

Pond Meadow Academy Trust

E-Safety Policy

This policy has been written with reference to best practice and government guidance.

The Internet is an essential element of 21st century life for education and social interaction. Pond Meadow has a duty to provide pupils with quality and safe Internet access as part of their learning experience.

Teaching and Learning

Internet use is part of the curriculum and a necessary tool for staff and pupils e.g. video clips of past events or other countries to support pupils' work and a research tool for staff.

Unicorn provides the school Internet access, a Surrey arranged contract and includes enhanced filtering. The most important way that our pupils have safe access to the Internet at school is that they never have access without vigilant staff working alongside or close by.

As appropriate for each pupil they are taught how to use the Internet safely and to tell an adult if they ever see or hear anything that they do not like or that worries them. Throughout the day pupils are supported to express their feelings and opinions using their communication style, such as a help card or a symbol board to express feeling sad or happy. This ongoing communication support helps pupils to recognise that they will be "listened" to and respected.

Useful information to support children and young people to stay safe on the internet can be found at:

www.childnet.com/resources/know-it-all-for-parents

<https://www.nspcc.org.uk/globalassets/documents/advice-and-info/share-aware.pdf>

Managing Internet Access Information, System Security

The school's ICT systems security will be reviewed regularly.

Virus protection will be updated regularly.

Security strategies will be discussed with the Senior Management and Health Team (SMHT), Governors and Office team.

E-mail.

Pupils and staff may only use approved e-mail accounts on the school system.

Pupils will always be supported to write and open e-mails.

Staff to pupil, pupil to staff, pupil to governor and governor to pupil e-mail communication must only take place via a school e-mail address or from within the learning platform.

Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

The forwarding of chain letters is not permitted.

Published content and the school website.

The contact details on the website will only be the school's: address, e-mails and telephone number. No personal information will be published.

The Head teacher/Office team and a member of the SMTH will have editorial responsibility and ensure that content is accurate and appropriate.

Publishing of pupils' images and work.

Photos of pupils will only be published if the correct permission has been given by parents or carers.

Pupils' full names will not be published and no names will label photographs.

Parents and Carers will be informed of the school policy on image taking, publishing and storing.

Social networking and personal publishing on the school learning platform.

As appropriate for each pupil they will be taught safe use e.g. never to use their name, school or home address.

Pupils, parents and carers will be advised that the use of social network spaces out of school bring a range of dangers.

Manage Filtering

If staff come across unsuitable on-line materials, the site must be reported at once to the Designated Safeguarding Lead (DSL) Rebecca Greig or the Deputy DSLs Catherine Attridge and David Monk.

The Head teacher and a member of the SMTH will ensure that regular checks are made to ensure that the filtering methods are appropriate, effective and reasonable.

Managing Emerging Technologies

Emerging technologies will be researched for their educational benefit to pupils at Pond Meadow Academy Trust and risk assessed before being used.

The Deputy DSL, Catherine Attridge, has completed the NSPCC and CEOP course Keeping children safe online.

Care will be taken before deciding how learning platforms will be used.

Mobile phones/devices and associated cameras will not be used during lessons unless the lesson is offsite and phone is needed in an emergency e.g. to call 999.

The sending of abusive or inappropriate texts is forbidden.

Pupils will never be given staff phone numbers.

Protecting personal data

Personal data will be recorded, processed and transferred and made available according to the Data Protection Act 1998.

Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor SCC can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective.

Handling E-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff
- Any complaint about staff misuse must be referred to the Head teacher
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures

Community use of the Internet

All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy if this should arise.

Communications

Introducing the E-safety policy to pupils:

- Appropriate elements of the E-safety policy will be shared with pupils in a range of communication styles that are matched to individual's skills
- E-safety rules will be shared with pupils as appropriate in a range of communication styles that are matched to individual's skills.
- Teachers will use a variety of curriculum opportunities to support their pupils' awareness of E-safety issues

Staff and the E-safety policy

- All staff will be given the School E-safety Policy and related guidance and have their importance explained.
- Staff that manage filtering systems or monitor ICT use will be supervised by Senior Management and Governors and have clear procedures for reporting issues

Enlisting parents'/carers' support

Parents and carers will, from time to time be provided with additional information on E-safety, for example through an annual E-safety letter and discussions with families to share safety advice on an individual basis.

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Review due September 2018