



# WELLESLEY PRIMARY SCHOOL

E-Safety Policy

Issue No: 13  
Date: March 2024

Approved by Governors: 11<sup>th</sup> March 2024

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### Change Record Sheet

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Issue No	Date	Summary of Change	Amended by:
10	January 2021	Policy Reviewed	Heather Small
11	January 2022	Policy Reviewed	Heather Small
12	January 2023	Policy Reviewed	Heather Small
13	March 2024	Policy Reviewed	Heather Small

### Summary

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This policy will be reviewed every year.

This policy has been reviewed to ensure that it meets the requirements of the equalities impact assessment.

Policy Written: June 2013

Policy to be read in conjunction with Use of Images Policy

### Why is e-safety education so important?

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Technology has become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put young people at risk within and outside the school. Some dangers they face include:

- Access to illegal, harmful or inappropriate images or other content;
- Unauthorised access to/loss of/ sharing of personal information;
- The risk of being subject to grooming by those with whom they make contact on the internet;
- The sharing/ distribution of personal images without an individual's consent or knowledge;
- Inappropriate communication/ contact with others, including strangers;
- Cyber bullying;
- Access to unsuitable video/ internet games;
- An inability to evaluate the quality, accuracy and relevance of information on the internet;
- Plagiarism and copyright infringement;
- Illegal downloading of music or video files;
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

## E-Safety

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### What are the benefits of the internet and other digital technology?

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The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times. Other benefits include:

- Educational and cultural exchanges between pupils world-wide;
- Access to experts in many fields for pupils and staff;
- Access to world-wide educational resources including museums and art galleries.

### How will internet use and e-safety be taught across the school?

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The education of pupils in e-safety is an essential part of the school's e-safety provision and should be a focus in all areas of the curriculum, where staff will reinforce e-safety messages in the use of ICT in all subjects. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience. E-safety and internet education will be provided in the following ways:

- A planned e-safety curriculum will be used as part of Computing and other lessons and will be regularly visited. (This will cover both the use of ICT, new technologies and social medial sites in school and outside school)
- Key e-safety messages will be reinforced as part of a planned curriculum of assemblies and activities.
- Pupils will be taught in all lessons to be critically aware of the materials and content they access on line and be guided to validate the accuracy of information.
- In all pre-planned lessons, pupils will be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in searches.
- Where pupils are allowed to freely search the internet, staff will be vigilant in monitoring the content of websites they visit.
- Pupils will be encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Rules for use of the internet and ICT will be placed in all classrooms, the computer suite and displayed on all laptop trolleys.
- All staff will act as good role models in their use of ICT, the internet and mobile devices.

### How will use of digital and video images be taught across the school?

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## E-Safety

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The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images they have recorded themselves or downloaded from the internet. Pupils need to be made aware of the risks associated with sharing images and with posting digital images on the internet. E-safety and digital and video imaging education will be provided in the following ways:

- Pupils will be educated about the risks associated with taking, use, sharing, publication and distribution of images. In particular they will be taught to recognise the risks attached to publishing their own images on the internet e.g. social networking sites.
- Pupils will not take, use, share, publish or distribute images of others without their permission.

## Remote Learning

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Remote Learning will be set for pupils if there is a school closure or if a child is ill and away from school for an extended period of time (e.g. for self-isolation during the Coronavirus pandemic). Google Classroom has been set up for all children from Y1-Y6 and they all have a unique log-in to access the work set. Children in our EYFS class have access to home learning via the Tapestry platform, again with unique passwords. Settings are used to prevent the children being able to use the chat functions.

Parents and children are given guidance about the safe use of these platforms, particularly the 'Meet' section of Google Classroom.

Google Classroom may also be used for setting homework and children will be expected to follow the same safety rules.

If children are set home-learning to do online, staff will ensure that links are to safe sites.

