

E-Safety Policy

| Current Document Status | | | |
|----------------------------------|------------------|---|-----------------------|
| Version | V0.1 | Approving body | Wave Trust Board |
| Date | 9 December 2013 | Date of formal approval (if applicable) | 9 December 2013 |
| Responsible officer | R Gasson | Review date | 1 June 2018 |
| Location | | | |
| Version History | | | |
| Date | Version | Author/Editor | Comments |
| 09.12.13 | V0.1 | S Tysall/E Tennant | Reviewed May 2015 |
| May 2015 | V0.2 | Executive Committee | Reviewed and approved |
| April 2016 | V0.3 | Executive Committee | Reviewed and approved |
| June 2017 | V0.4 | Executive Committee | Reviewed and approved |
| Document retention | | | |
| Document retention period | Until superseded | | |

E-Safety Policy

Definition of E-Safety

E-safety relates to the safe and responsible use of information communication technology (ICT). This includes computers, the internet, mobile communication devices and technological tools that are designed to hold, share or receive information (for example mobile phones, digital cameras and pagers).

Statement of Intent

Wave is committed to ensuring the welfare of all members of the school community, promoting not only academic achievements but also developing student's moral, social and emotional capabilities to create responsible and mature citizens for the future.

With the increase in technology available to students and staff both in and outside of school there is a recognised need to ensure that technologies are being used responsibly, appropriately and safely. This policy outlines the expectations for the use of school technology by all members of the community, and highlights the school's response to the need to educate and inform students and parents/carers of the potential risks and dangers of the use of technology outside of school.

Copies of this policy and other related policies are available on request from the school office or on our website.

Purpose of Policy

This Policy applies to all members of the school community, including students, parents and carers, staff and school governors. The policy aims to provide the following information:

- What e-safety is and how it relates to Wave
- The acceptable use of technologies in school
- How incidents of misuse or abuse of technologies will be dealt with
- Staff and student Code of Conduct for the use of technology
- How e-safety will be taught across the school
- Staff roles and responsibilities in promoting e-safety
- Parent and carer roles and responsibilities in promoting e-safety

The Use of Technology in Wave

We recognise that technology plays an important role in the education of students and in day to day school life. School equipment such as computers, digital cameras and recording equipment offers a wide range of opportunities for the development of skills, and enhances teaching and learning across the curriculum.

The technology available is to be used specifically to enhance the learning process and is offered to students and staff alike expressly for this purpose. Use of the technology, including the internet is a privilege and not a right, and is available to those who abide by the school rules and demonstrate a responsible and appropriate manner at all times.

Internet access is widely available across our sites and is strictly monitored and filtered to ensure the content displayed is appropriate to the age of the student.

Legislation Framework

This policy has been written in line with local and national guidance about e-safety and takes into account the potential for incidents of misuse or abuse of technology being acts of criminality.

Teaching and Learning

Wave takes the welfare of students and staff seriously and recognises that protecting everyone from potential harm has become a wider issue than only addressing the physical dangers presented in the world around us. The physical and emotional safety and well-being of all members of the school community is paramount, and as such we include e-safety within the curriculum to educate students on their personal rights and responsibilities when using technology.

The issue of cyber bullying and personal safety when using technology will be explored within personal social health education, linked to additional schemes of work on anti-bullying, respect and relationships. Further opportunities to explore e-safety will be utilised throughout the academic year, eg National Anti-bullying Week.

Pupils will also have the opportunity to be involved in raising awareness of this key issue – members of the school council will engage with staff on publishing school rules on the use of technology, and in devising information for students outlining the key points of this policy and further information on how to stay safe online and when using technologies.

Managing Internet Access

Within Wave, access to the internet is offered purely as a tool for teaching and learning. Therefore, students and staff may access the internet only when appropriate to school based activities.

Students must only access the internet when given permission by a member of staff and only for curriculum-related activities, such as researching a project or downloading information related to coursework or assignments. Any students found using the internet for other means will be dealt with in accordance with the school behaviour policy.

The school network monitors and filters access to inappropriate content, which aims to mitigate accidental contact with material that is age-inappropriate. However, such filtering is not 100% effective and any breaches of filtering or accidental contact with inappropriate content should be reported to the school network manager immediately.

