our procedures.

Cyber bullying includes sending or posting harmful or upsetting text, images or other messages, using the internet, mobile phones or other communication technology. It can take many forms, but can go even further than face to face bullying by invading home and personal space and can target one or more people. It can take place across age groups and target pupils, staff and others. It can include threats and intimidation, harassment, defamation, exclusion or peer rejection, impersonation and unauthorised publication of private information or images. It can include messages intended as jokes, but which have a harmful or upsetting effect. Cyber bullying may be carried out in many ways, including: Threatening, intimidating or upsetting text messages; Threatening or embarrassing pictures and video clips via mobile phone cameras; Silent or abusive phone calls or using the victim's phone to harass others, to make them think the victim is responsible; Threatening or bullying emails, possibly sent using a pseudonym or someone else's name; Menacing or upsetting responses to someone in a chat-room; Unpleasant messages sent during instant messaging; Unpleasant or defamatory information posted to blogs, personal websites and social networking sites.



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Practices and Procedures

The responsibilities of the School and of pupils as set out in the Anti-Bullying Policy apply also to this policy. Positive use of computing will be promoted and the Acceptable Computer Use Policy will be kept under review as technologies develop. CPD and INSET may be used to help staff develop their own practices and support pupils in safe and responsible use of ICT. As part of the computing curriculum, Edna G. Olds Academy will encourage safe use of ICT, emphasising, for example, the importance of password security and the need to log out of accounts. Through work in computing and PSHE lessons, the school will promote the message that asking for help is the right thing to do and all members of the school community will be informed how cyber bullying can be reported. How to deal with such incidents will be regularly re-visited as part of the computing curriculum and confidential records will be kept of all cyber bullying incidents.

Responding to cyber bullying

Cyber bullying will generally be dealt with through the School's Anti-Bullying policy. A cyber bullying incident might include features different to other forms of bullying, prompting a particular response. Key differences might be:

- Impact: possibly extensive scale and scope
- Location: the anytime and anywhere nature of cyber bullying
- Anonymity: the person being bullied might not know who the perpetrator is
- Motivation: the perpetrator might not realise that his/her actions are bullying
- Evidence: the subject of the bullying will have evidence of what happened

Support for the person being bullied

As with any form of bullying, support for the individual will depend on the circumstances. Examples include:

- Emotional support and reassurance that it was right to report the incident
- Advice not to retaliate or reply, but to keep the evidence and show or give it to their parent or a member of staff
- Advice on other aspects of the code to prevent re-occurrence
- Advice on how the perpetrator might be blocked from the individual's sites or services
- Actions, where possible and appropriate, to have offending material removed



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- Advice to consider changing email addresses and/or mobile phone numbers
- Discuss contacting the police in cases of suspected illegal content

Working with the perpetrator

Work with the perpetrator and any sanctions will be determined on an individual basis, in accordance with the Anti-Bullying Policy, with the intention of:

- Helping the person harmed to feel safe again and be assured that the bullying will stop.
- Holding the perpetrator to account, so they recognise the harm caused and do not repeat the behaviour.
- Helping bullies to recognise the consequences of their actions and facilitating change in their attitude and behaviour.
- Demonstrating that cyber bullying, as any other form of bullying, is unacceptable and that the school has effective ways of dealing with it.

Misuse of technology and breaching the policy

At Edna G. Olds Academy, we take seriously any misuse of technology and breaches of this policy. If a member of staff breaches the policy or misuses the technology internal action which could include all or some of the following: disciplinary proceedings, risk assessment, counselling, referral to other agencies, looking at lessons learnt, reviewing policies, monitoring. If a child misuses any technology in school or breaches the policy, internal action will be taken which could include all or some of the following: inform parents/carers, risk assessment, disciplinary procedures, counselling, referral to other agencies, looking at lessons learnt, reviewing policies and monitoring the child.

If a child reports an incident to a member of staff and it is deemed to be a safeguarding concern, normal reporting procedures using MyConcern will apply.

Parental Involvement

At Edna G. Olds Academy, we actively seek to involve parents in the promotion of e-safety. All parents will receive and agree to their child adhering to the rules laid out in the acceptable use document which is found in the home/school diaries. Parent e-safety workshops will be held at Edna G. Olds Academy in order to support parents in keeping their children safe online. Advice and updates on the latest information will be provided to parents during these meetings along with instruction as to how to set up filters and blocks on their devices at home. During school productions, parents are welcome to photograph



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their children but are always reminded not to post any of their photographs in the public domain such as social media sites.

Images of Children

Parental consent is sought before pictures of children are publicly shared on the school's website. At the beginning of each academic year, parents will be asked to give consent for photos to be displayed in public places. If children are attending any educational experience outside of school where photographs are being taken, separate parental consent is sought in order to ensure external providers are aware of which children cannot be photographed. Images of children are stored on the school server and school devices. No images of children will be stored on devices which are the personal property of members of staff.

Management of Email

Children do not have access to email in school. Email service providers are blocked as part of the filtering system. Staff are not to communicate with children via email.

Password Security

Staff laptops are only accessible by passwords which are specific to each device. If a password becomes known, staff are to inform LEAD IT Services in order to have it re-set. Certain websites are accessible via a password from staff laptops. These are to be used for educational purposes and staff must check content before sharing it with children. Again, if passwords to access these websites become known, staff must contact LEAD IT Services immediately to request a password re-set.

Mobile Phones

Children are not permitted to have mobile phones in school. If a child is found to have a mobile phone it will be confiscated, stored in the safe and passed directly on to their parent/carer at the end of the day.

Webcams/Video Conferencing

Children are not permitted to use webcams within school and video conferencing does not take place.

Monitoring and Evaluation

This policy will be updated annually and will be monitored throughout the year to ensure that it is fit for purpose. Should any changes relevant to the policy arise, it will be evaluated and updated immediately in light of these. Staff will be made aware of any amendments to the policy.