NORLAND PLACE SCHOOL

eSafety Policy
(Whole School, including EYFS)

Reviewed: September 2022	**Next Review Date: September 2023**
Responsibility: LF	
Location (s): SMT Drive, Staff Handbook, Staff Drive, School Website, Staff Room Policy Folder	

This policy forms part of our strategy for safeguarding children within our care. It complies with *Keeping Children Safe in Education (KCSIE) September 2022.* As Norland Place School adopts a holistic approach to keeping children safe, our eSafety guidance should be read in conjunction with the following policies:

- Anti-bullying Policy
- Safeguarding Policy
- PSHEE Policy
- Acceptable Use Policy

At Norland Place School, we understand the responsibility to educate our pupils on eSafety Issues; teaching them the appropriate behaviour and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Both this policy and the *Acceptable Use Agreement* (for all staff and regular visitors) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc.); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).

Aims and Objectives

By providing clear advice and guidance, Norland Place aims to:

- Enable pupils and staff to make safe choices when using technology
- Protect pupils and staff from misuse of technology
- Have clear procedures in place to deal with any infringements

eSafety Risks

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults;
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.
- commerce: exposure to inappropriate advertising, gambling and scams

Staff must be aware of the following risks:

1. Grooming, abuse or radicalisation and other predatory behaviours
2. Exposure to age-inappropriate content, especially: pornography, racism, sexism, violence, advertising etc.
3. Cyber-bullying or trolling
4. Misunderstanding that on-line behaviour or language is less offensive than the equivalent behaviour in person
5. Failing to have an age-appropriate awareness or judgement about the accuracy or reliability of online content
6. Breaking laws, e.g. sexting, copyright infringement, data protection/privacy breaches
7. The long-lasting damage to a child's reputation or self-esteem (themselves or others) by publishing inappropriate content online
8. Exposure to hacking, fraud or identity-theft by using simple or 'weak' passwords, or by providing personal information online
9. The use of technology in addictive ways

Training and CPD

Norland Place School recognises that eSafety is an essential aspect of strategic leadership within this school and the Headmaster, with the support of the SMT, aims to embed safe practices into the culture of the school. The Headmaster and Deputy Head (DSL) ensure that the policy is implemented and compliance with the policy monitored.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school eSafety procedures. Central to this is fostering a 'no blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

The Designated Safeguarding Leads, will keep up to date with current eSafety issues and guidance issued by the Government and by organisations, such as their Local Authority, CEOP (Child Exploitation and Online Protection), and Childnet International. The computing coordinator will cascade relevant information to staff and provide in-house training and INSET, when appropriate.

Consistent with our Safeguarding policy, all staff:

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

On an annual basis, all Norland Place School staff are made aware of the schools' expectations with regard to:

- Safe use of e-mail
- Safe use of Internet including use of internet-based communication services
- Safe use of school network, equipment and data
- Safe use of digital images and digital technologies
- Ebullying/cyberbullying procedures
- Their role in providing safety education for pupils

This is achieved through the eSafety policy review in staff meetings, annual signing of the eSafety Acceptable Use Agreement, signing of the Code of Conduct, new staff induction and updates from the DSL.

Informing Staff and Pupils

- All staff are required to sign the school's eSafety Acceptable Use Agreement (AUA)
- All staff sign the Code of Conduct
- Pupils are taught about responsible and acceptable use and given strategies to deal with incidents to encourage the development of 'safe behaviour' when using technology
- The message to children that they must always tell a responsible adult if they have been exposed to anything upsetting online is reinforced in PSHEE and eSafety and computing lessons
- Children are taught to recognise that not everything they see online is true or factually correct
- Prep School' children have a copy of the esafety guidelines on how to use the computers safely in school in their pupil diaries
- The school's eSafety Policy is made available through the school website to parents
- Information on reporting cyber bullying is made available by the school for pupils and staff
- Pupils, staff and parents participate in regular eSafety training and workshops
- eSafety is part of the computing curriculum for all year groups
- eSafety displays and posters are displayed prominently

eSafety is incorporated into the curriculum and not restricted to computing and PSHEE lessons. Rather, specific concepts are reinforced at an age-appropriate level. This can include workshops for parents and children, guest speakers and assemblies. 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 encourage children to view technology and new media positively whilst protecting themselves at the same time.

eSafety Incidents

Norland Place School will take all reasonable precautions to ensure eSafety. However, owing to the nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. The school cannot accept liability for material accessed, or any consequences of Internet access.

The DSL acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Headmaster.

