WELLFIELD INFANT AND NURSERY SCHOOL

AND

WISHING WELL OUT OF SCHOOL CLUB

E SAFETY AND ACCEPTABLE USE POLICY

October 2024

Introduction

Information and Communication Technology is concerned with the handling and processing of information using electronic devices. The use of ICT in education is essential to enhance the learning and to motivate the access to the curriculum for all pupils. Children are using technology from a young age, therefore there is a requirement to ensure that all pupils are able to use the internet and other technologies appropriately and safely. E-Safety highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards for users.

Purpose

- To safeguard staff and children when using the internet and other technology within school and the wider community.

- To ensure staff, pupils, parents and all stakeholders understand what the schools expectations are regarding the safe use of ICT and that the school's use of technology is compliant with GDPR and other policies relating to this

- To ensure that staff and pupils use the internet and other technology appropriately and safely.

- To maximise the educational benefit that can be obtained by using ICT, whilst minimising any associated risks.

- To provide parents with information to assist them with the safe use of ICT out of school.

- To comply with GDPR standards (May 2018 onwards) Method. General

- Appropriate training and guidance is provided to ensure all staff are aware of the importance of E-safety and how to safeguard pupils whilst using the internet and other technology. Training is also provided for staff in relation to GDPR and safe storage of data.

- Pupils are educated on the importance of E-safety and how to use the internet and other technology appropriately and safely as part of their programmes of study for ICT, PHSE and Citizenship

- Parents and carers are offered regular information and advice about e safety and keeping children safe online via the school's facebook page. Parents' Workshops are also offered to cover this area. Safety and Security

- Security strategies are discussed with the school's ICT support provider regularly and school adheres to recommendations provided.by them and Trafford's ICT team

- The school works in partnership with the local authority to ensure systems to protect pupils are reviewed and improved.

- Schools ICT systems capacity and security are reviewed regularly by the ICT support team in consultation with the Headteacher and ICT Co ordinator

- Emerging technologies are examined for educational benefit and staff ensure that these do not pose a risk to pupils before use in the school is allowed.

- Personal data is recorded, processed, transferred and made available according to the Data Protection Bill 2018 and European GDPR. (Refer to GDPR policy)

- Virus protection is updated regularly by the ICT technician.

- Staff respect the ICT system security and understand that they must not use a computer for a purpose not permitted by the owner.

- If staff discover unsuitable sites, the URL and the content is reported to the Internet Service Provider via the ICT Leader.

- Staff are permitted to take technology such as laptops and I pads provided by the school home with them to support their work. Staff are responsible for ensuring they take all reasonable precautions to secure data or equipment taken off the school premises. All staff laptops and I pads are password protected and any personal data regarding pupils and their families held by teachers is stored on their laptop or a passcode protected external hard drive/ USB stick. Staff are responsible for ensuring there is no illegal or inappropriate content accessed or stored on these devices.

- Staff do not disclose log in names or passwords to anyone, other than where appropriate, the staff responsible for maintaining the system.

- All forms of technology in school, other than the school computers, that store information/ data about staff/ pupils/ others are stored securely when not in use.

- When staff leave employment of the school they are required to return all technology/ devices that belong to the school. Measures are taken, such as deletion of passwords, to prevent staff who have left from having access to this technology/ secures sites such as those used to record pupil progress. Internet

- The school internet access is filtered via Trafford.

- Access to the internet is by adult demonstration with occasional directly supervised access to specific, approved online materials.

- Parental permission is sought for the use of images, video and audio recordings of the children to be used on the school website, facebook page, twitter account. Where pupils images are used to feature elsewhere such as in the local newspaper or websites such as School Sports Partnerships websites, this is only done with the individual consent of the parents concerned. Any images used of children are not labelled with their names.

- Pupils will not engage in conversation or dialogue with other users on the Internet without the permission or supervision from a member of staff.

Other Technologies, including use of mobile phones and smart watches

- Staff are not permitted to use the school ICT systems for personal use.

- Staff must not install any software or hardware without the permission of the Headteacher or the ICT Co ordinator in consultation with the ICT support team.

