

## Rowdown Primary

### E-Safety Policy



#### Overall Aims and Objectives

The purpose of this policy is to set out the procedures by which the school will minimise the misuse of computers and associative technology.

- To ensure that the school acts within the requirements of the *General Data Protection Regulation (GDPR)* when retaining, storing and sharing personal data.
- To ensure that the process of responding to enquiries for other information is also legal under the *Freedom of Information Act 2000*.
- To empower the whole school community with the knowledge to stay safe and risk free.
- To ensure risks are identified, assessed and mitigated (where possible) in order to reduce any foreseeable harm to the student or liability to the school.
- E-Safety training throughout the school is planned and up to date and appropriate to the recipient, i.e. students, all staff, senior leadership team, governing body and parents.

#### General Use of Computers

The use of school computers will be permitted only for purposes directed by the school.

Pupils will be taught to be critically aware of the materials they read online and where to look for information appropriate for their age group.

Users are not permitted to access and amend another user's work without permission.

All computers connected to the internet will be protected by anti-virus software which will be kept up to date to check for the latest viruses.

No files should be brought in from home and loaded on the school system without permission from the teacher. The school reserves the right to look at any files on their system including text, graphics and e-mails. The school reserves the right to deny access to school computer systems.

## Infringements

- Any infringements of E-Safety should be logged onto the CPOMs system, which will alert the schools designated safeguarding officers and reported to the senior management where further action can be taken if required.
- Staff are responsible for their digital footprint online and should act accordingly. Any misuse of social media involving the school could lead to disciplinary action.

## Internet Access

- The school provides Internet access for educational purposes and should only be used by staff, pupils and members of the community for these purposes.
- The school connects to the Internet via a filtered service. Pupils cannot use computers without filtered access. The school monitors and adjusts the filter as appropriate.
- All Internet access by pupils is supervised by a member of staff or other responsible adult.
- No pupil, member of staff or community user is permitted to access material that is illegal or potentially offensive using school systems.
- The copyright and intellectual property rights of material using the school system will be respected.
- Professional e-mail correspondence will only be conducted via school e-mail addresses.
- The school do not use any pictures, videos or audio files on its online presence without prior permission from parents/carers.
- Like health and safety, e-safety is the responsibility of everyone to everyone. As such everyone will promote positive e-safety messages in all use of IT whether with other members of staff or with students.
- Access to social media sites are blocked by the network filter within school.
- Staff and those working within the school, using social networking for personal use, should never undermine the school, its staff, parents or children. Staff should not become "friends" with parents or pupils on personal social networks.

## Devices

- While the school does not condone the underage use of social media applications, the safe use of age-appropriate applications will be taught in E-Safety lessons. Parents will be offered guidance on how to set parental controls on devices and keep their children safe online.

- Children should not bring devices into the classrooms. Where a child needs a device before and after school, this should be handed into the office for safe keeping.
- Staff will only use personal devices in times they are not in contact with children.
- Use of personal devices to take pictures, videos or audio files in school should be avoided. However, when personal devices have been used in school, any images taken should be uploaded to Google Drive and deleted from the original device (ideally in the presence of another member of staff).
- Any new devices within the school will be subject to a risk assessment to identify the appropriate use in school.

Reviewed September 21