

## E-safety Policy

**Primary person responsible for updates to this policy:** Laura Martin

**Job title:** Headteacher

**Last review date:** June 2016

**Next review date:** May 2017

**Relevant ISI coding (if applicable)**

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

*"St. Anthony's School for Girls aims to provide high quality education in a caring, supportive and Catholic environment, infused by Christ's Gospel, in order that each of our pupils is able to develop fully as an individual, well-adjusted to the wider community."*

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## Scope and definition

This policy is part of our strategy for safeguarding children within our care. It complies with *Keeping Children Safe in Education (KCSIE) September 2016*.

E-safety is a broad term which we use to refer to the safeguarding of children in relation to the risks arising from ever-evolving new media and technologies such as: the internet, mobile phones, tablets, computers, gaming devices, instant messaging, social media, collaboration tools, personal publishing, and 'apps' in general.

The responsible use of technology is a multi-dimensional, social and behavioural issue. Although the generic term 'E-safety' implies a response to some specific risks (as described below), we do not regard it as a stand-alone topic. It is embedded within our educational processes and consequently we take a holistic approach to keeping children safe. This policy should therefore be read in conjunction with our other policies, notably:

- Safeguarding
- Anti-Bullying
- ICT Usage
- PSHEE
- Mobile Phones, Photos and Images
- Social Media

## Responsibilities

The Head (DSL) and Deputy Designated Safeguarding Lead (DSL) has primary responsibility for the implementation and maintenance of this policy. Taking into account the multi-dimensional aspects of E-safety, it is essential that specific responsibilities are also clearly assigned to specific individuals based on their skills and experience.

Aspect of E-safety	Designated person <sup>1</sup>
ICT Coordinator	Laura Martin
On-site Engineer <sup>2</sup>	Micheal Phethean
Curriculum - ICT	Laura Martin
Curriculum - PSHEE	Fiorella Maza
Staff Training & CPD	Laura Martin
Development of Parental Awareness	Laura Martin

### Clarification of the relationship between the ICT Coordinator and the On-Site Engineer

Although the maintenance of technological controls (see section below) such as internet filtering, and data and network security are the responsibility of the Alpha Plus Group Director of ICT and

<sup>1</sup> A person may cover more than one aspect if they have the appropriate experience and skills-set.

<sup>2</sup> Even if not directly employed by Alpha Plus, the on-site engineer must sign the annual affirmation statement as required by the Code of Ethical & Professional Conduct (available on the Portal).

administered by the On-Site Engineer, **it is essential that a member of school staff is nominated as ICT Coordinator and is assigned responsibility for monitoring the effective delivery of these services on behalf of all school users, and for reporting problems where necessary.** The ICT Co-ordinator may well be also responsible for the ICT curriculum, but it is important that these two responsibilities are clearly understood as separate functions.

### Training and CPD

Those responsible for E-safety will keep up to date on current E-safety issues and guidance issued by the Government and by organizations such as their Local Authority, CEOP (Child Exploitation and Online Protection), and Childnet International.

Consistent with our *Safeguarding policy*, all staff:

- receive information and training on E-safety, both at induction, and at regular intervals thereafter (minimum annually),
- have a duty to be alert to E-safety, and to share any concerns with the DSL (and others as appropriate in the context).

### Understanding the types of E-safety risk

Risks commonly associated with new media and technology are broad. In most cases the risks are not intrinsically caused by technology, but technology may increase the ease and likelihood of occurrence, and increase the scope of potential harm. Risks include:

1. Predatory behaviours such as grooming, abuse or radicalization,
2. The corruption of young minds through the normalization of disrespectful, or anti-social language and behaviour through exposure to age-inappropriate content<sup>3</sup>, especially: violence, pornography, racism, sexism, gambling, advertising, etc.
3. Extensions of 'off-line' peer-behavioural risks, e.g. cyber-bullying, 'trolling',
4. The misplaced perception that aggressive, offensive and inconsiderate on-line language or behaviour is somehow less damaging and more acceptable than their equivalents off-line or face to face.
5. The degradation of educational and maturing processes arising from a child's misplaced judgement of the accuracy, reliability or contextual propriety of online content,
6. Breaking laws, e.g. sexting, copyright infringement, data protection/privacy breaches,
7. The lasting damage to self-esteem and to reputation which children may incur (to themselves or to others, thoughtlessly or maliciously) by distributing or publishing confidential, insensitive, offensive or otherwise inappropriate content,
8. Exposure to fraud, hacking or identity-theft through insufficient security of passwords and personal details,

