



Achieving Success Together

E-Safety Policy

Formally adopted by the Governing Board of:-	Browick Road Primary and Nursery School
On:-	28.02.19
Chair of Governors:-	Jeremy Wiggin
Last updated:-	January 2019

Browick Road Primary School Online Safety Policy

Writing and reviewing the Online Safety policy

This policy is part of the School's Statutory Safeguarding Policy. Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

- Ofsted inspectors will always make a written judgement under leadership and management about whether or not the arrangements for safeguarding children and learners are effective.
- The school will identify a member of staff who has an overview of Online Safety, this would usually be the Headteacher.
- Our Online Safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by senior leadership and approved by governors.
- The Online Safety Policy and its implementation will be reviewed annually
- The Online Safety Policy was discussed by Staff on 30/01/19
- The Online Safety Policy was revised by: Alison Taylor (Computing Lead), Pauline McMullan (Headteacher) and Vicki Wild (Alternate DSL)
- It was approved by the Governors on: 28.02.19
- Date of next review: Autumn Term 2019

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Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Browick Road Primary and Nursery School with respect to the use of technologies.
- Safeguard and protect the children and staff.
- Assist school staff working with children to work safely and responsibly with technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of technologies for educational, personal or recreational use for the whole school community.
- Have clear structures to deal with online abuse such as online bullying [noting that these need to be cross referenced with other school policies].
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for our school community can be summarised as follows:

Content

- Exposure to inappropriate content
- Lifestyle websites promoting harmful behaviours
- Hate content
- Content validation: how to check authenticity and accuracy of online content

Contact

- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms
- Social or commercial identity theft, including passwords

Conduct

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being (amount of time spent online, gambling, body image)
- Sexting

- Copyright (little care or consideration for intellectual property and ownership)

Scope

This policy applies to all members of Browick Road Primary and Nursery School community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of the school technologies, both in and out of Browick Road Primary and Nursery School.

Communication

The policy will be communicated to staff/pupils/community in the following ways:

- Policy to be posted on the school website and staffroom safeguarding noticeboard as well as in the Policies Folder in the school staffroom
- Policy to be part of school induction pack for new staff, including information and guidance where appropriate
- All staff must read and sign the 'IT Staff Code of Conduct' before using any school technology resource
- Regular updates and training on online safety for all staff, including any revisions to the policy
- ICT Code of Conduct (previously referred to as an Acceptable Use Policy (AUP)) discussed with staff and pupils at the start of each year. ICT Code of Conduct / AUP to be issued to whole school community on entry to the school.

Handling Concerns

- The school will take all reasonable precautions to ensure online safety is in line with current guidance from the Department for Education (DfE)
- Staff and pupils are given information about infringements in use and possible sanctions.
- Designated Safeguarding Lead (DSL) acts as first point of contact for any safeguarding incident whether involving technologies or not
- Any concern about staff misuse is always referred directly to the Headteacher, unless the concern is about the Headteacher in which case the concern is referred to the Chair of Governors.

Review and Monitoring

The online safety policy is referenced within other school policies (e.g. Safeguarding and Child Protection policy, Behaviour and Anti-Bullying policy, Computing policy).

- The online safety policy will be reviewed annually **or** when any significant changes occur with regard to the technologies in use within the school

- There is widespread ownership of the policy and it has been agreed by the Senior Leadership Team (SLT) and approved by Governors. All amendments to the school online safety policy will be disseminated to all members of staff and pupils.

2. Education and Curriculum

Pupil online safety curriculum

This school:

- has a clear, progressive online safety education programme as part of the Computing curriculum . This covers a range of skills and behaviours appropriate to their age and experience
- will remind students about their responsibilities through the pupil ICT Code of Conduct.
- ensures staff are aware of their responsibility to model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright
- ensures that staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights

Staff and governor training

This school:

- makes regular up to date training available to staff on online safety issues and the school's online safety education program
- provides, as part of the induction process, all staff [including those on university/college placement and work experience] with information and guidance on the Online Safety Policy and the school's ICT Code of Conduct

Parent/Carer awareness and training

This school:

- provides information for parents/carers for online safety on the school website
- runs a rolling programme of online safety advice, guidance and training for parents
- parents/carers are issued with up to date guidance regularly

3. Incident management

In this school:

