



E-SAFETY POLICY

December 2018

Why is Internet use important?

- The purpose of Internet use in The Academy of Woodlands is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance The Academy's management functions.
- Internet use is part of the statutory curriculum and a necessary tool for learning. Internet access is an entitlement for pupils who show a responsible and mature approach to its use.
- The Internet is a part of everyday life for education, business and social interaction. The Academy has a duty to provide pupils with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside The Academy and need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet use benefit education?

- Access to world-wide educational resources including museums and art galleries;
- Educational and cultural exchanges between pupils world-wide (supervised pupil access within The Academy, if and when appropriate); social and leisure use in libraries, clubs and at home; Access to experts in many fields for pupils and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration across networks of schools/Academies, support services and professional associations;
- Access to learning wherever and whenever convenient;
- Exchange of curriculum and administration data with the DfE and the LA if necessary.

How can Internet use enhance learning?

- The Academy of Woodlands are aware of and ensure that the copying and subsequent use of Internet derived materials by staff and pupils comply with copyright law.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils to on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The Academy's Internet access will be designed to enhance and extend education. Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

How will pupils learn how to evaluate Internet content?

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of on-line materials is a part of teaching/learning within the curriculum.

How will information systems security be maintained?

- The security of The Academy information systems and users will be reviewed regularly. Virus protection will be updated regularly.
- Files held on The Academy's network will be regularly checked.
- Personal data sent over the Internet or taken off site will be encrypted.
- Portable media may not be used without specific permission followed by a virus check. The ICT Coordinator / The ICT Manager will review system capacity regularly. Unapproved software will not be allowed in pupils' work areas or attached to email.

How will e-mail be managed?

- Pupils must immediately tell a teacher if they receive offensive e-mails.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.
- Access in The Academy to external personal e-mail accounts may be blocked due to the security systems in place.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on Academy headed paper.
- Staff should not use personal email for professional purposes.
- Staff should only use The Academy email accounts to communicate with pupils or parents/carers as approved by the Senior Leadership Team.
- The forwarding of chain messages is not permitted. Pupils may only use approved Academy e-mail accounts.

- Pupils should only use Academy email accounts for curriculum purposes (under direct supervision by Academy staff). Under no circumstances should pupils use Academy email accounts for personal use.

How will published content be managed?

- The contact details on the Academy website should be The Academy address, email and telephone number. Staff or pupils' personal information must not be published.
- Although the website is for The Academy as a whole, different members of staff have responsibility for particular areas within the website ensuring that the content is accurate and appropriate:
 - The Academy Office Manager takes editorial responsibility of the website for the school side of The Academy;
 - The Sports and Arts Manager takes editorial responsibility of the website for the Sports and Arts Centre;
 - The Community Administration Assistant for the Children's Centre takes editorial responsibility of the website for the Children's Centre.

Can pupil's images or work be published?

- Images that include pupils will be selected carefully and will not provide material that could be reused.
- 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 images of pupils are electronically published.
- Pupils work can only be published with the permission or their parents/carers.

How will social networking, Social Media and personal publishing be managed?

- 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 and / or their location. Examples would include real name, address, mobile or landline phone numbers, Academy attended, Instant Messaging (IM) and e-mail addresses, full names of friends, specific interests and clubs etc.
- The Academy will block/filter access to social networking sites.
- Pupils and parents will be advised that the use of social network spaces outside of The Academy is inappropriate for primary aged pupils.
- Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the pupil or his/her location e.g. house number, street name or The Academy.

- Pupils should be advised on security and encouraged to set safe passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to communicate to known friends only and deny access to others. **Reminders will need to be given that some sites are not appropriate for the primary age range pupils. (This statement is used for the purpose of protecting our pupils as they move through their secondary phase of education and beyond).**
- Staff wishing to use Social Media tools with pupils as part of the curriculum should risk assess the sites before use and check the **sites terms and conditions to ensure the site is age appropriate.**
- Pupils should be advised not to publish specific and detailed private thoughts.
- Teachers' official blogs, wikis etc should be password protected and run from The Academy website or approved Academy communication channels.

How will filtering be managed?

- The Academy's broadband access will include filtering appropriate to the age and maturity of pupils.
- Any material that The Academy of Woodlands believes is illegal must be reported to appropriate agencies such as Kent Police, the IWF (Internet Watch Foundation) or CEOP (Child Exploitation and Online Protection).
- The Academy of Woodlands will manage the configuration of their filtering. This task will require both educational and technical experience and input.
- Members of the Senior Leadership Teams will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- The Academy of Woodlands will have a clear reporting and recording procedure for reporting breaches of filtering which is known by all members of The Academy of Woodlands community (all staff and all pupils).
- The Academy of Woodlands access strategy will be designed by educators to suit the age and curriculum requirements of the pupils, with advice from network managers.
- If staff or pupils discover unsuitable sites, the URL must be reported immediately to the ICT co-ordinator or the ICT Manager.