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<sup>3</sup> Online games designed for adults are often cited as one of the principle causes of concern for several of these risks. This may be as much from the highly aggressive and verbally abusive behaviours they elicit as from the be-friending of pseudonymous strangers or from exposure to violent and sexual content. **Extensive exposure to such games may be considered evidence of child neglect, which may, in certain circumstances, lead schools/colleges to consider reporting parents to social services.**

9. The use of new media and technology in distracting or addictive ways.

In order to develop age-appropriate responses to this wide range of risks, we categorise them, along with related learning objectives, as follows (adapted from Tanya Byron's '3 C's of E-safety'):

Risk category	Commercial	Aggressive	Sexual	Values
<b>Content</b> Child is observer/consumer	Understand and develop resilience to advertising, spam, sponsorships and demands for personal information	Develop resilience to violent/hateful content and know how to cope and to deal with it	Avoid/develop resilience to pornographic or unwelcome sexual content	Develop critical evaluation skills to identify bias, prejudice, misleading and manipulative information and advice
<b>Contact</b> Child is participant	Awareness of tracking, harvesting and the protection of personal information	Develop resilience to being bullied or harassed, and know what actions to take	Understand the implications of interacting with strangers and being groomed	Develop resilience to the risk of compulsive/addictive online behaviour, and to unwelcome persuasions
<b>Conduct</b> Child is instigator/perpetrator	Clear guidance on illegal downloading, copying, plagiarising, hacking, gambling, fraud, identity theft and the consequences	Clear guidance on bullying, harassment or 'trolling' of others and understand the consequences	Clear guidance on creating and uploading inappropriate material and understand the consequences	Clear guidance on the value of personal integrity, respect, data security, confidentiality, and the consequences of publishing inappropriate, false or misleading information or advice

### Key principles and controls

We take E-safety very seriously. In addition to all the general safeguarding principles and controls included within our *Safeguarding policy*, the over-arching principle with E-safety is the need to educate children about the risks and benefits of using new media and technology, and to help them to operate safely, legally, productively, thoughtfully and considerately in the digital world. This includes the development of independent thinking and critical evaluation skills to help determine the reliability, accuracy and integrity of on-line content.

E-safety is incorporated into the curriculum, not only within ICT and PSHE lessons, but wherever and whenever it makes sense to reinforce concepts at an age-appropriate level. This includes assemblies, guest speakers, and parent information events. We believe that the internet and the constantly evolving technologies and devices to which children have access can be tools that enrich their lives. We therefore teach them to view technology and new media positively whilst simultaneously protecting themselves.

### Technological controls

In addition to the educational measures to promote E-safety within the curriculum, we maintain specific controls which enable us to establish a secure data and communications environment and to monitor children's digital activity within the boundaries of the school/college. Foremost amongst these are:

- a) Children to whom we provide bespoke<sup>4</sup> access to ICT resources are asked to agree in writing to a set of rules for the acceptable use of such resources (see *ICT Usage policy*).
- b) Our password-controlled network maintains individual security, confidentiality and accountability for activity on the network.
- c) We use well-established and frequently updated filtering software to prevent access to content deemed to be potentially harmful, and which records attempts to access such potentially harmful content. If staff or children discover unsuitable sites, the URL (web address) must be reported to the ICT Coordinator. Any member of the school/college community should report a website which causes them concern to the ICT Coordinator who will immediately refer this to the on-site engineer who will arrange for that site to be blocked, always taking care to consider that potential 'over-blocking' does not lead to unreasonable restrictions in online learning.

The scope of the technological controls mentioned above extends across all our network of computers and internet-enabled devices, and across any Wi-Fi access which the school/college operates.