- there is strict monitoring and application of the online safety policy, including the ICT Code of Conduct and a differentiated and appropriate range of sanctions
- support is actively sought from other agencies as needed (i.e. the local authority, [UK Safer Internet Centre helpline](#), [CEOP](#), Police, [Internet Watch Foundation](#)) in dealing with online safety issues
- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school
- parents/carers are specifically informed of online safety incidents involving young people for whom they are responsible
- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law
- we will immediately refer any suspected illegal material to the appropriate authorities – i.e. Police, Internet Watch Foundation and inform the LA

4. Managing IT and Communication System

Internet access, security and filtering

In this school:

- we follow guidelines issued by the Department for Education to ensure that we comply with minimum requirements for filtered broadband provision

E-mail

This school

- Provides staff with an email account for their professional use, e.g. nsix.org.uk and makes clear personal email should be through a separate account
- We use anonymous e-mail addresses, for example head@, office@
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date

Pupils email:

- We use school provisioned pupil email accounts that can be audited for KS2 children
- Pupils are taught about the online safety and 'netiquette' of using e-mail both in school and at home.

Staff email:

- Staff will use LA or school provisioned e-mail systems for professional purposes
- Access in school to external personal e mail accounts may be blocked
- **Never use email to transfer staff or pupil personal data unless it is protected with secure encryption. 'Protect-level' data should never be transferred by email. If there is no secure file transfer solution available for the situation, then the data / file must be protected with security encryption.**

School website

- The school web site complies with statutory DfE requirements
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- Photographs of pupils published on the web do not have full names attached. We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website;

Cloud Environments

- **Browick Road Primary and Nursery School will be investigating using a Cloud Environment during Summer Term 2019**
- **The School will ensure that the chosen Cloud Environment meets GDPR requirements and is used safely by all staff**
- **Please also see [DfE guidance for Cloud Software Services and the Data Protection Act](#)**

Social networking

Staff, Volunteers and Contractors

- Staff are instructed to always keep professional and private communication separate.
- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.
- The use of any school approved social networking will adhere to the ICT Code of Conduct

Pupils:

- Are taught about social networking, acceptable behaviours and how to report misuse, intimidation or abuse through our online safety curriculum work.

- Students are required to follow our [age appropriate] pupil ICT Code of Conduct

Parents/Carers:

- Parents/carers are reminded about social networking risks and protocols through our parental ICT Code of Conduct and additional communications materials when required

5. Data Security

Management Information System access and data transfer

- The school uses guidance from the [Information Commissioner's Office](#) to ensure that it complies with its responsibilities to information rights in school

6. Equipment and Digital Content

Digital images and video

In this school:

- We gain parental/carer permission for use of digital photographs or video involving their child as part of the home/school agreement form when their daughter/son joins the school
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs
- Staff sign the school's ICT Code of Conduct and this includes a clause on the use of personal mobile phones/personal equipment
- If specific pupil photos (not group photos) are used on the school web site, in the prospectus or in other high profile publications the school will obtain individual parental or pupil permission for its long term, high profile use

Appendix 1

ICT Code of conduct for pupils

- I should feel safe and enjoy being on the internet
- I should be able to tell someone if something has worried me on the internet
- I should not be bullied on the internet, and should not bully others
- I should help my friends stay safe on the internet
- I should be able to report anything that worries me on the internet
- I should be able to talk and play on the internet with my friends
- I shouldn't have to see unpleasant or hurtful things on the internet
- I should know how to keep my personal information safe
- I should be able to easily search the internet for information
- I should learn how to stay safe on the internet

Appendix 2

Browick Road Primary and Nursery School

Social Networking Policy

Staff, Governors and Parents/Guardians of Browick Road Primary and Nursery School support good practice on social networking sites.

The Headteacher, Staff and Governors have agreed an approach to the use of Social Networking sites that include the items below.

We are now inviting parents to join us in setting a good example for our children.

Parent's agreement

All parents/guardians are invited to join Staff and Governors in setting a good example for our children by:

- Demonstrating courtesy and respect for staff, other parents and pupils when comments are placed on social networking sites.
- Using appropriate language when discussing school
- Addressing any issues or concerns regarding the school directly with the class teacher, Headteacher or Governors rather than posting them on social media.

All parents/guardians are invited to join staff in setting a good example for our children by not:

- Using social network sites to make derogatory comments or posting photographs which could bring staff into disrepute, including making comments about pupils, parents, other staff members, the senior leadership team, Governors, local authority or the wider community.
- Posting photographs of other people's children on social network sites without their permission.

