



Member of staff responsible: Chris Allton

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Date approved by the full Governing body:

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E-safety Policy

Vision statement:

We believe that an understanding of technology and computing is essential for the children of today. However, at St John with St Michael Primary, we recognise that the internet, technology and devices are not always used appropriately by everyone. Therefore, we want to make it our aim to educate our children about the risks online use poses, how to keep themselves safe whilst online and how to report any suspicious and inappropriate content.

Technical infrastructure:

St John with St Michael are responsible for ensuring that the school infrastructure/network is as safe and secure as is reasonably possible. We strive to do this by:

- Ensuring that our technical systems meet recommended technical requirements
- Ensuring all users have clearly defined access rights to the schools technical system and devices
- Providing all children with a username and password which they are responsible for
- Making sure internet access is filtered for all users so that children are safe from inappropriate content

Mobile technologies:

All users of mobile/personal devices should understand that the main purpose of these is for educational reasons only. St John with St Michael has several devices such as cameras and ipads. School owned devices should be used under the following circumstances:

- To record evidence of children's work/activities undertaken in class
- During trips/educational visits
- During breakfast and after-school clubs and extra-curricular activities/competitions
- Personal use, outside of school time is not allowed
- For educational resources, work, productions, apps, websites
- Strict monitoring of children using these devices should take place
- Devices are password protected and filtered to ensure inappropriate use by children is not allowed

Use of digital and video images:

The development of digital imaging technologies has created significant benefits to learning, allowing both adults and children instant access to images that they have recorded or downloaded from the internet. However, everyone needs to be aware of the risks associated with publishing digital images on the internet. St John with St Michael will inform and educate users about these risks and the potential harm they may cause.

- When using digital images, adults will inform/educate children about the risks associated with taking, use, sharing, publication and distribution of images. In particular, dangers of publishing images of themselves online, should also be highlighted.
- Written permission from parents/carers is obtained before photographs/images are published on any platform whether it be a school display or on the school website.
- St John with St Michael will store images of children in suitable files on the t-drive and will keep them for up to 2 years after the child has left

Data protection:

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998, which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Secure
- Only transferred to others with adequate protection

At St John with St Michael we will ensure that we follow and meet all of the above criteria.

Communications:

A wide range of rapidly developing communications technologies has the potential to enhance learning. However at St John with St Michael we agree to use these in the following ways:

- Use of personal mobile devices/technologies on behalf of the children is not acceptable at any time. If children bring these to school, they will be kept in a secure location in the main office
- Adults and children will only use the approved email system provided by the Lancashire grid for learning – if adults choose to use a personal account they must be aware of the risks this poses
- Digital communication between staff/pupils/carers/parents must be professional in tone and content
- Both staff and children should report any communication that they feel offensive, discriminatory or threatening to a member of the SLT or computing coordinator immediately

Social media:

With an increase in use of all types of social media education about managing risks and behaviour online is essential. All adults and children will be reminded vigorously about the following:

- Not to reveal personal details of themselves or others in an e-mail or arrange to meet anyone without specific permission.
- All usage may be monitored at any time
- Staff and pupils must immediately report any email that makes them feel uncomfortable, is offensive, threatening or bullying in any nature.
- The school will block/filter access to social networking sites, except those specifically designed to support educationally approved practice.
- Pupils and parents will be advised that the use of social network sites outside of school is inappropriate for primary age pupils unless strictly supervised.
- Staff must not give personal contact details to pupils or parents/carers including mobile phone numbers or personal websites.
- Staff must not communicate with pupils using any digital technology where the communication may be deemed inappropriate.

- If staff choose to use a social networking site, details must not be shared with pupils or parents/carers and privacy settings set to a maximum.
- Staff will not add pupils or parents as 'friends' on any Social Network Site.
- Staff are made aware of the importance of conducting oneself in a professional manner if personal content is made available on the web.

E-safety through the curriculum:

- Staff provide pupils with regular up to date and relevant e-safety lessons.
- E-safety is followed as is set out in the Lancashire themed booklets
- School will provide an extra focus on e-safety during national e-safety and anti-bullying weeks
- E-safety is also reinforced during PSHE lessons led by JD
- Outside agencies will also be used to reinforce the importance of staying safe online e.g. local PCSO's and safeguarding teams
- E-safety lessons will be made fun and engaging using interactive resources available online

Inappropriate activities:

Some internet activity is illegal and could lead to prosecution. There are however, a range of activities which may not be illegal but are inappropriate for primary aged children because of the age of the users or nature of the content. In the event of adults/children witnessing or taking part in inappropriate activities, the following steps should be followed:

- K Garner should be informed immediately
- Pink slips should be completed if deemed necessary
- Parents will be contacted at the discretion of the school
- Staff will decide if usage is allowed to continue
- Extra e-safety lessons will be put in place through computing and PSHE