

# **E-Safety Policy (including acceptable use of mobile phones and cameras)**

## **Purley CE Primary School**

**Date of policy: September 2013**

**Review Cycle: Annual**

**Reviewed By: Curriculum & Pupil Welfare Committee**

**Last Reviewed: Spring 2018**

**Approved By: Curriculum & Pupil Welfare Committee 27/2/18**

**Next review date: Autumn 2018 (Currently under review for updates)**



## **Purley CE Primary School**

### **Aims**

- to protect and educate pupils and staff in their use of technology
- to have the appropriate mechanisms to intervene and support any incident where appropriate.

### **Internet use**

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

### **Internet use will enhance learning**

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

### **Pupils will be taught how to evaluate Internet content**

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

### **Managing Internet Access**

#### **Information system security**

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.

#### **E-mail content and the school web site**

- Pupils may not use email in the school.
- The contact details on the Web site should be the school address, email and telephone number. Staff or pupils' personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

#### **Publishing pupil's images and work**

- Photographs that include pupils will be selected carefully
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupil's work can be published on the school website unless the parent/carers has refused permission of the pupil and parents.

### **Social networking and personal publishing**

The school will deny access to social networking sites and students will be advised not to use these at home.

### **Managing filtering**

- The school will work with the LA, DFE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to headteacher

### **Managing emerging technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during school time. by pupils
- Adult mobile phones must be kept in a secure place, and not accessed during contact time with children.
- School photographs and recordings can only be recorded and transferred or stored on school equipment.

### **Assessing risks**

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

### **Handling e-safety complaints**

- The Headteacher will deal with complaints of Internet misuse.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with the 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 e-safety policy.

### **Introducing the e-safety policy to pupils**

- E-safety rules will be discussed with the pupils each year.
- E-safety posters will be posted next to all computers within classrooms
- Pupils are informed that network and Internet use is monitored and appropriately followed up.
- The children receive e-safety lessons and are constantly reminded of online safety
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils must be made aware of how they can report abuse and who they should report abuse to.
- Pupils should be taught the reasons why personal photos should not be posted on any social network space without considering how the photo could be used now or in the future.

- Pupils should be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications.
- Students should only invite known friends and deny access to others.

#### Staff and the e-Safety policy

- All staff will have access to the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic could be monitored.
- Discretion and professional conduct is essential.
- If social media sites are used to enhance learning under the direction of a teacher, staff should carry out a risk assessment.
- Staff must **never** add pupils as 'friends' into their personal accounts (including past pupils under the age of 16).
- Staff are **strongly advised** not to add parents as 'friends' into their personal accounts.
- Staff **must not** post comments about the school, pupils, parents or colleagues including members of the Governing Body.
- Staff must not use social networking sites within lesson times (for personal use).
- Staff should only use social networking in a way that does not conflict with the current National Teacher's Standards.
- Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.
- Inappropriate use by staff should be referred to the Headteacher in the first instance and may lead to disciplinary action.
- It is recommended that management and school staff do not identify their school on social networking sites as this could directly link their behaviour outside of work with the reputation of the school.
- The use of the school's name, logo, or any other published material should not be used without written prior permission from the Headteacher.

#### Comments posted by parents/carers

Parents and carers will be made aware of their responsibilities regarding their use of social networking. Methods of school communication include the prospectus, the website, newsletters, letters and verbal discussion. School policies and documents provide further information regarding appropriate channels of communication and means of resolving differences of opinion. Effective communication following principles of mutual respect is the best means of ensuring the best learning experiences for the child.

Parents must not post pictures of pupils, other than their own children, on social networking sites where these photographs have been taken at a school event. Parents should make complaints through official school channels rather than posting them on social networking sites.

Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.

## Dealing with incidents of online bullying/inappropriate use of social networking sites

### Any breaches of this policy will be fully investigated

- The school's Anti-Bullying Policy sets out the processes and sanctions regarding any type of bullying by a child on the school roll.
- In the case of inappropriate use of social networking by parents, the Governing Body will contact the parent asking them to remove such comments and seek redress through the appropriate channels such as the Complaints Policy and will send a letter.
- The Governing Body understands that, "There are circumstances in which police involvement is appropriate. These include where postings have a racist element or where violence is threatened or encouraged." Furthermore, "Laws of defamation and privacy still apply to the web and it is unlawful for statements to be written...which:
  - expose (*an individual*) to hatred, ridicule or contempt
  - cause (*an individual*) to be shunned or avoided
  - lower (*an individual's*) standing in the estimation of right-thinking members of society or
  - disparage (*an individual in their*) business, trade, office or profession." (National Association of Headteachers)
  -
- Records should be kept of the abuse, text, e mails, website or instant messaging. Employees are advised to take screen prints or messages and carefully record the time, date and place of the site.

This policy should be read in conjunction with:

Safeguarding Policy, Health and safety policy, Behaviour policy

Due to the ever changing nature of information and communication technologies, this policy is to be monitored and reviewed at least biannually by the Governing Body.

## **Purley C.E. Primary School**

### **Acceptable Use of Mobile Phones and Cameras Policy September 2013**

#### **Statement of intent**

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phone cameras around children

#### **Aim**

Our aim is to:

Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

#### **Mobile Phones**

The school allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does this allow a member of staff to contact a current child or parent/carer using their personal device.

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Staff bags should be placed in cupboards unless requested by the Headteacher to move them to another appropriate location.

Mobile phone calls may only be taken at staff breaks or in staff members' own time.

If staff have a personal emergency they are free to use the schools phone or make a personal call from their mobile in the staff room.

If any staff member has a family emergency or similar and are required to keep their mobile phone to hand, prior permission must be sought from the Headteacher and the mobile phone should be placed in the school office.

Staff (will need to) ensure that the school has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All parent helpers/students will be requested to place their bag containing their phone in the office or another appropriate location and asked to take or receive any calls in the office area where their phone must remain.

During group outings staff will have access to the schools nominated mobile phones, which are to be used for emergency purposes only.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher.

Concerns will be taken seriously, logged and investigated.

The Headteacher reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.

## **Cameras**

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage and throughout their time at school. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated school cameras are to be used to take any photo within the school or on outings.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the cameras which should be kept safe in the classrooms.

The cameras should be locked away at the end of every school day.

Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.

Photographs should be distributed to members of staff (keyworkers) to record in children's learning journeys.

Under no circumstances must cameras of any kind be taken into the toilets.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

This policy should be considered alongside other related policies in the school:

- 'Confidential Reporting' / Whistleblowing Policy
- Safer Recruitment and Vetting Policy
- Positive Behaviour Policy (Including Anti-Bullying Policy and Exclusions Policy)
- Health and Safety Policy.
- Physical Intervention Policy
- Information and Communication Technology Policy