Should an eSafety incident occur, staff must complete the ICT INCIDENT FORM and submit to the DSL for review. Staff must also refer to the ICT INCIDENT FLOW CHART for guidance with how to record and deal with an eSafety complaint. Both the ICT INCIDENT FORM and the ICT INCIDENT FLOW CHART are available as appendices to this policy and on the staff drive.

Complaints of cyber bullying are dealt with in accordance with our *Behaviour Policy* and eSafety guidance. Complaints and/or ICT incidents related to child protection are dealt with in accordance with school child protection procedures.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- interview/counseling by class teacher/DSL
- informing parents or carers
- removal of Internet or computer access for a period, [which could ultimately prevent access to files held on the system]
- suspension

Use of e-readers in school

Children in Years 4-6 are able to bring e-readers into school, provided parents have completed the below form. Children are not allowed to take them into playground at playtime.

Dear Parents
We have had a number of requests for children to bring e-reading devices into school. Although we will continue to encourage reading in the traditional format of books, we also understand how beneficial they can be for reading. We are therefore happy for children in Years 4-6 to bring e-readers in to school, provided the below consent form is completed and returned. To ensure they are only used for reading, we request that devices that connect to the internet are not sent into school.
We are unable to take any responsibility for these devices and therefore suggest that they are –

- Named with a permanent marker or label
- In a protective case

Please indicate below to confirm you have read and accept the terms of this agreement and return this letter via email to deputyhead@norlandplace.com
Name of child ……
Class ……
Type of device ……..
I consent to my child bringing in an e-reader that is not able to connect to the internet ☐
I have permanently named the above device with my child's name ☐
I understand that the school accepts no responsibility for e-reading devices ☐
I understand that the school will not pay for repair or replacement of the device should it be damaged, lost or broken ☐

Keeping Safe

Managing the Internet Safely

Norland Place supervises pupils' use of the Internet at all times, as far as is reasonable, and are vigilant when the pupils use laptops. Staff circulate around the classroom monitoring all pupils' internet activity and preview all sites before use. Staff ensure children are safe from terrorist and extremist material when accessing the Internet in school, including by establishing appropriate levels of filtering.

The curriculum context for Internet use is planned to match pupils' ability, using pupil-friendly search engines where more open Internet searching is required.

All users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse, through staff meetings and teaching programme. The school keeps a record of any bullying or inappropriate behaviour. A 'no blame' environment, that encourages pupils to tell a teacher/adult immediately if they encounter any material that makes them feel uncomfortable, is fostered.

Norland Place has a clear, progressive eSafety education programme throughout all year groups and all pupils learn about eSafety every academic year. The school runs a pupil, parent and staff eSafety day and workshops on a bi-annual basis. **Our last workshop took place on 24 April 2018.** In the interim years, a letter of guidance is sent to parents during the autumn term, which provides useful links for further reading and advice on how to support their child's safety online. It also invites parents to speak to the computing coordinator about any concerns or queries that they may have regarding eSafety.

Using the School Network, Equipment and Data Safely

The computer system and network are owned by the school and made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet or email activity on the network.

Managing Digital Images and Video Safely

The Norland Place website is an important, public-facing communication channel. Many prospective and existing parents find it convenient to look at the school's website for information and it is an effective way to share the school's good practice and promote its work. The Headmaster oversees and authorises the website's content and checks suitability.
The school takes a sensible and balanced approach to photographing and videoing children on the school site. Taking pictures and video images of children's achievements and activities is a wonderful way of celebrating success, communicating and capturing moments in time.

Staff are able to use school cameras or computers to take photographs in the school environment and on trips. Any photos must then be transferred to the photo folder on the school computer network and the photographs deleted on return to school.

The use of iPads in class is a daily occurrence in the EYFS. The iPads are connected to WiFi, however no pictures can be uploaded to a 'cloud' or any other online area as they are not linked to a specific account. Pictures are saved onto the school Media Drive using a cord and are subsequently deleted. The use of mobile phones is in line with the Whole School e-safety policy.

Parents give permission through clause 10 (b) of the Parents' Contract for children's images to be used for school purposes. Where these appear within the school and on the secure, password-protected area of the school website, express permission will not be sought. Where an image of a child might be used for public purposes (e.g. the general area of the website, or a newspaper article), express permission is always first sought from the relevant parents.

Parental permission is obtained upon admission to Norland Place for publishing any photographs or video footage of students on the school website.

Links to any external websites are thoroughly checked before inclusion on the website and newsletters to ensure that the content is appropriate both to the school and for the intended audience.

