JAMES BATEMAN MIDDLE SCHOOL

"Where pupils achieve and excel"

E-Safety Policy

Reviewed

Policy Adoption and Revision Details			
Governors Adopted: v1		Review Date:	
Reviewed:			

James Bateman Middle School believes that online safety (E-Safety) is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, tablets, mobile phones or gaming consoles.

Policy Scope

This policy applies to activities in any location where access to and the use of any JBMS IT systems and/or equipment takes place, e.g., devices on site & at home; remote access to any online JBMS system; Microsoft Office 365 and networked resources.

To make use of IT facilities provided by James Bateman Middle School, a person must have been issued staff, student or guest access to the network. Use of school IT facilities will be deemed to be acceptance of the terms and conditions of this policy.

What does E-Safety mean?

Using the Internet is now an everyday occurrence for most adults and children. With ever expanding new technologies such as blogs (online diaries), social networking spaces, online chat and mobile phones children are using technology in a way never seen before. The increased use of technology at school and home also exposes children to a number of risks and dangers. In its simplest form, e-Safety is about ensuring children use new technologies such as computers, mobile phones and gaming devices in a way which will keep them safe without limiting their opportunities for creation and innovation.

Internet access, monitoring and filtering

James Bateman Middle School implement network level filtering within the JBMS network (Netsweeper Filter) to help to control and prevent access to inappropriate and other undesirable information on the internet. Changes to filtering rules will be made as per the web filtering changes process.

Key responsibilities of the school/setting management and leadership team:

- Individual users are required to agree to this JBMS E-Safety Policy when they access IT Systems or devices. This is achieved when accessing the system, as users will need to agree to the acceptable use agreement of the IT System.
- James Bateman Middle School is responsible for ensuring that all reasonable and appropriate steps have been taken to protect users whilst using Information Technology. This involves ensuring appropriate technology is in place to protect users from accessing inappropriate material, such as web filtering and monitoring systems.
- This policy recognises that effective E-Safety in an educational setting is met through a combination of appropriate technology controls to limit and monitor access and comprehensive and age-appropriate education for young people.
- Ensuring that online safety is viewed by the whole community as a safeguarding issue and proactively developing a robust online safety culture.

- To ensure that suitable and appropriate filtering and monitoring systems are in place to protect children from inappropriate content which meet the needs of the school community whilst ensuring children have access to required educational material.
- Ensuring that online safety is embedded within a progressive whole school/setting curriculum which enables all pupils to develop an age-appropriate understanding of online safety and the associated risks and safe behaviours.

Key responsibilities for all members of staff:

- Modelling good practice when using new and emerging technologies
- Embedding online safety education in curriculum delivery wherever possible
- Identifying individuals of concern and taking appropriate action by following school safeguarding policies and procedures.
- Maintaining a professional level of conduct in their personal use of technology, both on and off site.
- Give clear instructions to children within the school/ classroom about expectations of use.

Key responsibilities of children and young people:

- Respecting the feelings and rights of others both on and offline.
- Seek help from a trusted adult if they have concern, and supporting others that may be experiencing online safety issues.
- Take responsibility for keeping themselves and others safe online.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.

Key responsibilities of parents and carers:

- Discuss any online safety issues with their children, supporting the school in their online safety approaches, and reinforcing appropriate safe online behaviours at home.
- Role modelling safe and appropriate uses of technology and social media.
- Identifying changes in behaviour that could indicate that their child is at risk of harm online.

Website responsibilities:

- The contact details on the website will be the school/setting address, email and telephone number. Staff or pupils' personal information will not be published.
- The website will comply with the school's guidelines for publications including accessibility respect for intellectual property rights, privacy policies and copyright.
- The website will follow GDPR rules.

Why the internet and digital communications are important:

- The Internet is an essential element in 21st century life for education, business, and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use within school

Within school the Internet will be used to enhance teaching and learning
- The school Internet access will be designed expressly for pupil use and will include filtering and monitoring appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- Pupils will be shown how to publish and present information to a wider audience.

Social Media

- Information about safe and responsible use of social media will be communicated clearly and regularly to all members of staff.
- The school/setting will control access to social media and social networking sites whilst on site and when using school provided devices and systems.
- Official use of social media sites by the school/setting will only take place with clear educational or community engagement objectives with specific intended outcomes e.g. increasing parental engagement.
- Images or videos of children will only be shared on official social media sites/channels in accordance with the image use guidance and with express permission from parents/guardians.

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive or inappropriate e-mails.
- There are mail flow rules in place to detect inappropriate key words and domain names, which will then be flagged to the attention of the IT department.

Publishing pupil's images and work

- Photographs and QR codes that include pupils' images/ videos will be selected carefully so that individual pupils cannot be identified or their image misused.
- Pupils full names will not be used anywhere on a school Web site or other online space, particularly in association with photographs.
- Pupil image file names will not refer to the pupil by full name.
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

Visitors

- Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the school image use guidance.
- The school will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

Reducing Risks

- James Bateman Middle School is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace.
- Emerging technologies will be examined for educational benefit and the school leadership team will ensure that appropriate risk assessments are carried out before use in school is allowed.
- The school will ensure that appropriate filtering and monitoring systems are in place

- The school 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 always possible to guarantee that access to unsuitable material will never occur via a school/setting computer or device.
- Methods to identify, assess and minimise online risks will be reviewed regularly by the school's leadership team.
- An online safety (e-Safety) curriculum will be established and embedded throughout the whole school, to raise awareness regarding the importance of safe and responsible internet use amongst pupils
- All users will be informed that network and Internet use will be monitored.
- Apps/systems which store personal data will be risk assessed prior to use.
- Users will be advised on safety measures to protect all members of the community such as using strong passwords, logging out of systems etc.
- All members of the school/setting community will be informed about the procedure for reporting online safety (e-Safety) concerns, such as breaches of filtering, sexting, cyberbullying, illegal content etc.
- Complaints about Internet misuse will be dealt with under the School's complaints procedure.
- The school will manage online safety (e-Safety) incidents in accordance with the school discipline/behaviour policy where appropriate.

Parental consent
Only images of pupils with parent's consent will be used on the school website or publish on any other online space.