Whilst these filtering controls can similarly apply to mobile phones which use the school/college Wi-Fi, we cannot (legally or technically) monitor private phone activity, e.g. texting, or applications or internet content which are accessed via 3G and 4G signals. For this reason we operate a strict policy on the use of mobile phones (see separate policy document).

Our staff are authorised to search for<sup>5</sup> and to confiscate any device, and to search the device and (if appropriate) delete<sup>6</sup> content, if they consider that it is being used in an inappropriate way. Inappropriate usage will be dealt with consistent with our policies on discipline, behaviour, sanctions and exclusions.

The School/College ICT Coordinator has specific responsibility for monitoring the effectiveness of the technological controls section of this policy, under the direction of the Alpha Plus Group Director of ICT.

### **Parental responsibilities and off-site E-safety**

Given that children's engagement with the digital world extends well beyond the school/college premises, we expect parents to remain alert to their children's activities and behaviour. We recognise that this is a broad and open-ended task which many parents find challenging. We therefore direct parents towards on-line resources which can help parents to take preventative action which will promote E-safety, and help them to identify risk-indicators of potentially problematic behaviour. We host workshops for parents to support strategies for staying safe online and we encourage parents to attend these where possible.

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<sup>4</sup> E.g. email accounts; network ID's and accounts; unsupervised browsing

<sup>5</sup> If in doubt, staff should consult their Head/Principal and the Department for Education guidance: [Searching, screening and confiscation](#) (February 2014).

<sup>6</sup> Harmful content may be deleted, unless it is deemed necessary to pass it onto the police.

Regarding the responsibility of schools/colleges to deal with E-safety incidents which occur 'off-site', the Education and Inspections Act 2006 and the Education Act 2011 empower the school/college, to such extent as is reasonable, to:

- regulate the behaviour of children when they are off the school/college site where an E-safety incident is linked to the school/college
- impose disciplinary penalties for inappropriate behaviour
- search for and confiscate electronic devices, and search their contents, and where appropriate delete content

### Reporting of E-safety incidents

An E-safety incident<sup>7</sup>, which includes the discovery of a specific or heightened risk, must be reported as soon as possible. If it in any way touches on child safeguarding issues, then it must be reported immediately to the DSL, consistent with the *Safeguarding policy*. Similarly, if it involves cyber-bullying, then the *Anti-bullying policy* must be followed.

If it relates to technological controls (as described above), or to a breach of the *ICT Usage policy*, then it must be reported to the ICT Coordinator.

Other members of staff and management should be informed as appropriate in the circumstances.

A log of E-safety incidents should be maintained. The reporting of E-safety Incidents should include the following data:

- Name of person reporting the incident
- Date and time of incident
- Date reported
- Names of people involved
- Location and device details
- Details of incident, including evidence where possible
- Clarification of the risk or breach – e.g. does it relate to safeguarding, bullying, inappropriate content, sexting, data protection, copyright infringement...etc.? Use the 3 C's categorization as described earlier in this policy.
- Initial action taken and current status

Once investigated, a record of the resolution of the incident, and actions taken as a result, must be maintained. Such records should be readily available for inspection during governance visits.

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<sup>7</sup> This may be understood as something of a serious nature which requires disclosure and remedial action.

## Reporting an Internet Safety Concern

## Appendix 1

Who	What (internet access)	Action
Pupil	Accidentally accesses inappropriate web content	<ul style="list-style-type: none"><li>• Enter in e-safety log</li><li>• Amend internet filter</li></ul>
Adult	Accidentally accesses inappropriate web content	<ul style="list-style-type: none"><li>• Enter in e-safety log</li><li>• Amend internet filter</li></ul>