Access to the internet is not provided for the use of private and personal email accounts, instant messaging accounts or other forms of personal contact or entertainment.

School Website

The school website is available as a means of communication and promotion of school activities to the wider members of the school community. Information is updated in agreement with relevant parties. Any information to be added to the website should be forwarded to the Chief Financial Officer. Other members of staff, parents and carers, and students are strictly prohibited from uploading their own information. The website address is www.wavemat.org.

Publishing Images

Images of students must not be uploaded to the internet or school website without a signed consent form from parents or carers to agree to their child being photographed and those images being displayed online and kept electronically. All images must be appropriate and necessary. Under no circumstances must members of staff display images of students on their personal social networking sites or similar personal online websites or pages, and similarly students should under no circumstances take photographs of staff members on their personal cameras or electronic communication devices, such as mobile phones, nor should they upload those images to the internet or forward them onwards electronically.

Managing Other Technologies

Email

- Digital communications with pupils should be on a professional level and only carried out using official school systems.
- The school's e-mail service should be accessed via the provided web-based interface by default (this is how it is set up for the laptops, school curriculum systems) or Outlook;
- Under no circumstances should staff contact pupils, parents/carers or conduct any school business using personal e-mail addresses.
- School e-mail is not to be used for personal use.

Social Networking Sites

We encourage students to use social networking such as Twitter as a way to connect with others, share educational resources, create and curate educational content, and enhance the learning experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools.

Young people will not be allowed on social networking sites at school; at home it is the parental responsibility, but parents should be aware that it is illegal for children under the age of 13 to be on certain social networking sites.

- **Staff** should not access social networking sites on school equipment in school or at home. Staff should access sites using personal equipment.
- **Staff** users should not reveal names of staff, pupils, parents/carers or any other member of the school community on any social networking site or blog. They must not put photos from their working day on their personal social media pages.
- **Students/Parents/carers** should be aware the school will investigate misuse of social networking if it impacts on the well-being of other students or stakeholders.
- If inappropriate comments are placed on social networking sites about the school or school staff then advice would be sought from the relevant agencies, including the police if necessary.

Each APA will endeavour whenever possible to use social networking in positive ways to publicise, inform and communicate information. The school has an active website and social media accounts which are used to inform, publicise school events and celebrate and share the achievement of students.

Mobile Phones

When on the school grounds, staff are prohibited from using their personal mobile phones when in contact with students and should reserve the use of phones until scheduled break times or after the school day. Under no circumstances should personal mobile phones be given to students for their use, eg to make an emergency phone call. In these circumstances students should be referred to the school office.

Students are prohibited from using their personal mobile phones and related communication devices while in school. We would like to encourage parents and carers not to send mobile phones or similar equipment with students to school. Wave cannot be held responsible for any loss or damage.

Digital Cameras

The school holds a few digital cameras which are provided strictly for the use of cataloguing and recording student's work and achievements. Digital cameras should only be used by members of staff or by students under the guidance of staff. Cameras are not provided for personal use and should remain on the school grounds at all times, unless being used on a school trip or excursion. Under no circumstances should members of staff use their own personal cameras, including mobile phone cameras, to take images of students or their work.

Games Consoles and Other Electronic Technology

Games consoles are not permitted to be brought to or used in school and Wave takes no responsibility for the loss or theft of such items. We strongly advise parents and carers to discourage their children from bringing such items on to the school grounds. Staff are also discouraged from bringing personal technological equipment to school.

The use of these new technologies can put young people at risk within and outside the school.

Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content.
- Unauthorised access to, loss of or sharing of personal information.
- The risk of being subject to grooming by those with whom they make contact on the Internet.
- Risk of radicalisation
- The sharing/distribution of personal images without an individual's consent or knowledge.
- Inappropriate communication/contact with others, including strangers.
- Cyber-bullying.
- Access to unsuitable video/Internet games.
- An inability to evaluate the quality, accuracy and relevance of information on the Internet.
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is read and used in conjunction with other school policies; specifically, Anti-Bullying, Behaviour, Child Protection and Staff Mobile Phone Policy and Student Mobile Phone Protocol.

