



Hazel Cottage
School

Part of
OptionsAutism

E-Safety Policy

Policy Number	<i>1.0</i>
Review Date	<i>September 2024</i>
Owner	Mark Montgomery – Headteacher

Introduction

This E-safety Policy relates to other policies including those for Safeguarding, anti bullying and child protection.

The Designated Safeguarding Lead at Hazel Cottage School is Mark Montgomery. E-Safety overlaps with this role but it is not a technical role.

E-Safety

'E-safety', and related terms such as 'online', 'communication technologies', and 'digital technologies' refer to all fixed and mobile technologies that children may encounter, now and in the future, which might pose e-safety risks.

The Byron Review classifies e-safety risks as involving **content**, **contact** and **conduct**, illustrating that the risk element involved in using new technologies is often determined by **behaviours** rather than the technologies themselves. A student may be a recipient, participant or actor in online activities posing risk.

Teaching and Learning

Why the Internet and digital communications are important

Internet use will enhance learning. The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils 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.

ICT will be used across the school to enhance and extend learning, to engage in interesting and vibrant learning activities and to empower learners so that they play a more active role in managing their own learning experiences.

Safe and appropriate internet use

The School's Internet access will be designed expressly for student and staff use and will include filtering appropriate to the age of pupils. Web filtering is ultimately the responsibility of Outcomes First Group (OFG), discharged through the Chair of Governors and headteacher. OFG will ensure appropriate and approved web-filtering technology is in place, and that the headteacher receives automated reports of any breaches.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. In line with the National Curriculum, Every Child Matters, Functional Skills requirements and BECTA advice, the school's aim will be to educate pupils in how to keep safe when using the internet both at home and at school. Such education will focus on what constitutes E-safety, current digital communication threats and cyber-bullying.

There will be regular reviews of protocols and the management of E-safety and the implementation of E-safety will be regularly reviewed to keep pace with Internet developments. The school will drive to continually improve our use of ICT including E-safety.

Hazel Cottage School will be regularly review, monitor and agree with parents, pupils and staff acceptable usage of ICT.

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 shown how to safely and effectively publish and present information to a wider audience.

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 will be taught the importance of cross-checking information before accepting its accuracy.

Pupils will be taught how to report unpleasant and/or unacceptable Internet content to a member of staff.

The member of staff has the ultimate responsibility for monitoring internet usage in class.

Managing Internet Access Information system security

Hazel Cottage School's ICT systems security will be reviewed regularly.

Virus protection will be updated regularly.

Security strategies will be discussed with the Local Authority /Acorn where applicable.

E-mail

Pupils may only use approved e-mail accounts on the school system.

Pupils must immediately tell a teacher if they receive offensive e-mail.

Pupils will be educated to be aware that, in e-mail communication, they must not reveal their personal details or those of others, or arrange to meet anyone without specific permission from their parents and staff members.

Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

The school will consider how e-mail from pupils to external bodies is presented and controlled.

The forwarding of chain letters is not permitted.

Published content and the school web site

Staff or student personal contact information will not be published. The contact details given online will be the school office. The SLT will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Student's images and work

Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site.

Pupils' full names will not be used anywhere on the Web site or other on-line space, particularly in association with photographs.

Pupil image file names will not refer to the pupil by name.

Parents will be clearly informed of the school's policy on image taking and publishing, both on school and independent electronic repositories.

Social networking and personal publishing

Hazel Cottage School will not allow access to social networking sites and will educate pupils in their safe use.

Newsgroups will be blocked unless a specific use is approved.

Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.

The school will respond sensitively and effectively to cyber-bullying, in line with the Anti-bullying Policy, which may occur on social networking sites; the school is aware that staff, as well as pupils, can be victims of harassment/ bullying/ intimidation via such sites.

Managing filtering

The school will work with the providers to ensure systems to protect pupils are reviewed and regularly improved.

If staff or pupils discover unsuitable on-line materials, the site must be reported to the class teacher who will pass this information to OFG's IT manager.

OFG's IT manager will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the school is allowed.

The senior leadership team are aware that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.

Any mobile technologies, including phones, are handed in on arrival at school.

The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Authorising Internet access

All staff must read and sign the 'Acceptable User Agreement' before using any school ICT resource.

The school will maintain a current record of all staff and pupils who are granted access to ICT systems.

All pupils must read the 'Acceptable User Agreement' before using any school ICT resource.

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 computer connected to the school network. The school cannot accept liability for any material accessed, or any consequences of Internet access.

The school will regularly audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective.

Handling e-safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the SLT.

Complaints of a child protection nature must be dealt with in accordance with Hazel Cottage School child protection procedures.

Pupils and parents will be informed of consequences for pupils misusing the Internet, which can include the loss of internet access temporarily or permanently.

The 'Acceptable User Agreement' is separate document available from the school.