Our promise to the school is:

- We will meet with you and use the Governing Board 's policies and procedures to resolve concerns
- We will work hard to resolve any concerns in the best interest of the whole school community
- We will act in the best interest of the whole community and honour our duty of care to our children.
- We will never conduct school business through social network sites

The Staff and Governors of Browick Road Primary and Nursery School's agreement for using social networking sites.

All staff and Governors agree to:

- Demonstrate courtesy and respect for Staff, parents /guardians and pupils when comments are placed on social networking sites.
- Ensure appropriate language is used in any comments placed on social network sites.
- Ensure that any comments and/or images could not be deemed as defamatory or in breach of any relevant legislation set out in LA or school policies or handbooks.
- Review and adjust their privacy settings to give them the appropriate level of privacy.

We agree not to:

- Use social network sites to make derogatory comments which could bring staff into disrepute, including making comments about pupils, parents/guardians other staff members, the senior leadership team, Governors, local authority or the wider school community.
- Use social networking to communicate with any pupil in the school.
- Post information or opinions about Browick Road Primary and Nursery School or pictures of school events.
- Use social media within lesson times (for personal use).

Our promise to parents is:

- We will meet with them and use the Governing Boards policies and procedures to resolve concerns.
- We will work hard to resolve any concerns in the best interest of the whole community.
- We will act in the best interest of the whole community and honour our duty of care to our pupils.
- We will never conduct school business through social network sites.

Cyberbullying

Browick Road Primary and Nursery School is committed to ensuring that all its Staff, Governors, parents/guardians and pupils are treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. Cyber- bullying methods could include text messages, emails phone calls, instant messenger services, circulating photos or video clips or by posting comments on websites, blogs or in chat rooms.

Appendix 3

Photographs and Video Consent Form

Photographs and videos will only be collected and stored with a documented lawful basis.

Photographs and videos will be used where they are deemed essential for performing the public task of the school. Where photographs are required for other purposes, these purposes will be documented and explicit consent sought.

The retention period for photographs and videos is documented in the school's retention policy. At the end of the retention period photographs will either be destroyed, or may be retained for archiving purposes in the public interest.

Please also note that when your child is in a public venue (such as a county sports event) local media may take photos. You are able to object to this processing and we will give you prior knowledge if and when we know third parties will be present at external events.

Where local media come into the school to take photographs, we will ask for consent for that specific purpose beforehand.

Where photographs are used as part of a display we will not accompany the photograph with any other identifiable information such as full names.

Photographs and video will only be taken using school equipment and must represent the school and children positively – inappropriate, negative, embarrassing or distressful photos will not be used.

We recognise that parents, carers and family members may wish to record events such as school plays, sports days etc. to celebrate their child's achievements. The Data Protection Act does not stop parents from taking photographs or making recordings at school events but, parents are not permitted to take photographs or to make a recording for anything other than their own personal use. Recording and/or photographing other than for private use would require consent of the other parents whose children may be captured on film. Without this consent The Data Protection Act would be breached. **Parents are therefore not permitted to put images that involve children, other than their own, on any social media website or platform.**

The school may take photos or make recordings which may 'capture' the audience for example, at sports days, plays and performances and consent of individuals to publish is not necessary in this case. However, the school will inform parents/carers that photographs will be taken, by way of letters and information sent home. Photographs will not be used that would impact on your rights and freedoms and, you do have the right to object if you are on a photograph that you do not want used. Please contact the school office in this case.

We collect and use photographs for the following purposes:

Please tick the box to confirm you agree to the use of photographs for that purpose:

For display in access controlled areas of the school (such as corridors, classrooms)	
For display in public areas of the school (such as the school office)	
For use in the school newsletter and other printed documents (such as the prospectus)	
For use on the school website	
For use on social media (such as the school Twitter or Facebook page)	
School photographs can be provided to the media for publication or broadcast	
For assessment purposes, including learning new skills and feedback	
Additional comments (from parent)	

If, at any time, you wish to withdraw consent, please ask the school office for a consent withdrawal form.

I have read and understood the information.

I agree for my / my child's photographs and video to be used for the purposes described.

Pupil Name	
Name of parent/carer	
Signature of parent/carer	
Date:	

Appendix 4

Browick Road Primary and Nursery School Policy on Photography and Filming of school events.

- Parents and carers are not allowed to photograph or film any school events
- This is to protect vulnerable children within the school and to ensure that people who are not connected with the school have access to such photos
- At the end of all events, parents and carers are welcome to photograph their own children and use those photos in line with our Social Media Policy