- **Pupils are not allowed mobile phones or other personal electronic equipment**, for example Nintendo DS, in school other than Ipads and Ipods that may be used by children to support their SEND. In this instance the use of these items in school will have been agreed in advance with the Headteacher or SENDCo. **The only exception to this is if they require a device to manage / monitor a health condition. In this instance an individual plan would be drawn up outlining the restrictions of it's use which would be shared with relevant staff.**

• **Staff, students and volunteers bringing mobile phones into school must ensure there is no inappropriate or illegal content on the device.**

• **It is not permitted for anyone in the school to use their mobile phones or other personal devices such as Ipads or smart watches to take photos/ recordings of pupils.**

• **Staff, students, volunteers and visitors must ensure that their mobile phones are not out in student areas when students are present. This also applies to any other personal devices that can be used to take photos or recordings such as certain smart watches and Ipads.** Lockers are provided in classrooms for staff and students to store their phones in during the school day. Lockers are also available in the school office for other staff, volunteers and visitors to store their phones/ other devices securely.

Smart watches that do not have a camera option may be worn but these must be managed in line with the requirement set out for all personal devices below*.

• ***Phone calls, messaging and internet access from personal devices must only be made in areas where no pupils are present, such as the staffroom or school office.**

• **Staff, students and volunteers must not share their phone number, email address or any other personal information with pupils.**

• Staff should ensure that the school office has up to date contact information and make their families, children's schools etc. aware of the school telephone number. There is also a school mobile number which staff should share with their families to provide them with another means of contact in the case of an emergency. Extension numbers for the main phone line are also available for each classroom. This is the responsibility of the individual staff member.

• There are two school mobile phones available for school trips. During group outings nominated staff will have access to one of these, which may be used to contact school and for emergency purposes only. The other school mobile will be kept on in the school office during these times as an alternative means of contact to the general school number. Photographs

• Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their achievements and progression. However, it is essential that photographs and other recordings are taken and stored appropriately to safeguard the children in our care. Staff are only permitted to use school recording devices such as IPads.

• All Ipads that hold photos of pupils must be kept on the school site* and stored securely at the end of each school day. Images taken and stored on the camera must be downloaded on a regular basis and at least once a half term onto the school secure server. Printed photographs which are not used for a display or placed in a child's portfolio or learning journey should be stored securely and shredded when no longer required.

• *School cameras and Ipads may be taken out of school for recording school events or trips. In this instance these must be signed out/ in at the school office and their removal must be authorised by the Headteacher. They must be returned to school straight after the event/trip. Use of the internet, including Facebook and other social media

• Staff and Governors should be aware that social networking sites sit within the public domain and, as such, may be accessed by others outside of your contact group – irrespective of your privacy

settings. **Staff and Governors should therefor pay careful consideration to any images or comments they place on these sites.**

• **Staff must not add any parents/ carers or pupils – past or present – to their contacts** unless they are a direct relative or a close friend where the friendship has been instigated from outside of the school context. In these instances it is essential that staff take responsibility for ensuring that they do not post any photos or information that would put their position at risk, (see guidelines below). **Pupils, past or present, should not be added to contacts** unless they are a direct relative or the child of a close friend. In this circumstance staff must have the parents/ carers consent and the child must be at least 13 years old.

• **Staff and Governors must not add any content to these sites, or anywhere else on the worldwide web, which are defamatory or which may constitute intimidating, hostile or offensive material on the basis of sex, race, colour, religion, national origin, sexual orientation or disability**.

• **Staff and Governors must not add any content which may damage the reputation of or cause offence to pupils, parents or colleagues or may damage the credibility of the school.**

• The school and out of school club manages it's own facebook pages and twitter feed. The Headteacher and Club Manager are responsible for managing these pages and deciding what content is posted on them. These posts are carefully monitored as it is acknowledged that they can be shared by others. The school seeks permission from parents before using pupils' images on social media and the school's website. Staff are permitted to share the school's posts with others but they should not share any posts relating to the school or pupils from other sources without prior agreement with the Headteacher. No children's names are posted on the school facebook page or the school website alongside their photographs.

<u>Working with parents</u>

• Parents and carers attending school events, such as to watch a school performance, attend a Stay and Play session or to help on a school trip, are not permitted to use their mobile phones/ other electronic devices whilst with pupils. The school reminds parents about this restriction on a regular basis. Notice boards are used at the entrance prior to a school performance and helpers on trips are given a written instruction.

• We believe our parents/ carers have a key role to play in promoting E-safety at home. ICT offers the opportunity for children and parent/ carers to learn together, and e-safety is an excellent topic which can encourage home-school links. The school will share advice with parents and carers via direct parents to links on the internet to appropriate e-safety resources via the school website and facebook page.

