



E-Safety Policy

Agreed and Adopted: January 2024

Signed: Chair of Governors

..... Headteacher

Next review: September 2026



Chesterton CE Primary School

Respect Compassion Resilience Hope Integrity Humility

Introduction

This E-Safety safety policy has been developed and agreed in consultation with the:

- Headteacher
- Senior leaders
- Staff – including Computing Co-ordinator, teachers, support staff, technical staff
- Governors

This policy will be reviewed every three years, or more regularly in the light of significant developments in the use of technologies, new threats to online safety or incidents that have taken place.

This e-safety policy has been written based on guidance provided by South West Grid for Learning, UK Safer Internet Centre and CEOP materials. It has been adapted to reflect the school's own decisions on balancing educational benefit with potential risks.

This e-safety policy will be used in conjunction with our school documentation:

- Curriculum Overviews
- Behaviour Policy
- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- Code of Conduct
- Acceptable User Agreements
- Mobile Phone Policy
- Social Media Policy
- Data Protection Policy (GDPR)

Whole school e-safety training and support takes place regularly for pupils, parents and teaching staff.

E-safety is taught to all year groups twice annually through:

- Safer Internet Day (A National Awareness Event held in February each year) using materials provided by Safer Internet Centre
- A Digital Literacy Unit on the computing curriculum scheme of work.

The Headteacher and Senior Leaders, as Designated Safeguarding Leads, will act as e-safety co-ordinators. The Computing co-ordinator will take the lead on e-safety training.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following e-safety procedures.

Rationale

The internet and other digital technologies permeate all aspects of life in the modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies in order to enrich his/her learning.

Should serious online safety incidents take place, the following external persons/agencies may need to be informed: Oxfordshire Safeguarding Children Board, LADO, Police.

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Surveys/questionnaires of pupils, parents/carers and staff

Scope of the Policy

This policy applies to all members of the Chesterton Primary School community, including staff, pupils, volunteers, governors, parents/carers and visitors, who have access to and are users of school digital technology systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other online safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place out of school.

Objectives

Our aims are to ensure that all pupils will:

- use the internet and other digital technologies to support, extend and enhance their learning.
- develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material.
- develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
- use existing, as well as new technologies safely.

Internet use will support, extend and enhance learning:

- Pupils will be given clear objectives for internet use
- Web content will be subject to age appropriate filters
- Internet use will be embedded in the curriculum

Pupils will develop an understanding of the uses, importance and limitations of the internet by:

- learning how to effectively use the internet for research purposes.
- learning how to evaluate information on the internet.
- learning how to report inappropriate web content.
- developing a positive attitude to the internet.

- developing their ICT capability through opportunities to engage in independent and collaborative learning.
- using the internet to enhance their learning experience.

Pupils will use existing technologies safely

Pupils will be taught about e-safety both through discrete lessons (see Computing and PSHCE curriculum) and the embedded curriculum where e-safety remains high on the agenda.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within the school:

Headteacher and Senior Leaders (as part of a wider child protection role):

- be responsible for e-safety issues within the school, with the support and day to day responsibility of the Computing Co-ordinator.
- ensure the Governing body is informed of e-safety issues and policies.
- ensure that appropriate funding is allocated to support e-safety activities throughout the school.
- establish and maintain a safe ICT learning environment.
- establish and maintain a school wide e-safety programme.
- respond to e-safety policy breaches in an appropriate and consistent manner in line with policies.
- reporting of e-safety incidents to Governing body.
- regular monitoring of filtering / change control logs with the support of Koala IT, who have access to the RM content filtering software.
- develop parental awareness.
- develop an understanding of relevant legislation and take responsibility for their professional development in this area.

Governors

Our named Safeguarding governor/s will...

- ensure that e-safety is included as part of the regular review of child protection and health and safety policies.
- support the SLT and/or computing co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- participate in school training sessions for staff, pupils or parents (this may include attendance at assemblies / lessons).

Teaching and Support staff should ensure that they:-

- have read all relevant policies (as outlined above).
- adhere to the Staff Acceptable Use Agreement (Appendix C)

- have read the pupil Acceptable Use Agreements (Appendix A and B) and encourage pupils to follow them.
- have read the current e-safety policy.
- take responsibility for the security of data as set out in Data Protection Policy (with particular reference to GDPR).
- develop an awareness of e-safety issues and how they relate to pupils in their care.
- support regular teaching of e-safety in the curriculum.
- deal with e-safety issues they become aware of and know when and how to de-escalate potential incidents.
- maintain a professional level of conduct in their personal use of technology, both within and outside school.
- all digital communications with other members of staff, pupils and parents/carers should be on a professional level and only carried out using official school systems including school email address.
- report any suspected misuse or problem to the Headteacher at the earliest opportunity.
- guide pupils to sites checked as suitable when internet use in lessons is pre-planned, and respond quickly and appropriately for dealing with any unsuitable material that is found in internet searches

All teaching staff and governors should be familiar with the school's policy including:

- safe use of email, using only school-provided email addresses for school-related communication
- safe use of the internet
- responsible use of social networking sites in private time (see Social Media Policy)
- safe use of the school network, equipment and data
- safe use of digital images and digital technologies, such as mobile phones and digital cameras (see Mobile Phone Policy)
- publication of pupil information/ photographs on the school website
- procedures in the event of misuse of technology by any member of the school community

The e-safety policy will be shared with new staff and governors as part of their induction.

