

## **LIBRA School**

### **E-Safety**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Director</b>
<b>13.01.18</b>	<b>05.01.19</b>	<b>Clive Crosby</b>	<b>Joan Wilkes</b>

We believe this policy relates to the following legislation:

- Obscene Publications Act 1959
- Children Act 1989
- Computer Misuse Act 1990
- Education Act 1996
- Education Act 1997
- Police Act 1997
- Data Protection Act 1998
- Human Rights Act 1998
- Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- DfE Prevent Duty Departmental Advice V6
- Teaching approaches that help build resilience to extremism among people (DfE)

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

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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 and as such is linked with the Libra School Safeguarding Policy. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security. We must ensure that we identify any children at risk using Libra Risk Assessment Policy, clearly document any risks and bring them to the attention of the Senior Designated person who will ensure that the Libra Safeguarding Policy and Procedures are implemented.

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 believe all pupils and other members of the school community have an entitlement to safe Internet access at all times.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

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.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

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## **Aims**

- To provide pupils with quality Internet access as part of their learning experience across all curricular areas.
- 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.
- To evaluate Internet information and to take care of their own safety and security.
- To raise educational standards and promote pupil achievement.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility of the Policy and Procedure**

### **Role of the Directors**

The Directors have:

- appointed a member of staff to be responsible for e-Safety;
- delegated powers and responsibilities to the Headteacher to ensure all staff 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 Manager 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;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- undertaken training in order to understand e-Safety issues and procedures;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher**

The Headteacher will:

- ensure the safety and e-Safety of all members of the company's community;
- ensure all school staff, pupils and parents are aware of and comply with this policy;
- work closely with the Directors 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 filtering methods selected are appropriate, effective and reasonable;
- embed e-Safety in all aspects of the curriculum and other school activities;
- work closely with the Directors and coordinator;

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- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
  - monitoring learning and teaching through observing lessons
  - monitoring planning and assessment
  - speaking with pupils, staff and parents.

### **Role of the e-Safety Coordinator**

The coordinator will:

- be responsible for the day to day e-Safety issues;
- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate;
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable; the Internet filtering service will be annually reviewed.

Access to the Internet is designed to protect pupils and school staff by blocking the following content:

- adult content containing sexually explicit images
- violent content containing graphically violent images
- hate material content promoting violence or attack on individuals or institutions on the basis of religious, racial or gender grounds
- illegal drug taking content relating to the use or promotion of illegal drugs or the misuse or prescription drugs
- criminal content relating to the promotion of criminal and other activities
- gambling content relating to the use of online gambling websites
- non educational websites such as social networking sites

All users access the Internet in accordance with the School's Acceptable Internet Use & Agreement and will inform the ICT coordinator if at any time they find they have accessed inappropriate Internet sites.

When inappropriate material has been accessed the Internet Service Provider will be contacted and if necessary the Police.

- undertake risk assessments in order to reduce Internet misuse;
- liaise with administration team to organise and maintain a log of all e-Safety incidents;
- reports all e-Safety incidents to the Headteacher;
- ensure e-Safety is embedded in all aspects of the curriculum and other school activities;
- lead the development of this policy throughout the school;
- work closely with the Directors;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;

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- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

### **Role of Staff**

Staff will:

- comply with all aspects of this policy
- undertake appropriate training;
- before using any Internet resource in school must accept the terms of the 'Responsible Internet Use' statement;
- 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 e-Safety Coordinator;
- will ensure that the use of Internet derived materials complies with copyright law;
- ensure e-Safety is embedded in all aspects of the curriculum and other school activities;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- 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 in this regard.

### **Role of 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;
- 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;
- know and understand the school rules on the use of:
  - mobile phones
  - digital cameras
  - hand held devices
- know and understand the school policy on the taking and use of photographic images and cyber bullying;
- learn to take pride in their work;
- produce work of a high standard;
- listen carefully to all instructions given by the teacher;

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- 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

### **Role of the School Council**

The School Council will be involved in:

- determining this policy and its effectiveness with the Directors;
- discussing improvements to this policy during the school year.

