

# Warstones Primary School



## Digital Safeguarding Policy

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Approved: September 2018

Due for review: September 2020

Signed:

(Chair of Governors)

Date:

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## Statement of intent

This policy is intended to ensure pupils at Warstones Primary School are protected while using digital technologies at the school. The school is committed to including digital technologies, in particular, internet use, in our curriculum. In so doing we recognise the inherent risks posed by this useful learning tool. Full compliance with this policy will mitigate these risks and help to ensure pupils are safe online.

### 1. Introduction

- 1.1. While digital technology and the internet provide an exciting opportunity for children to learn and interact with various subjects, they also pose a risk for children, with the potential for exposure to inappropriate content and inappropriate contact from other children and adults. Digital technology also provides an opportunity for pupils to engage in unacceptable behavior, both online and offline.
- 1.2. In order to keep pupils safe online, and for them to learn how to keep themselves safe online, all pupils and teachers should be aware of relevant skills and strategies needed to ensure internet safety. (This may range from knowing to only use the internet with adult supervision for younger pupils, to strategies for identifying appropriate links for older children.)
- 1.3. Mitigating the risk to children created by digital technology and the internet will be ensured through specific safety lessons and will also be embedded within the general curriculum.
- 1.4. E-safety will depend on policies being properly implemented at all levels of the school community: from published policies, to a secure school network design, the effective management of school broadband and filtering systems, parental awareness of the dangers of online use and effective teaching about digital-technology use.
- 1.5. This policy is to work in conjunction with our ICT policy, acceptable use policy, cyber-bullying policy, child safeguarding policy and mobile phone policy.

### 2. Aims

- 2.1. At Warstones Primary School, we are committed to using the internet and other digital technologies to:
  - Make learning more exciting and interactive.
  - Make lessons more varied.
  - Enable pupils to gain access to a wide variety of knowledge in a safe way.
  - Raise educational standards.
  - Prepare our pupils for using the internet safely outside of school and throughout their education.

### **3. Definition**

- 3.1. Digital safety encompasses a number of technologies such as computers, tablet computers, collaboration tools, internet technologies and mobile devices.

### **4. E-safety measures**

- 4.1. The school's internet system, and access to it, is specifically designed for staff and pupil use and, as such, includes filtering appropriate for primary age children.
- 4.2. Pupils will have clear objectives about why they are using the internet whenever the internet is incorporated into lessons.
- 4.3. Lessons using the internet will be carefully planned and the 'access levels' classes and pupils are afforded will be fully considered, taking into account pupil age and curriculum requirements.
- 4.4. Children using the internet will do so in classrooms (or other appropriate shared areas of the school) during lesson time only and with teacher supervision.
- 4.5. Key Stage 1 pupils are to engage with the internet through teacher observation or with direct teacher supervision.
- 4.6. Pupils will be taught what internet use is acceptable / unacceptable and teachers should be vigilant during internet based lessons.
- 4.7. Particular vigilance is necessary if and when pupils are undertaking internet searching. Teachers should use their professional judgement regarding whether this internet function is appropriate for the relevant class.
- 4.8. If 'Google Images' is used in class, this should be done using the 'safe search' function. Teachers can make judgement calls on whether to allow the use of 'Google Images' at all, due to the range of content and possibility for accessing inappropriate material.
- 4.9. Records will be maintained detailing all staff and pupils who have internet access.

### **5. School policies**

#### **5.1. Information system security:**

- 5.1.1. Warstones Primary School uses BT with the appropriate firewall and all appropriate filters.

5.1.2. The security of the school's information systems and ICT system capacity will be reviewed regularly.

5.1.3. The school's virus protection will be regularly updated. There should be procedures in place for virus protection to be updated on any laptops used by staff members or students.

## **5.2. Email and digital communications:**

5.2.1. Only approved school email accounts may be used at school / via the school network. Additionally, pupils must not receive or access personal email accounts.

5.2.2. Pupils should notify a teacher immediately if they receive an offensive email.

5.2.3. Pupils should be taught about the dangers involved in email communications. They should be taught:

- Not to reveal personal details about themselves or others in email or digital communication. This will generally include full names, addresses, mobile or landline phone numbers, school name, IM (instant messenger) address, e-mail address, names of friends, specific interests and clubs etc.
- Never to arrange to meet someone they have 'met' via email / online without appropriate safeguarding measures (e.g. the presence of a parent or responsible adult).
- That online communications are 'real' and as such require the same respect for others as face-to-face interactions.

5.2.4. Parents and pupils alike should both be informed of the risks inherent in using social media. Social media websites will not be accessible through the school's network and should not be accessed on school devices through other networks.

5.2.5. The school's IT Support provider's will maintain a list of 'inappropriate' and 'banned' terms. The use of these in emails will be detected and logged.

5.2.6. Whenever staff or pupils send emails to organisations or persons outside of the school, these should be authorised in the same way official school correspondence would be.

## **5.3. The school website:**

5.3.1. The headteacher has overall responsibility for the content of the school website. This includes ensuring all content is appropriate and accurate. Procedures should be in place for authorising the uploading of any content onto the school's website.

5.3.2. No personal information or the contact details will be published on the school's website. This extends to the use of pupil's full names. The school address, email and main telephone number should be the only

contact information available to website visitors.

- 5.3.3. The uploading of any images or photographs of pupils onto the school website requires parental permission in writing. Any images should be carefully chosen with safeguarding in mind and it is advisable that pupils are not easily identifiable in images. Pupil's names should never be used in conjunction with their photograph on the website.

**5.4. Managing filtering:**

- 5.4.1. The school's IT support provider will work to ensure filtering systems are appropriate, efficient and as effective as possible. This will entail regular checks and ongoing monitoring.
- 5.4.2. If staff or pupils discover unsuitable sites, the URL, time and date must be reported to their teacher. Processes should be established to deal with such reports.

**5.5. Protecting personal data:**

- 5.5.1. Personal data will be recorded, processed, transferred and made available according to the Data Protection Act (GDPR) 2018. Only essential data is held. This is either locked in school offices or held on a secure sever. No data is held without permission. It is not passed on to other agencies unless for a safeguarding/police matter. Data is destroyed or returned if the child leaves school. Only agreed data or safeguarding information is passed on upon transfer to a new school.

**5.6. Complaints:**

- 5.6.1. Complaints regarding pupil misuse of the school's internet / digital devices will be dealt with by an appropriate, senior member of staff. Sanctions for misuse may include:
- Revocation of internet use privileges.
  - Communication with the pupil's parents / guardians.
  - Detention or other usual discipline methods.
- 5.6.2. Staff misuse of the internet or digital technology should be referred to the headteacher.
- 5.6.3. Any issues or complaints of a child protection nature should be dealt with according to the school's safeguarding policy procedure.
- 5.6.4. Information on the complaints procedure should be published on the school's website and parents should be informed about this.

**5.7. Digital technology/internet use outside of school:**

- 5.7.1. Parents should be informed of the inherent risks of internet use.
- 5.7.2. The school will be aware of and responsive to any issues pupils experience via their use of the internet or digital technology outside of

school. The school's cyber-bullying policy may also be relevant in such instances.

## 6. Monitoring

This policy should be monitored and updated to account for changes in the legal landscape such as amendments to the relevant laws.

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Signed by:

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Mrs F Feeney (Headteacher)

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Date:

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Mr J Dovey (Chair of Governors)

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Date:

Next review date:

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