Pupils

Pupils have a role to play in ensuring that their learning is supported by the safe and secure use of the internet, new technologies and mobile devices. To remain both safe and legal when using the internet, they will need to understand the appropriate behaviours and critical thinking skills and show that they:-

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Agreements (Appendix A & B).

- understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- know and understand policies on the use of mobile devices and digital cameras.
- know and understand appropriate taking/use of images and what is considered to be cyberbullying at an age appropriate level.
- understand the importance of adopting good e-safety practice when using digital technologies out of school and know which adults they can ask for help if/when something goes wrong.

Parents and Carers

Parents and carers play a crucial role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. The school encourages parents and carers to support the school in promoting good e-safety practice:-

- Discuss e-safety issues with their children, support the school in its e-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Read and sign the Parent / Carer Acceptable Use Agreement (Appendix D).
- Liaise with the school if they suspect or have identified that their child is conducting risky behaviour online.
- Use digital and video images taken at school events for their own personal use only.
- Adhere to the guidelines set out in the school's Mobile Phone Policy.
- Inform the Headteacher if their child needs to bring a mobile phone / device to school for safekeeping during the school day.

The school will seek to provide information and awareness to parents and carers and the wider community through:

- parent / pupil information events held at school.
- curriculum activities.
- newsletters and website content.
- e-safety page on the school website with further information.
- Pupil Acceptable User Agreement.
- National events: Safer Internet Day.
- reference to relevant websites / publications e.g. www.saferinternet.org.uk
<http://www.childnet.com/parents-and-carers> .

Technical – infrastructure equipment, filtering and monitoring

Chesterton CE Primary School has a managed ICT service provided by Koala IT. It is the responsibility of the governing body to ensure that the school infrastructure / network is as safe

and secure as is reasonably possible and that policies and procedures approved are implemented.

It is also the responsibility of the governing body to ensure that Koala IT are effective in carrying out their e-safety responsibilities:

- there will be regular reviews and audits of the safety and security of our school technical systems
- servers, wireless systems and cabling must be securely located and physical access restricted
- all users will have clearly defined access rights to school technical systems and devices
- all children will be provided with a username and a school password
- the administrator passwords for the school ICT systems (server, wireless, filtering) must be available to the School Business Manager and kept in a locked cupboard in the school office
- the School Business Manager, with the support of Koala IT, will be responsible for ensuring software licence logs are accurate and up-to-date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- internet access is filtered for all users and content lists are regularly updated and internet use is logged and regularly monitored
- there is a clear process in place to deal with requests for filtering changes

E-safety Curriculum Provision

Computing and on-line resources are increasingly used across the curriculum. At Chesterton CE Primary School, we believe the education of pupils in e-safety is an essential part of the school's curriculum provision. We believe that our pupils need the help and support of both our school community and a well-planned curriculum to recognise and avoid e-safety risks and build their resilience. We ensure that the e-safety curriculum used is broad, age relevant and appropriate, and provides progression with opportunities for creative activities.

We continually look for ways to promote e-safety through:

- delivery of e-safety teaching specifically through computing and PSHE schemes of work as well as partaking in the National Safer Internet Day as a whole school event each February.
- responding to need and opportunities to educate pupils on the dangers of technologies that may be encountered outside school.
- teaching about the need to respect other people's information and images.
- distribution of pupil questionnaires on issues of safety, including e-safety.
- raising awareness of the impact of cyber bullying through Collective Worship, PSHE and work around anti-bullying strategies.
- providing pupils with a safe message of "Tell a responsible adult" if they experience problems or need advice over internet and related technologies use.
- helping pupils to understand the need for the Pupil Acceptable Use Agreement (Appendix A & B) and the need to adopt safe and responsible use both within and outside school.
- teaching children how to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussion and the computing curriculum.

- staff acting as good role models in their use of digital technologies, the internet and mobile devices.



Communication and Mobile Technology

Pupils are only allowed to have mobile phones or other personal handheld technology in school with the permission of the class teacher and must be kept securely (usually in a teacher's desk) during school hours. When pupils are using mobile technology (their own or that provided by the school), they will be required to follow the school's Mobile Phone Policy. Such items can be confiscated by school staff if they have reason to think that they are being used to compromise the wellbeing and safety of others. (Education and Inspections Act 2006, Sections 90, 91 and 94).

