



LONDON FIELDS
PRIMARY SCHOOL



e-Safety and Acceptable Use Policy

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London Fields recognises the benefits and opportunities which new technologies offer to teaching and learning. We encourage the use of technology in order to enhance skills and promote achievement. However, the accessible and global nature of the internet and variety of technologies available mean that we are also aware of potential risks and challenges associated with such use. Our approach is to implement safeguards within the school and to support staff and learners to identify and manage risks independently. We believe this can be achieved through a combination of security measures, training and guidance and implementation of our associated policies. We will do all that we can to make our learners and staff stay e-safe and to satisfy our wider duty of care. This e-safety policy should be read in conjunction with other relevant school policies e.g. Safeguarding, Anti Bullying, Behaviour and Child Protection.

Monitoring and Review

The school e-Safety Committee includes the e-Safety Officer, the Child Protection Officer, a member of the IT support system and 2 learners from the School Council. The policy was written through a consultation with a selection of staff, learners and parents before the policy was approved by the senior leadership team and school Governors (February 2014). The impact of the policy will be monitored regularly with a full review being carried out at least once a year. The policy will also be reconsidered where concerns are raised by the e-Safety Officer or where an e-safety incident has been recorded.

Scope

The policy applies to all learners and staff and members of the school community who have access to the school IT systems, both on the premises and remotely. Any user of school IT systems must adhere to and sign a hard copy of the e-Safety Rules and the Acceptable Use Agreement available at: <http://www.londonfields.hackney.sch.uk/>. The e-Safety Policy applies to all use of the internet and electronic communication devices such as email, blogs, mobile phones, games consoles and social networking sites.

Roles and Responsibilities

There are clear lines of responsibility for e-safety within the school. The first point of contact should be Nedal Al-Chamaa or Maddie Fellows, the e-Safety Officers. All staff are responsible for ensuring the safety of learners and should report any concerns immediately to their line manager. All teaching staff are required to deliver 3 e-safety lessons (1 each term). When informed about an e-safety incident, staff members must take particular care not to guarantee any measure of confidentiality towards either the individual reporting it, or to those involved. All learners must know what to do if they have e-safety concerns and who to talk to. In most cases, this will be their class teacher. Where any report of an e-safety incident is made, all parties should know what procedure is triggered and how this will be followed up. Where management considers it appropriate, the child protection officer may be asked to intervene with appropriate additional support from external agencies.

e-Safety Officer:

The e-Safety Officer is responsible for leading the e-Safety Committee, delivering staff development and training, recording incidents, reporting any developments and incidents to the Safety Officer and liaising with the local authority and external agencies to promote e-safety within the school community. He/she may also be required to deliver coffee mornings for parents.

Learner:

Learners are responsible for using the school IT systems and mobile devices in accordance with the schools Acceptable Use Policy and the e-Safety Rules, which they must agree to and sign. Learners are responsible for attending e-safety lessons as part of the curriculum. They are expected to seek help and follow procedures where they are worried or concerned, or where they believe an e-safety incident has taken place involving them or

another member of the school community. Learners must act safely and responsibly at all times when using the internet and/or mobile technologies.

Staff:

All staff are responsible for using the school IT systems and mobile devices in accordance with the school [staff] Acceptable Use Policy and the e-Safety Rules, which they must actively promote through embedded good practice. Staff are responsible for attending staff training on e-safety and displaying a model example to learners at all times. All digital communications with learners must be professional in tone and content at all times. Online communication with learners is restricted and must only be done through the school network. This policy will, however, be monitored and kept under review. All staff should apply relevant school policies and understand the incident reporting procedures. Any incident that is reported to or discovered by a staff member must be reported to the e-Safety Officer or line manager without delay.

Security

The school will do all that it can to make sure the school network is safe and secure. Every effort will be made to keep security software up to date. Appropriate security measures will include the use of enhanced filtering and protection of firewalls, servers, routers, work stations etc. to prevent accidental or malicious access of school systems and information. Digital communications, including email and internet postings, over the school network, will be monitored.

