



# E-Safety Policy

A handwritten signature in black ink that reads 'Parneet Kang'.

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Parneet Kang  
Principal

A handwritten signature in black ink that reads 'William Holland'.

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William Holland  
Chair of Trustees

REVIWED: 1<sup>st</sup> September 2022 - Parneet Kang

The E-Safety Policy, aims to offer the best possible development opportunities to all students, both within the curriculum and more broadly.

This includes access to the internet, and email (for staff only) for legitimate personal development and learning. Internet access can increasingly be gained via devices other than the school networked computers, such as via mobile phones, and tablets. The following policy applies to all methods of access.

The e-Safety Policy is part of, and relates to other policies including those for;

- Bullying and Harassment policy
- Behaviour Policy
- Phone Policy
- Child Protection and Safeguarding Policy

The Principal holds responsibility as e-Safety Coordinator and SLT in their absence.

## **Teaching and Learning**

### **Why Internet use is important;**

The internet is an essential element in 21st century life for education, business and social interaction. The school will provide students with internet access as part of their learning experience. It is a part of the statutory curriculum and a necessary tool for staff as well as students.

### **Internet use will enhance learning;**

All students who will be involved in Online Learning with support from Tute Education.

[www.tute.com](http://www.tute.com)

Our schools internet access will be designed expressly for the use of lessons and will include filtering appropriate to the age of the students. They will be taught what internet use is acceptable and what is not and given clear objectives for its use.

Students will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

### **Students will be taught how to evaluate Internet content**

We will ensure that the use of materials downloaded from the internet by staff and by students complies with copyright law. Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy for its used within lessons.

## **Inappropriate use of the internet**

Unfortunately, the ease of communication offered by the internet can also lead to the misuse of it. All students are asked to report any bullying via electronic communication in the same way as any other bullying. See Bullying and Harassment Policy.

## **Managing Internet Access**

### **Information system security**

Our schools ICT systems' capacity and security will be reviewed regularly by the management team. Virus protection will be installed and updated regularly and files held on the school's network will be regularly checked.

### **E-mail**

The Emscote school currently do not issue students with an email address.

Students are advised wherever possible not to use personal emails on school computers. We cannot accept any responsibility for offensive e-mails or any bullying on a personal account. This applies to other such uses of technology; a non-comprehensive list below.

- Snap Chat
- Whatsapp
- Facebook
- Instagram
- Text

Should students give out their personal information in a public forum online, this will be reported to Senior Leadership Team who will speak with the young person on a 121 basis.

In conjunction with the Bullying and Harassment Policy any "cyber bullying" can be addressed through appropriate channels.

### **Published content and the school web site**

The contact details on the web site will be the schools address, e-mail and telephone number. Staff or students' personal information will not be published.

### **Publishing students' images and work**

Photographs that include students will be selected carefully and will not enable individual students to be clearly identified. Their full names will not be used anywhere on the web site particularly in association with photographs. Written permission from parents or carers will

be obtained before photographs of students are published on the schools web site. Work can only be published with the permission of the student and parents.

### **Social networking and personal publishing**

PaYP will block/filter access to social networking sites.

Specific teaching through PHSE, will raise students' awareness of the dangers of using all e type social networking sites. Students will be advised never to give out personal details of any kind which may identify them or their location.

### **Managing filtering**

We will work in partnership with the DfES and the Internet Service Provider to ensure systems to protect students are reviewed and improved. If staff or students discover any unsuitable site, it must be reported to one of the management team. The staff team will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

## **Policy Decisions**

### **Authorising Internet access**

All staff must read the 'Code of Conduct' before using any PaYP ICT resource this will be done as part of a new starter induction. And the Mobile Phone Policy to understand its use within the working day.

Students will receive their username and password to the Tute Online lessons as part of their induction.

### **Assessing risks**

As a school we will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither our school nor the internet service provider, can accept liability for the material accessed, or any consequences of internet access.

### **Handling e-Safety complaints**

Complaints of student internet misuse will be dealt with by SLT in accordance with the schools Complaints Policy.

However, any complaint about staff misuse must be referred to the Principal, Complaints regarding safeguarding must be dealt with in accordance with our schools Child Protection and Safeguarding Policy

## **Communications Policy**

### **Introducing the e-Safety Policy to students**

E-Safety rules will be posted in all networked rooms and students will be informed that network and internet use will be monitored. Students will learn and practise the skills needed to keep themselves safe when using the internet.

Raising awareness of e-Safety & cyber bullying will be part of the PHSE programme for students of all ages.

Further work can be carried out with students that are identified as vulnerable. In certain circumstances will seek advice from other organisations such as; childline, CEOP, safeline and nspcc.

### **Staff and the e-Safety Policy**

All staff will be given the school e-Safety Policy and its importance explained.

Discretion and professional conduct is essential.

Staff who have a designated school laptops are subject to regular spot check on history and download content. Staff emails and mobile phones are also subject to spot checks.