Use of digital and video images

As a school, we are aware that the development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may:

- provide avenues for cyberbullying to take place
- remain available on the internet forever
- cause harm or embarrassment to individuals in the short or longer term

Our e-safety curriculum teaches pupils about these risks with the intention of reducing the likelihood of the potential for harm. Pupils in particular should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

Images of children in school and on educational visits should only be taken on school equipment. Images of children sent to the school website are done so with parent/carer consent via our Permissions Form when their child starts school. Pupil names are not attached to or captured within the images themselves. Our website providers Relaxed Ltd place the safeguarding of all children as their highest priority and work closely with the school to ensure pupil privacy and protection is upheld at all times. Parents/carers are reminded at events eg class assemblies , performances that the taking of videos and digital images of their children must be for their own personal use and not be published or made publicly available on social networking sites.

Data Protection

Our school aims to ensure that all personal data (paper and electronic format) collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 as set out in the Data Protection Bill. Please refer to the Data Protection Policy including GDPR (available on the school website) for detailed information.

Working with external agencies and other professionals

We work with and draw on the expertise of a number of external agencies and professionals to support with e-safety. This includes:

- NSPCC to inform on staying safe and protecting personal safety

- Police and Police Community Support Officer(PCSO)
- External agencies to support the delivery of regular e-safety awareness for pupils and parents
- Safeguarding team for advice / no names consultation

Appendices

The following appendices sit alongside the school e-safety policy and some are referred to in this policy:-

Appendix A

Pupil Acceptable Use Agreement for EYFS / Key Stage One
(signed together with parent(s) at the start of each academic year)

Appendix B

Pupil Acceptable Use Agreement for Key Stage Two
(signed together with parent(s)/carer(s) at the start of each academic year)

Appendix C

Staff Acceptable Use Agreement

Appendix D

Parent / Carer Acceptable Use Agreement



Chesterton CE Primary School

EYFS / Key Stage One Acceptable Use Agreement



- I will keep any passwords that I have private.
- I understand what information is personal and not to share it when I am using the computer.
- I will look after all the school ICT equipment and use it properly.
- I will only take a photograph or video of someone if they say it is alright.
- All of the messages that I send will be polite and I will not send messages which upset other people.
- I will tell an adult if I see anything which upsets me.
- I will not talk to people that I do not know when I'm using the internet



- I understand that the school may check my use of ICT and talk to my parent or carer if they are worried about my e-Safety.
- I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a period of time.

Pupil name:

Signed:

Class:

Date:

Chesterton CE Primary School



Key Stage Two Acceptable Use Agreement



- I will only use the school ICT equipment for purposes that I have agreed with a member of staff.
- I will only go onto websites that are appropriate for the task that I have been asked to complete.
- I will keep my passwords and login details private.
- I will not interfere with anyone else's passwords, logins, settings or files on the computer.
- I will always seek permission before downloading material from the internet or using material that I have brought into school, because I understand the risks from virus infections.
- I know that I need permission to take someone's photograph or video them.
- I will not send or forward messages or create material which is deliberately intended to upset other people.
- I will inform an adult if I see or receive any unpleasant material or messages.
- I know I must take care about giving away my personal information and making contact with people I do not know using the internet.
- I understand that the school may check my use of ICT and contact my parent/carer if they are concerned about my e-Safety.
- I understand that, if I do not follow these rules, I may not be allowed to use the school computers or access the internet for a period of time.



Pupil name:Class:

Signed: Date:

Appendix C

Chesterton CE Primary School

Staff Acceptable Use Agreement – 2023-24

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This agreement, which should be read in conjunction with the Social Media Policy, is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the school Senior Leadership Team.

∅ I will only use the school's email / Internet for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.

∅ I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.

∅ I will ensure that all electronic communications with parents, pupils and staff are compatible with my professional role.

∅ I will not give out my own personal details, such as mobile phone number and personal email address, to pupils or parents.

∅ I will only use the approved, secure email system(s) for any school business.

∅ I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.

∅ If I install any hardware or software without permission or direction from either the subject co-ordinator, Headteacher or ICT co-ordinator, I will ensure that I take all reasonable precautions to ensure that the source is reliable. If I am unsure of the origin, I will consult with one of the above members of staff.

∅ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

∅ Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.

∅ I understand that, in the event of concerns regarding my internet usage, senior managers or relevant authorities may require access to any school ICT equipment that I have had use of.

∅ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

∅ I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

∅ I will respect copyright and intellectual property rights.

∅ I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute. I will adhere to the school Social Media Policy.

Signature: Date: Full Name: (printed)



Appendix D

Chesterton CE Primary School Parent / Carer ICT Acceptable Use Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and promote effective learning. Young people should have an entitlement to safe internet access at all times.

This 'Acceptable Use' Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will take all reasonable steps to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

As the parent / carer of the named pupil, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Student / Pupil Name	
Parent / Carer's Name	
Signed	
Date	