Any reports of misuse will be treated in the same manner as if they happened in school; any problems that arise, e.g. with unsuitable websites will also be recorded in the same way as if they happened in school.

## What are the responsibilities of all pupils linked to e-safety?

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- Pupils are responsible for using the school ICT systems in accordance with the Pupil E-safety Policy Agreement, which they will be expected to sign before being given access to school systems. (Parents are sent the agreements in Year 1 & Year 3 via ParentMail. The parent will sign on behalf of their child having been asked to share the agreement with them before doing so). See Appendices 1-3.
- Pupils will develop a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Pupils will need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.

## E-Safety

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- Pupils will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand-held devices. They will also know and understand school policies on the taking and use of images and on cyber-bullying.
- Pupils will understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.

## Training and Awareness Raising

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There is a planned programme of e-safety training for **all** staff and governors to ensure that they understand their responsibilities, as outlined in this, and the acceptable use policies.

The following actions are undertaken to raise awareness:

- The Child Protection and Online Safety Leader receive regular updates through attendance at relevant training sessions.
- All staff, including support staff, receive an annual e-safety update and regular training.
- Any reported incidents and how they are addressed are discussed at staff meetings and used as an opportunity to test our processes and update staff on how to deal with issues.
- The E-Safety Leader provides advice/guidance and training as required to individuals and seeks LA advice on issues where appropriate.

## Induction Processes

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- All new staff receive e-safety training as part of their induction programme.
- Parents of new reception children receive information about online safety and processes when their child starts school. There are also updates to this throughout the key stages.
- Parents of children who join school mid-year are made aware of the processes and their children are also introduced to the acceptable use policy.

## Self-evaluation and Improvement

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The school undertakes self-evaluation in order to inform actions to improve e-safety provision through the following:

- Local authority safeguarding audit
- 360 degree safe online self-evaluation tool which is also used to benchmark our provision against other schools.
- Surveys with pupils and staff

## Parents / Carers

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## E-Safety

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Parents have a critical role to play in supporting their children with managing e-safety risks at home, and reinforcing key messages about e-safety. The school supports parents to do this by:

- Providing clear acceptable use policy guidance
- Providing regular newsletter and web site articles to keep parents informed
- Providing awareness raising meetings for parents
- Communicating reported issues to parents so that they can take appropriate steps to follow these up with their child at home

## Personal Data

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Personal information is defined as information about a particular living person. Wellesley Primary collects and stores personal information on students 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 work within the General Data Protection Register guidance contained in the General Data Protection Policy.

## Reporting and Recording

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There are clear reporting mechanisms in place for online safety incidents and all staff are regularly reminded of these and fully aware of their responsibilities to follow up any reported issues.

- Online safety issues are reported to the Online Safety Lead. If these include allegations of bullying then the anti-bullying policy is followed.
- Issues which may impact on the well-being and safety of a child are reported directly to the Child Protection Lead and Child Protection procedures are followed.
- Staff who are targeted by bullying online report these issues to the head teacher.
- Any member of staff seeing something online that is negative about the school reports this to the head teacher.
- Pupils are encouraged to report any incidents to an adult whether it relates to themselves or a friend. We encourage children to take responsibility for protecting each other.
- Younger pupils are shown how to use Hector Protector if they access unsafe content and older pupils are also shown how to report online in case of incidents outside school.
- If issues could be a result of problems with infrastructure or may affect it then the technical support provider is informed immediately (for South Gloucestershire support 3838).
- If access to an unsuitable site is reported then the Online Safety lead will alert the technical support team by ringing 3838 to ensure that this is blocked.
- Serious incidents are escalated to local authority staff for advice and guidance
  - Infrastructure, Technical and Filtering - 3838
  - Curriculum and Policy – 3349
  - Safeguarding and Child Protection - 5933
- For incidents affecting school staff the Professionals Online Safety Helpline is contacted for advice if necessary on [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk) or 0844 381 4772.