Pupil	Deliberately accesses inappropriate web content	<ul style="list-style-type: none"> <li>• Enter in e-safety log</li> <li>• Apply sanction</li> <li>• Amend internet filter</li> </ul>
Adult	Deliberately accesses inappropriate web content	<ul style="list-style-type: none"> <li>• Enter in e-safety log</li> <li>• Apply disciplinary</li> <li>• Amend internet filter</li> </ul>
Pupil	Accidentally accesses illegal web content	<ul style="list-style-type: none"> <li>• Enter in e-safety log</li> <li>• Disconnect device</li> <li>• Notify school e-safety officer</li> <li>• Amend web filter</li> <li>• Follow local authority procedure</li> </ul>
Adult	Accidentally accesses illegal web content	<ul style="list-style-type: none"> <li>• Enter in e-safety log</li> <li>• Disconnect device</li> <li>• Notify school e-safety officer</li> <li>• Amend web filter</li> <li>• Follow local authority procedure</li> </ul>
Pupil	Deliberately accesses illegal web content	<ul style="list-style-type: none"> <li>• Enter in e-safety log</li> <li>• Disconnect device</li> <li>• Notify school e-safety officer</li> <li>• Amend web filter</li> <li>• Follow local authority procedure</li> <li>• Apply sanction</li> </ul>
Adult	Deliberately accesses illegal web content	<ul style="list-style-type: none"> <li>• Enter in e-safety log</li> <li>• Disconnect device</li> <li>• Notify school e-safety officer</li> <li>• Amend web filter</li> <li>• Follow local disciplinary procedure</li> </ul>
Pupil	Deliberately bypasses security or access rules	<ul style="list-style-type: none"> <li>• Enter in e-safety log</li> <li>• Notify school e-safety officer</li> <li>• Apply sanction</li> </ul>
Adult	Deliberately bypasses security or access rules	<ul style="list-style-type: none"> <li>• Enter in e-safety log</li> <li>• Notify school e-safety officer</li> <li>• Follow school disciplinary procedure</li> </ul>

SASG is also prepared should it need to address other scenarios, including:

- Inappropriate use of camera phones and digital cameras to humiliate and bully peers and teachers.
- Inappropriate use of social networks, websites, online galleries and video sites, email and messaging services to humiliate and bully peers and teachers.



## Appendix 2

### St. Anthony's Girls E-Safety Incident Log

Details of ALL E-Safety incidents to be recorded by the E-Safety Coordinator. This incident log will be monitored termly by the Child Protection Officer and SLT. Cyber-bullying also needs to be recorded on the Incident of bullying form.

Name of reporting person	Date & time of incident	Date reported	Name of pupil or staff member involved	Location and computer/device number	Details of incident (including evidence)	Clarification of the risk or breach (3C's)	Actions and current status

## Acceptable IT Use Policy Agreement for Staff

## Appendix 3



### Acceptable IT Use Policy Agreement for Staff

**I can confirm that I have read and understood St. Anthony's School for Girls Acceptable IT Use Policy and that I will use any electronic equipment provided to me by the school and any personal devices that I use for school activity in accordance with the document. In particular:**

Any content I post online (including out of school time) or send in an email will be professional and responsible and maintain the reputation of the school.

To protect my own privacy I will use a school email address and school telephone numbers as contact details for pupils and parents.

If using instant messaging, web chats, webcams or forums for communicating with pupils or parents, it will only be via the schools accredited systems.

I will only use my personal mobile during non-teaching time; it will be kept on silent during lessons except in an emergency situation in agreement with the head teacher.

I will not use my personal mobile phone or other electronic equipment to photograph or video pupils.

I will take all reasonable steps to ensure the safety and security of school ICT equipment which I take off site and will remove anything of a personal nature before it is returned to school.

I will take all reasonable steps to ensure that all laptops and memory devices are fully virus protected and that protection is kept up to date.

I will report any accidental access to material that might be considered unacceptable to my e-safety officer and ensure it is recorded.

Confidential information, pupil information or data which I use will only be stored on a device that is encrypted or protected with a strong password. Computers will have a password protected log in and will automatically lock themselves if left unattended for more than a few minutes.

I understand that I have the same obligation to protect school data when working on a computer outside school.

I will report immediately any accidental loss of confidential information so that appropriate action can be taken.

I understand that the school may monitor or check my use of ICT equipment and electronic communications.

I understand that by not following these rules I may be subject to the school's disciplinary procedures.

Name.....

Signed.....

Date .....