Behaviour

London Fields will ensure that all users of technologies adhere to the standard of behaviour as set out in the Acceptable Use Policy. The school will not tolerate any abuse of IT systems. Whether offline or online, communications by staff and learners should be courteous and respectful at all times. Any reported incident of bullying or harassment or other unacceptable conduct will be treated seriously and in line with the student and staff disciplinary codes. Where conduct is found to be unacceptable, the school will deal with the matter internally. Where conduct is considered illegal, the school will report the matter to the police.

Managing the School eSafety Messages

We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used. The eSafety policy will be introduced to the pupils at the start of each school year. eSafety posters will be prominently displayed. The key eSafety advice will be promoted widely through school displays, newsletters, class and class activities.

Use of Image and Video

The use of images, or photographs, is popular in teaching and learning and should be encouraged where there is no breach of copyright or other rights of another person. This will include images downloaded from the internet and images belonging to staff or learners.

All learners and staff should receive training on the risks in downloading these images as well as posting them online and sharing them with others. There are particular risks where personal images are posted onto social networking sites, for example. London Fields staff will provide information to learners on the appropriate use of images as detailed in the Acceptable Use Policy. Our aim is to reinforce good practice as well as offer further information for all users on how to keep their personal information safe. No image/photograph can be copied, downloaded, shared or distributed online without permission from parents/carers. Photographs of activities on the school premises should be considered carefully and have the consent of parents/carers before being published. Approved photographs should not include names of individuals.

Personal Information

Personal information is information about a particular person. London Fields collects and stores the personal information of learners and staff regularly e.g. names, dates of birth, email addresses, assessment materials and so on. The school will keep that information safe and secure and will not pass it onto anyone else without the express permission of the learner or parent or carer. No personal information can be posted to the school website without the permission of parents/carers. Staff must keep learners' personal information safe and secure at all times. When using an online platform, all personal information must be password protected. Every user of IT facilities is required to log off on completion of any activity, or where they are physically absent from a device. Any mobile device (laptop, USB) requires to be encrypted; password protected and signed out by the IT staff. Where the personal data is no longer required, it must be securely deleted.

Training

With the current unlimited nature of internet access, it is impossible for the school to eliminate all risks for staff and learners. It is our view therefore, that the school should support staff and learners through training and education. This will provide them with the skills to be able to identify risks independently and manage them effectively.

For learners:

Learners will attend 3 e-safety lessons in a year. The first of these will take place on the first day of a new school term, with follow up lesson(s) carried out each term. Issues associated with e-safety apply across the curriculum and learners should receive guidance on what precautions and safeguards are appropriate when making use of the internet and technologies. Learners should also know what to do and who to talk to where they have concerns about inappropriate content, either where that material is directed to them, or where it is discovered as part of a random search. Acceptable use rules are highlighted in posters and leaflets around IT areas and work stations. Within classes, learners will be encouraged to question the validity and reliability of materials researched, viewed or downloaded. They will also be encouraged to respect the copyright of other parties and to cite references properly.

For staff:

Staff will take part in e-safety training before beginning a new school year this will be led by the e-Safety Officer. Further resources of useful guidance and information will be issued to all staff following the session. Each member of staff sign the Acceptable Use Policy and these will be kept with E-safety Officer. Any new or temporary users will be asked to sign the school Acceptable Use Policy.

Incidents and response

Where an e-safety incident is reported to the school this matter will be dealt with very seriously. The school will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring. If a learner wishes to report an incident, they can do so to their class teacher or to the school e-Safety Officer. Where a member of staff wishes to report an incident, they must contact their line manager. Following any incident, the school will review what has happened and decide on the most appropriate and proportionate course of action. Sanctions may be put in place, external agencies may be involved or the matter may be resolved internally depending on the seriousness of the incident. This is in line with the school Acceptable Use Policy. Serious incidents will be dealt with by senior management, in consultation with appropriate external agencies.