### **Role of 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 meetings
  - parent-teacher consultations
  - school events
- 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
- hand in homework on time
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school
- ensure correct school uniform is worn

### **Internet Use**

The school Internet access will:

- be designed for pupil use;

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- include school filtering configuration provided and approved by the System's Administrator which is designed to protect pupils;
- provide filtering which is reviewed annually and improved if necessary;
- include filtering appropriate to the age of pupils;
- have virus protection installed which will be updated regularly;
- be reviewed and improved

### **Password Security**

All users are responsible for the security of their username and password and must not allow other users to use this information to access the system. All breaches of security must be reported.

### **Authorising Internet Access**

- 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 staff who have Internet access.

### **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

### **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

### **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

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### **Extremism, Radicalisation and Prevent Duty**

Libra ensures that children are safe from terrorist and extremist material when accessing the internet in school – this includes having suitable filtering in place on our router – our IT Manager (and Deputy Safeguarding Officer) reviews the data regularly and will flag up any ‘buzz’ words with the Safeguarding Lead accordingly and immediately.

### **Inappropriate Material**

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

### **Internet System Security**

- New programs will be installed onto the network or standalone machines by our System’s Administrator.
- Personal floppy disks, CD’s and other data record devices may not be used in school.
- 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.

### **Complaints of Internet Misuse**

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

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition and parent-teacher consultations.
- school events
- meetings with school staff
- communications with home such as daily report cards and end of term newsletters
- information displays in the main school entrance

### **Training**

All staff:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Safeguarding & Child Protection
  - Anti - Cyber bullying
  - Acceptable Internet Use Agreement
  - ICT
  - Pupil Behaviour & Discipline
  - Anti-bullying
  - School Website
  - Mobile Phone Safety & Acceptable Use



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- Photographic & Video Images
- Internet Social Networking Websites
- Equal opportunities
- Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### **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.


### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator and the Directors.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Directors for further discussion and endorsement. (See Policy Evaluation)

### **Linked Policies**

▪ Safeguarding & Child Protection	▪ Cyber bullying
▪ Acceptable Internet Use Agreement	▪ Internet and ICT Acceptable Use
▪ Promoting Positive Behaviour and Relationships	▪ Anti-bullying
▪ Website	▪ Mobile Phone Safety & Acceptable Use
▪ Photographic & Video Images	▪ Social Networking Websites Useage by Staff
▪ Extremism, Radicalisation and Prevent Duty	

<b>Director:</b>		<b>Date:</b>	13.01.18
<b>Head Teacher:</b>	Kirsty Crosby	<b>Date:</b>	13.01.18

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### Initial Equality Impact Assessment

If the result of undertaking an initial equality impact assessment is that this policy has a positive effect on any of the equality groups then a full equality impact assessment will not be necessary.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
<b>E-Safety Policy</b>	We have a duty to provide pupils with quality and safe Internet access as part of their learning experience across all curricular area		✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	Staff	Parents/carers	Directors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups															Conclusion												
<b>Does or could this policy have a negative impact on any of the following?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'			
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓			
<b>Does or could this policy help promote equality for any of the following?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'			
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓			
<b>Does data collected from the equality groups have a positive impact on this policy?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'			
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓			

<b>Conclusion</b>	We have come to the conclusion that after undertaking a preliminary equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Julie Farr	13.01.18	Joan Wilkes	13.01.18

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### Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	✓			
• Policy in line with current legislation	✓			
• Coordinator in place	✓			
• Coordinator carries out role effectively	✓			
• Headteacher, coordinator and Directors work closely	✓			
• Policy endorsed by Directors	✓			
• Policy regularly discussed at meetings of the Senior Management Team	✓			
• School staff aware of this policy	✓			
• School staff comply with this policy	✓			
• Pupils aware of this policy	✓			
• Parents aware of this policy	✓			
• Visitors aware of this policy	✓			
• Local community aware of this policy			✓	
• Funding in place	✓			
• Policy complies with the Equality Act	✓			
• Equality Impact Assessment undertaken	✓			
• Policy referred to the School Handbook	✓			
• Policy available from the school office	✓			
• Policy available from the school website	✓			
• School Council involved with policy development	✓			
• All stakeholders take part in questionnaires and surveys			✓	
• All associated training in place	✓			
• All outlined procedures complied with	✓			
• Linked policies in place and up to date	✓			
• Associated policies in place and up to date	✓			
<b>A statement outlining the overall effectiveness of this policy</b>				
It is effective and suitable for purpose				