

*St Louis Grammar School*



**E - Safety Policy**

**2020 - 2021**

Date	Review Date	Co-Ordinator	Nominated Governor
Sept 2020		J Scullion	

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

## 1. Aims

- To safeguard and protect all members of the St Louis community online
- To educate and raise awareness of e-safety
- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet both in school and at home.
- To identify clear procedures to use when responding to e-safety concerns
- To work with other schools to share good practice in order to improve this policy.

## 2. Roles and responsibilities

### 2.1 Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for e-Safety;
- delegated powers and responsibilities to the Head Teacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;

- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
- undertaken training in order to understand e-Safety issues and procedures;
- nominated a link governor to visit the school regularly, to liaise with the Head Teacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

## **2.2 Principal**

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Governing Body and the coordinator to create a safe ICT learning environment by having in place:
  - an effective range of technological tools
  - clear roles and responsibilities
  - safe procedures
  - a comprehensive policy for pupils, staff and parents;
- ensure regular checks are made to ensure that the web filtering methods selected are appropriate, effective and reasonable;
- ensure that appropriate risk assessments are undertaken regarding e-safety;
- ensure that there are robust reporting channels for the St Louis community to access regarding e-safety;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

## **2.3 Designated Safeguarding Lead**

- act as a named contact on all online safeguarding issues;
- ensure all members of staff receive regular, up-to-date and appropriate e-safety training;
- access regular and appropriate training to ensure they have the relevant knowledge to keep pupils safe online;
- keep up-to-date on current research and trends regarding e-safety;
- maintain records of e-safety concerns, as well as actions taken;
- work with the School Leadership Team to review and update e-safety policies;
- meet annually with the Governing Body in regards to safeguarding and online safety.

## **2.4 ICT Coordinator**

The coordinator will:

- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school website and will ensure that content is accurate and appropriate;
- ensure regular checks are made to ensure that the web filtering methods selected are appropriate, effective and reasonable;
- undertake risk assessments in order to reduce Internet misuse;
- lead the development of this policy throughout the school;
- work closely with the Principal and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

## **2.5 Nominated Governor**

The Nominated Governor will:

- work closely with the Principal and the coordinator;
- undertake appropriate training;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

## **2.6 School Personnel**

School personnel will:

- comply with all aspects of this policy;
- undertake appropriate e-safety training;
- before using any Internet resource in school must accept the terms of the relevant whole school policies;
- be responsible for promoting and supporting safe behaviours with pupils;
- promote e-Safety procedures such as showing pupils how to deal with inappropriate material;
- report any unsuitable website or material to the relevant person;
- will ensure that the use of Internet derived materials complies with copyright law;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

## **2.7 The Pupils**

Pupils will be aware of this policy and will be taught to:

- be critically aware of the materials they read;
- validate information before accepting its accuracy;
- acknowledge the source of information used;
- use the Internet for research;
- the meaning of safe internet access;
- respect copyright when using Internet material in their own work;
- report any offensive e-mail;
- report any unsuitable website or material to the e-Safety Coordinator;
- learn to take pride in their work;
- produce work of a high standard;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- participate fully in all lessons;
- participate in discussions concerning progress and attainment;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- hand in homework properly completed and on time;
- wear correct uniform
- liaise with the school council;
- take part in questionnaires and surveys

## **2.8 School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Governing Body

## **2.9 Parents/Carers**

Parents/Carers will:

- be aware of and comply with this policy;
- be asked to support the e-Safety policy and to sign the consent form allowing their child to have Internet access;
- make their children aware of the e-Safety policy
- be encouraged to take an active role in the life of the school by attending:
  - parents and open evenings

- parent-teacher consultations
  - class assemblies
  - school concerts
  - fundraising and social events
- be encouraged to work in school as volunteers;
  - be encouraged to organise after school clubs or groups
  - be asked to take part periodic surveys conducted by the school
  - ensure regular and punctual attendance
  - notify school on the first day of pupil absence
  - have holidays in term time and authorised by school
  - encourage effort and achievement
  - encourage completion of homework and return it to school
  - provide the right conditions for homework to take place
  - support the school Code of Conduct and guidance necessary to ensure smooth running of the school
  - ensure correct school uniform is worn

### **3. Internet Use**

The school Internet access will:

- be designed for pupil use;
- include school web filtering technology configured, provided and approved by c2k which is designed to protect pupils from unsafe materials on the internet;
- provide web filtering which is reviewed annually and improved if necessary;
- include web filtering appropriate to the age of pupils;
- have virus protection software installed which will be updated regularly;

#### **3.1 Authorising Internet Use**

- Before using any school ICT resource, all pupils and staff must read and sign the 'Acceptable ICT Use Agreement'.
- Parents must sign a consent form before their child has access to the Internet.
- An up to date record will be kept of all pupils and school personnel who have Internet access.

#### **3.2 E-Mail**

Pupils must:

- only use approved e-mail accounts;
- report receiving any offensive e-mails;
- not divulge their or others personal details;
- not arrange to meet anyone via the e-mail;
- seek authorisation to send a formal e-mail to an external organisation
- not take part in sending chain letters

### **3.3 School Website**

Contact details on the website will be:

- the school address
- e-mail address
- telephone number

The school website will not publish:

- staff or pupils contact details;
- the pictures of children without the written consent of the parent/carer;
- the names of any pupils who are shown;
- children's work without the permission of the pupil or the parent/carer

### **3.4 Social Networking and Personal Publishing**

Pupils will not be allowed access:

- to social networking sites except those that are part of an educational network or approved Learning Platform;
- to newsgroups unless an identified need has been approved

### **3.5 Inappropriate Material**

- Any inappropriate websites or material found by pupils or school personnel will be reported to the e-Safety Coordinator who in turn will report to the Internet Service Provider.

### **3.6 Internet System Security**

- New programs will be installed onto the network or standalone machines by Local Authority technicians only.
- Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

## **4. Complaints**

- The Principal will deal with all complaints of Internet misuse by school personnel or pupils.
- Parents will be informed if their child has misused the Internet.

## **5. Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Prospectus

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home
- reports such annual report to parents and Prinicipal reports to the Governing Body
- information displays in the main school entrance

## 6. Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

## 7. Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## 8. Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the Co-Ordinator, the Head Teacher and the nominated Governor and the necessary recommendations for improvement will be made to the Governors.

<b>Head Teacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	