### Monitoring

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The school will monitor the impact of the policy using:

- Logs of reported incidents and responses
- Monitoring logs of internet activity and any network monitoring data
- Surveys / questionnaires of students, parents / carers, and staff including non-teaching staff
- Monitoring information about the teaching programme and coverage within the curriculum
- Regularly checking that pupils and staff are clear about how to report incidents and respond to them
- The content of the web site and our FaceBook page is regularly monitored by governors and senior leaders to ensure that it complies with this policy and the acceptable use policies.
- Any other web site, such as the school friends, that is linked to the school name is also regularly monitored to ensure that the school is always presented accurately and professionally.



# E-Safety

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Dear Parents/Carers,

## **Responsible Pupil E-Safety Policy Agreement**

As part of your child's curriculum and the development of ICT skills and E-Safety Wellesley Primary School will provide supervised access to the Internet. The use of social media sites will also be covered in order to educate on how to stay safe.

Please would you read, sign and return the attached Responsible Pupil E-Safety Policy Agreement after discussing it with your child. It is intended that the form will last until your child finishes Year 2, when we will send home another agreement to cover your child's time in KS2.

The school internet service is provided by Integra (the trading name for South Gloucestershire Council) and this includes a filtering service to limit access to unacceptable material for all users. Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use please do not hesitate to contact me.

Yours sincerely

Mrs H Small  
Headteacher

Appendix 2

KS1 Pupil E-Safety Policy Agreement

## E-Safety

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I understand that I must use school ICT systems in a responsible way, to make sure there is no risk to my safety or to the safety and security of the ICT systems and other users.

### **For my own personal safety:**

- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password;
- I will be aware of 'stranger danger', when I am communicating online;
- I will not share personal information about myself or other when online;
- I will immediately report any unpleasant or inappropriate material, messages or anything that make me feel uncomfortable when I see it online;
- I will not use online gaming, unless given permission by a member of staff;
- I will respect others' work and will not look at, copy, move or delete other pupils' folders;
- I will be polite and responsible when communicating with others e.g. emailing;
- I will only use my handheld devices in school if I have permission e.g. USB drives.
- I will immediately report any damages or faults involving school equipment to a member of staff;
- I will not open attachments to emails unless I know and trust the person who sent the email;
- I will not attempt to use any chat and social networking sites;
- I understand that the school has the right to take action if I am involved in incidents of inappropriate behaviour in and outside of school;
- I understand that if I deliberately break these rules, I could be stopped from using school ICT systems and parents will be informed.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

## E-Safety

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I understand that I must use school ICT systems in a responsible way, to make sure there is no risk to my safety or to the safety and security of the ICT systems and other users.

### **For my own personal safety:**

- I understand that the school will monitor my use of the ICT system, email and other digital communications;
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password;
- I will be aware of 'stranger danger', when I am communicating online;
- I will not share personal information about myself or others when online;
- I will immediately report any unpleasant or inappropriate material, messages or anything that make me feel uncomfortable when I see it online;
- I understand that school ICT systems are for education purposes and will not use them for personal use;
- I will not download any files, documents or photographs unless given permission by a member of staff;
- I will not use online gaming, file sharing or video broadcasting e.g. YouTube, unless given permission by a member of staff;
- I will respect others' work and will not look at, copy, move or delete other pupils' folders;
- I will not share images of anyone without their permission;
- I will be polite and responsible when communicating with others e.g. emailing;
- I will only use my handheld devices in school if I have permission e.g. mobile phones, USB drives and other internet connecting devices;
- I will immediately report any damages or faults involving school equipment to a member of staff;
- I will not open attachments to emails unless I know and trust the person who sent the email;
- I will not attempt to use any chat and social networking sites;
- I understand that the school has the right to take action if I am involved in incidents of inappropriate behaviour in and outside of school;
- I understand that if I deliberately break these rules, I could be stopped from using school ICT systems and parents will be informed.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

## E-Safety

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Technologies open up new learning opportunities and can promote creativity, effective learning collaboration and communication. They can promote more effective communications between parents / carers and the school in order to support young people with their learning.