How can emerging technologies be managed?

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

Mobile phones

- Staff may not carry or use their personal mobile phones whilst working in children areas such as the classroom or where children are engaging in activities.
- Staff may not use any camera facility on their mobile during a session.

- In order to safeguard the children within The Academy, Parents/Carers/Visitors/ Volunteers, who attend sessions/activities, are requested to turn off their mobile phones. Notices are displayed to reinforce this.
- The Academy mobile phone is to be taken on outings undertaken by staff within The Academy. However, a member of staff may take their own mobile phone in case The Academy mobile phone is unable to make a connection in an emergency but it is not allowed to be used for taking photographs.

How should personal data be protected?

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

How will Internet access be authorised?

- Parents will be asked to sign and return a consent form for pupil access on joining The Academy.
- The Academy will maintain a current record of all staff and pupils who are granted access to The Academy's electronic communications.

How will risks be assessed?

- The Academy of Woodlands will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate.
- The Academy will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via an Academy computer. Neither The Academy of Woodlands nor Medway County Council can accept liability for the material accessed, or any consequences resulting from Internet use.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

How will E-Safety complaints be handled?

- All E-Safety complaints and incidents will be recorded by The Academy of Woodlands including any actions taken.
- Any complaint about staff misuse must be referred to the Head Teacher who will deal with the concern in line with The Academy's Complaints Policy and Procedure.
- Any issues (including sanctions) will be dealt with according to The Academy's disciplinary and child protection (safeguarding) procedures.

- Discussions will be held with the local Police Safer Schools Partnership Coordinators and/or Medway County Council to establish procedures for handling potentially illegal issues.
- Parents and pupils will need to work in partnership with The Academy to resolve issues.
- Pupils and parents will be informed of the complaints policy and procedure.
- All members of The Academy community will be reminded about safe and appropriate behaviour online and the importance on not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of The Academy community.

How is the Internet used across The Academy of Woodlands community?

- The Academy of Woodlands will be sensitive to Internet related issues experienced by pupils out of Academy hours, e.g. social networking sites, and offer appropriate advice.
- The Academy of Woodlands will liaise with local organisations to establish a common approach to E-Safety.
- The Academy of Woodlands will provide appropriate levels of supervision for pupils whilst using the internet and technology on The Academy site

How will Cyberbullying be managed?

- Cyberbullying (along with all forms of bullying) will not be tolerated in The Academy. Full details are set out in The Academy's policy on anti-bullying.
- There will be clear procedures in place to support anyone affected by Cyberbullying. All incidents of Cyberbullying reported will be recorded.
- There will be clear procedures in place to investigate incidents or allegations of Cyberbullying: Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence. The Academy will take steps to identify the bully, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Sanctions for those involved in Cyberbullying may include: The bully will be asked to remove any material deemed to be inappropriate or offensive. A service provider may be contacted to remove content. Internet access may be suspended at The Academy for the user for a period of time. Parent/Carers may be informed. The Police will be contacted if a criminal offence is suspected.

How will the policy be introduced to pupils?

- All users will be informed that network and Internet use will be monitored.
- An E-Safety training programme will be introduced across the curriculum and key stages to raise the awareness and importance of safe and responsible internet use.

- An E–Safety module will be included in the PSHE, Citizenship and/or ICT programmes covering both safe Academy/school and home use.
- E-Safety rules will be posted in all rooms with Internet access.
- E–Safety training will be part of the transition programme across the Key Stages.
- Pupil instruction in responsible and safe use will precede Internet access.
- Safe and responsible use of the internet and technology will be reinforced across the curriculum. Particular attention will be given where pupils are considered to be vulnerable.

How will the policy be discussed with staff?

- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff.
- Staff that manage filtering systems or monitor ICT use will be supervised by the Senior Leadership Team and have clear procedures for reporting issues.

How will parents’ support be enlisted?

- Parents’ attention will be drawn to The Academy E–Safety Policy in newsletters and on The Academy website.
- A partnership approach to E-Safety at home and at The Academy with parents/carers will be encouraged. This could include offering parent evenings with demonstrations and suggestions for safe home Internet use.
- Advice on useful resources and websites, filtering systems and educational and leisure activities which include responsible use of the Internet will be made available to parents/carers.
- Information and guidance for parents/carers on E–Safety will be made available to parents/carers in a variety of formats.
- Interested parents/carers will be referred to relevant organisations
- Parents/carers will be requested to sign an e–Safety/Internet agreement for their child/children on joining The Academy.

Policy: **December 2018**

Head Teacher: _____

The Academy of Woodlands Director: _____