Cyber Bullying

Cyber bullying is the repeated harassment, degradation or abuse of another through or with technology.

Wave takes the issue of cyber bullying very seriously. The school Anti-Bullying Policy (Including Cyber Bullying) outlines how incidents of bullying, including cyber bullying, will be dealt with and how students and parents report incidents.

Education and Training

E-safety education will be provided in the following ways:

- A planned e-safety programme is provided and is regularly revisited in lessons across the curriculum – this programme covers both the use of ICT and new technologies in school and outside of school.
- Students are taught in lessons to be critically aware of the materials/content they access on-line and are guided to validate the accuracy of the information.
- Students are helped to understand the need for the Pupil to use the internet appropriately and encouraged to adopt safe and responsible use of ICT, the Internet and mobile devices both within and outside of school.
- Students are taught to acknowledge the source of information used and to respect copyright when using material accessed on the Internet.
- Rules for the use of ICT systems and the Internet are posted in school
- Staff act as good role models in their use of ICT, the Internet and mobile devices.

Staff Training

- The family support manager in each APA ensures that staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Online e-safety training is available online for staff. An audit of the e-safety training needs of all staff will be carried out regularly.
- All new staff receive e-safety awareness training as part of their induction programme, ensuring that they fully understand the school E-Safety and Child Protection Policies.

Authorising Access

Access to school technology is a privilege and as such Wave expects school equipment to be used responsibly and appropriately. All members of staff are expected to sign the staff Code of Conduct for the use of technology in school. Students are expected to sign and agree to a similar student Code of Conduct on induction, countersigned by their parent or carer.

Incidents of E-Safety Abuse

Wave takes incidents of misuse or abuse of technology, including cyber bullying, very seriously. All members of the school community have a clear role to play in reporting such incidents and to work with the school to ensure they are not repeated.

Reporting Incidents

Any e-safety incidents must immediately be reported to the Principal (if a member of staff) or the E-Safety Coordinator (if a student) who will investigate further following e-safety and safeguarding policies and guidance

Students and Their Parents and Carers

A student or parent/carer concerned about an act of misuse or abuse of technology should report the incident immediately. Students are also encouraged to report any concerns or worries.

Some incidents of misuse or abuse of technology may be deemed a criminal offence, or be of a highly serious nature that requires immediate police involvement. In these instances, parents should contact their local police.

Staff

All members of staff have a duty to report any incidents of misuse or abuse of technology. Where staff members are the victims of an abuse of technology, including harassment or cyber bullying, they should save all evidence and present it immediately to a member of the senior leadership team. For serious incidents staff should contact the Police at their discretion.

Staff Roles and Responsibilities

Members of staff at Wave have a clear and important role to play in the promotion of e-safety across the school. Members of staff from the ICT (and PSHE) departments are responsible for the teaching of e-safety and curriculum development, in addition to the general roles of staff members play in the promotion of staff and responsible behaviour to all students when using technology.

Parent and Carer Responsibilities

Parents and carers play an important role in developing children's understanding and awareness of e-safety by supporting the school in its endeavours to build student's understanding of how to stay safe when using technology. Parents and carers have duty to report any incidents affecting students and their schooling to the school to ensure that matters are investigated and dealt with swiftly.

Parents or carers are also required to countersign the student Code of Conduct to ensure that their child read and understood the school rules in relation to e-safety.

Introducing the Policy

The contents of this policy will come into effect immediately until its review. All staff members will be informed of the contents of the policy and it is their responsibility to ensure that they read and understand its contents. Parents and carers can access copies of this policy from the school office or on the website and will be informed of the most salient points in the school newsletter as appropriate.

Monitoring, Evaluation and Review

School governors in conjunction with the Principals, members of the senior leadership team and the CEO are responsible for the ongoing monitoring and evaluation of the policy, ensuring it is read and understood by all members of the school community

Given the changing nature of technology in school and in the wider world, this policy will be reviewed annually, with sporadic reviews as necessary which as in the event of new technology being utilised as a teaching and learning tool in school.