**This policy relates to use of all technologies including mobile phones, tablets and online services such as learning platforms and online communications.**

This Acceptable Use Policy is intended to ensure:

- You are aware of what the school is doing to help your child become a responsible user of technology and stay safe at school
- You are aware of the importance of e-safety and are able to support your child with keeping safe and behaving well online at home.

The school will aim to ensure your child has good, safe access to ICT for learning and, in return, expects your child to use the equipment responsibly.

### Content

- The school takes every reasonable precaution, including monitoring and filtering systems, to ensure that your child is safe when they use technology at school. The school cannot be held responsible for the nature and content of all materials that are accessible using technology as security systems cannot protect against everything. We teach children about the risks of using technology and how to keep themselves safe.
- We only allow children to use age appropriate web sites in school as using sites for older users can increase the risks to them. This includes social networking sites like Facebook, where the terms and conditions require users to be 13. We appreciate that some parents may allow their children to use sites that they are not old enough for at home. If this is the case then you will need monitor their use and deal with any issues that arise.
- We prevent the use of age inappropriate online gaming sites in school as these can contain adult content and also enable adults to make contact with children online.

### Contact

- School policy requires that staff do not make contact with parents or children through social networking sites or personal e-mail addresses but only through agreed school systems. This being the case we hope you will respect this by not requesting to be friends with staff on social networking sites and will understand if staff refuse any friend requests that are made.
- We limit the ability of children to contact each other online in school and use only tools where contact can be limited to others in our school community.

### Conduct

- Your child is expected to behave well online as they are expected to during all other school activities.
- Your child will be given clear expectations of behaviour when working online. We hope you will talk to your child about this.
- Bullying is not tolerated in any form and this includes online (cyber-bullying). Any instances of this will be dealt with as detailed in our anti-bullying policy.
- Your child will be taught about online safety and how to keep safe when using technology.
- They should only use their own log in for systems and to keep their details private. Your child is responsible for anything their log in is used for.
- Your child's use of ICT in school will be monitored and we will contact you if we have e-safety concerns.

### Taking Digital Film and Images – see our Use of Images Policy

- Children and staff may use digital cameras to record learning activities. These images may be used in lessons or to celebrate success through being published in newsletters, on the school website or occasionally in the public media.

## E-Safety

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- The school will comply with the General Data Protection Regulation and ask your permission, through this policy, before taking images. We will also ensure that when images are published the young people cannot be identified by the use of their names.
- In line with guidance from the Information Commissioner's Office, parents / carers may take videos and digital images of their children at school events for their own personal use as this is not covered by General Data Protection Regulation. These images must not be published or made available on social networking site in order to protect other children and respect privacy. Parents / carers should also not comment on any activities involving other pupils in the digital / video images.

### Problems

- We can only take responsibility for e-safety issues that happen in school, or at home when children are using sites recommended by the school.
- Any issues you are made aware of with use of technology in school should be reported immediately to a child's teacher so that appropriate steps can be taken.
- If your child does not behave appropriately online then the school will take steps to deal with this as with any other issue with behaviour.
- You are obviously responsible for your child's safety online when at home and we would hope you will be discussing e-safety with your child and monitoring their use of computers and mobile phones.
- If there is an issue occurring outside school that it may be helpful for us to be aware then please let your child's teacher know. While we do not have responsibility to resolve all issues we may be able to deal more effectively with any implications happening in school and adapt our teaching programme to ensure that these issues are covered.

### E-Safety Agreement & Acceptable Use – *on ParentMail*

I have read and understood the school rules for responsible internet, E-Safety and Email use. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

#### Agreement

I have read and understood the school rules for responsible internet, E-Safety and Email use

Signed