

*St Margaret Clitherow Catholic
Voluntary Primary and Nursery Academy*



E Safety Policy



St Margaret Clitherow Catholic Academy



E Safety Policy

Reviewed by Staff:	November 2018	Agreed by Governors:	November 2018
Date:	March 2020	Review Date:	March 2021

St. Margaret Clitherow is a Catholic Primary Academy where Core Values underpin every aspect of school life.

Mission Statement

St Margaret Clitherow Academy is a community concerned with the growth and development of the whole person. In our community great importance is attached to every individual. The foundation of all that school does is the person of Christ, who is at the centre of the community. Our aim is to encourage individuals to grow to Christian maturity through the opportunities we provide.

'Love one another, as I have loved you.'

At St Margaret Clitherow School everyone is a valued member of our community. In keeping with the mission statement we believe that our policy should be in line with the Gospel values that underpin our school ethos.

We are a community of faith based on relationships nurtured by the love of God and our neighbour.

Together we believe that every person in our school community has the right to expect and receive respect.

Teaching and learning

- Internet use is part of the statutory curriculum and is a necessary tool for learning. The Internet is of part of everyday life for education, business and social interaction.
- The school has a duty to provide students with Internet access as part of their learning experience.
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information safely and to take care of their own safety and security.
- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, support the professional work of staff and to enhance the school's management functions.
- The school's Internet access will be designed to enhance and extend education. Pupils will be taught what Internet use is acceptable and what is not, and given clear objectives for Internet use.
- The school will ensure that the copying and subsequent use of Internet-derived materials by staff and pupils complies with copyright law.

- Pupils will be educated in the effective use of the internet for research including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will use age- appropriate tools to research Internet content

Management of Filtering of Content Use of e-mail accounts

- Pupils may only use approved e mail accounts for school purposes.
- Pupils must immediately tell a designated member of staff if they receive offensive mail. Pupils must not reveal personal details of themselves or others in email communication.
- Whole class or group email addresses will be used for communication outside of the school. Staff will only use official school provided email accounts to communicate with pupils and parents/corers, as approved by the Senior Leadership Team.

Management of the Publication of Personal Information

- The contact details on the website should be the school address, email and telephone number.
- Staff or pupils' personal information must not be published. The headteacher will take overall editorial responsibility for online content published by the school and will ensure that content published is accurate and appropriate.
- The school website will comply with the school's guideline for publication including respect for intellectual property rights, privacy policies and copyright.
- Images or videos that include pupils will be selected carefully and will not provide materials that could be reused.
- Pupils' full names will not be used anywhere particularly in relation to photographs. Written permission from parents or carers will be obtained before images/videos of pupils are electronically published.
- The School will have a policy regarding the use of photographic images of children which outlines policies and procedures.

Managing school information systems

The security of the school information systems and users will be reviewed regularly. Virus protection will be updated regularly. The use of user logins and pass words to access the school network will be enforced.

Management of the use of Social Networking Sites

- The school will control access to social media and social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, and e mail addresses full names of friends, family, specific interests and clubs etc.
- Staff wishing to use social media tools with students as part of the curriculum will risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate.

- Staff will obtain documented consent from the Senior Leadership Team before using Social Media tools in the classroom.
- The school's broadband access will include filtering appropriate to the age and maturity of the pupils. The school will work with IT and OLoL CMAT Broadband team to ensure that filtering policy is continually reviewed.
- The school will have a clear procedure for reporting breaches of filtering.
- All members of the school community (all staff and all pupils) will be aware of this procedure.
- If staff or pupils discover unsuitable sites, the URL will be reported to the School e- Safety Leader who will then record the incident and escalate the concern as appropriate.

Emerging Technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Authorisation of Internet Access

- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.
- All staff will read and sign the School Acceptable Use Policy before using any school ICT resources.
- At Key Stage 1 pupils' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online material.
- At Key Stage 2 pupils will be supervised in using age-appropriate search engines and online tools and online activities will be teacher-directed and monitored.
- The school will take reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content it is not possible to guarantee that access to unsuitable material will never occur via a school computer.
- Neither the school nor OLoL CMAT will accept responsibility for material accessed or any content resulting from internet use.
- The school will audit ICT use to establish if the e safety policy
- The school will audit ICT use to establish if the safety policy is adequate and that the implementation of the e safety policy is appropriate. Complaints about Internet misuse will be dealt with under the school's complaints procedure.
- Any complaint about staff misuse will be referred to the headteacher. All E safety complaints will be dealt with under the complaints policy.

Cyberbullying

- Cyberbullying (along with all other forms of bullying) of a member of the school community will not be tolerated.
- Full details are set out in the school's policy on anti- bullying and behaviour. There are clear procedures in place to support anyone in the school community affected by cyber bullying.
- All incidents of cyberbullying reported to the school will be recorded.

- There will be clear procedures in place to investigate incidents or allegations of Cyberbullying.

Use of Mobile Phones

- The use of mobile phones and other personal devices by students and staff in school will be decided by the school and covered in the school Acceptable Use of Mobile Phone Policies.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with in reference to the school's behaviour and discipline policy.
- School staff may confiscate a phone or device if they believe it is being used to contravene the school's behaviour or bullying policy. The phone or device might be searched by the Senior Leadership team with the consent of the pupil or parent/carer.
- If there is suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation.

Safe use of the Learning Platform

- SLT and staff will regularly monitor the usage of the LP by pupils and staff in all areas, in particular the usage and communication tools and publishing facilities.
- Pupils/staff will be advised about acceptable conduct and use when using the LP.
- Only members of the current pupil, parent/carers and staff community will have access to the LP.
- All users will be mindful of copyright issues and will only upload appropriate content onto the LP.
- When staff or pupils leave the school their account or rights to specific school areas will be disabled or transferred to their new establishment.

Communication of this Policy

- All users will be informed that network and internet use will be monitored.
- An e-Safety training programme will be established across the school to raise the awareness and importance of safe and responsible internet use amongst pupils.
- The e- safety policy will be formally provided to and discussed with all members of staff.
- To protect all staff and pupils, the school will implement Acceptable Use Policies.
- Staff will be made aware that Internet traffic can be monitored and traced to the individual server.

- Discretion and professional conduct are essential. Up-to-date and appropriate staff training in safe and responsible internet use, both professionally and personally will be provided for all members of staff.
- Parents' attention will be drawn to the school e-Safety Policy in newsletters and on the school website.

The policy will be reviewed annually.