APPENDIX 1 – ICT INDICENT FORM

NORLAND PLACE SCHOOL

ICT INCIDENT REPORT & FOLLOW-UP FORM

Name of person reporting incident:	Pupil(s) involved:
Date of incident:	Staff involved:
Location of incident:	Location/device details:

Details and description of incident (including evidence):

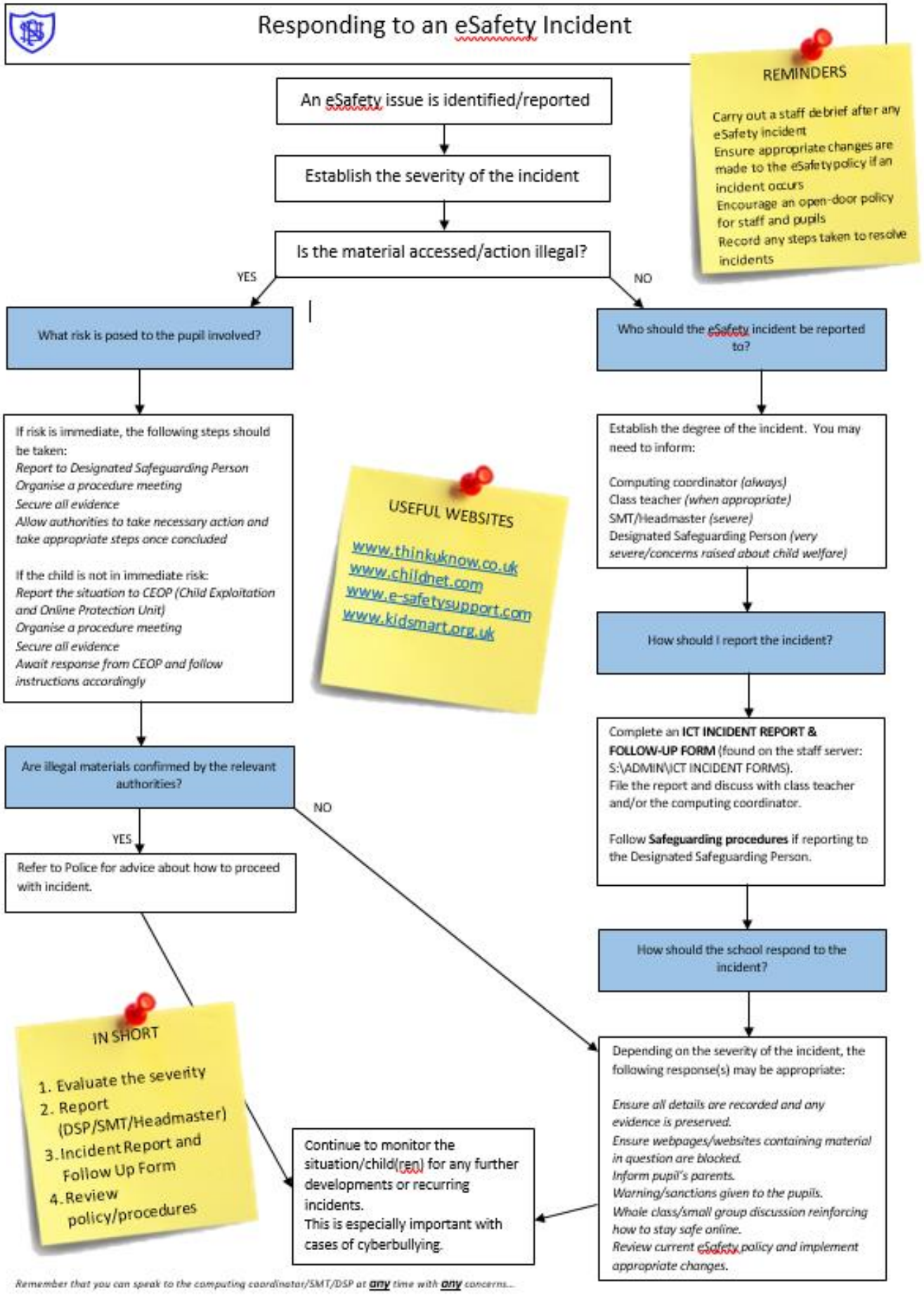
Initial action taken:

Outcome:

Report completed by:
Signed:
Date:
Headmaster's signature:

Follow up/review of incident:

Further action taken:

Signed:
Date:

APPENDIX 2 – ICT INCIDENT FLOW CHART