• Parents/ carers are expected to take responsibility for ensuring tablets and other forms of technology used by their children have parental restrictions on them to minimise the risk of children being exposed to content which may cause them harm or distress. Due to the young age of the pupils we work with, we also expect parents and carers to ensure that children do not have access to social media sites or other sites or computer games which are not age appropriate. Where parents and carers demonstrate that they are not protecting their child/ children in their use of technology the school will raise a Safeguarding concern, as they would with any other concern for a child's welfare.

• **Although they are rare, any incidents relating to a parent or carer or a member of the public demonstrating abusive or threatening behaviour towards a member of staff or pupil will be taken seriously. This includes placing information or comments which are threatening or offensive to pupils, the staff or the school as a whole in the public domain, (such as on a social network). These instances are dealt with by the Headteacher and, where appropriate will be reported to Trafford Council and/ or the police.** Refer to our Feeling Safe in School (Anti Bullying) Policy and our Home/ School Agreement.

Management

• The Head Teacher takes ultimate responsibility for the e-safety issues within the school and ensures appropriate funding is allocated to support e-safety activities throughout the school.

• The ICT Co ordinator is responsible for monitoring the safe and appropriate use of the Internet and other technologies throughout the school.

• The Headteacher, E Safty Governor and ICT Co ordinator are responsible for reviewing and improving e-safety policies and procedures.

• The ICT Co ordinator is responsible for logging any incidents that occur and responding to any safety breaches in an appropriate and consistent manner by reporting incidents to the Headteacher and E Safety Governor.

• All staff have responsibility to report any safety breaches to the Headteacher under the school's Whistleblowing policy.

• The ICT Co ordinator, in conjunction with the Headteacher, will keep all stakeholders updated on current e-safety issues.

• All teaching staff are responsible for educating the children on the benefits and risks associated with using technology and how to use it appropriately and safely. This is done through the computing curriculum and PSHE and Citizenship.

Monitoring e-safety incidents/issues

• Incidents of inappropriate use of the Internet or other technologies by staff should be reported in accordance with the schools Whistleblowing Policy.

• Staff found to be in breach of this policy may be disciplined in accordance with the disciplinary procedure. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the Headteacher.

• Complaints of a child protection nature must be dealt with in accordance with the schools Child Protection (Safeguarding) Policy.

• Staff must report any incidents that cause them concern about a child/ children's use of technology in school to the Headteacher

Health and Safety

All Health and Safety matters relating to e-safety and the use of ICT are in accordance with the school's Health, Wellbeing, Safety and Security Policy and Safeguarding Policy.

Monitoring and Evaluation

The policy is monitored and evaluated by the ICT Co ordinator and Headteacher through discussions with staff and pupils and through lesson observations. School ICT use is changing rapidly. The ICT Co ordinator audits ICT provision, reflecting changes and advancements in technology, to establish if the e-safety policy is adequate and that its implementation is effective on an annual basis or in response to significant change in ICT provision. This policy will be followed in accordance with our Safeguarding principles.

Success Criteria

- All staff and pupils are safeguarded when using the Internet and other technologies within school and the wider community.
- All staff, governors, pupils, parents and stakeholders understand what the schools expectations are regarding the safe use of ICT.
- All staff and pupils use the Internet and other technologies appropriately and safely.
- The educational benefits that can be obtained by exploiting the opportunities offered by the use of ICT are maximised, whilst any associated risks are minimised.
- GDPR standards and regulations relating to these are upheld.

This policy will be reviewed every three years or sooner if necessary in line with any school or statutory changes.

APPENDIX 1

Internet and other technology

This could include:

Internet

Laptops, IPads and Tablets, PC's

Digital Cameras

Recording equipment

Mobile phones

Smart Watches

Personal digital assistants

Portable media players , Video players, CD Players

APPENDIX 2

Exceptional use of mobile phone in school for medical reasons

This disclaimer is to be signed and adhered to by staff and visitors to the school that need to have their phone on their person for medical reasons.

Please read and adhere to the below statements:

- Staff, students and volunteers bringing mobile phones into school must ensure there is no inappropriate or illegal content on the device.
- It is not permitted for anyone in the school to use their mobile phones to take photos of pupils.
- Staff, students, volunteers and visitors must ensure that their mobile phones are not out in student areas when students are present. Phones must be kept in their pocket at all times.
- Phone calls from mobile phones made outside of teaching time should only be made in areas where no pupils are present, such as the staffroom or school office.
- Staff, students and volunteers must not share their phone number, email address or any other personal information with pupils.

I confirm I have read and understood the above and will adhere to this whilst on the school premises

Name_____

Signed_____

Date_____