Linn
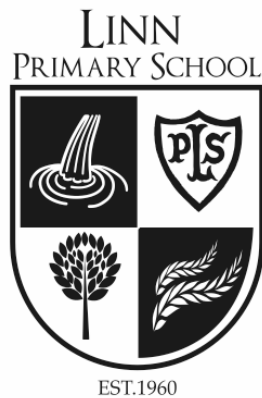# Primary School
and
Nursery Unit

E-Safety Policy

Linn Primary School and Nursery Unit   E-safety policy

Adopted: August 2021   Review date: August 2023

Linn Primary School recognises that ICT and the internet are fantastic tools for learning and communication that can be used in school to enhance the curriculum, challenge students, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the internet and ICT is seen as a responsibility and that students, staff and parents use it appropriately and practice good e-safety. It is important that all members of the school community are aware of the dangers of using the internet and how they should conduct themselves online.

E-safety covers the internet but it also covers mobile phones and other electronic communications technologies. We know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations or actions online, webcam filming, photography or face-to-face meetings. There is a 'duty of care' for any persons working with children and educating all members of the school community on the risks and responsibilities of e-safety falls under this duty. It is important that there is a balance between controlling access to the internet and technology and allowing freedom to explore and use these tools to their full potential. This policy aims to be an aid in regulating ICT activity in school, and provide a good understanding of appropriate ICT use that members of the school community can use as a reference for their conduct online outside of school hours. E-safety is a whole-school issue and responsibility.

Cyber-bullying by pupils will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures which are outlined in our behaviour policy.

1. Roles and responsibility

The School e-Safety Coordinator is Mrs A Duff

The designated member of the board of governors for e-safety is Ms N Crawford

2. Communicating school policy

This policy is available from the school office and on the school website for parents, staff, and pupils to access when and as they wish. Rules relating to the school code of conduct when online, and e-safety guidelines, are displayed around the school. E-safety is integrated into the curriculum in any

circumstance where the internet or technology are being used, and during specific e-safety lessons during Internet Safety Week and a programme on Digital Literacy.

3. Making use of ICT and the internet in school

The internet is used in school to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our students with all the necessary ICT skills that they will need in order to enable them to progress confidently into a professional working environment when they leave school.

Some of the benefits of using ICT and the internet in schools are:

For students:

• Unlimited access to worldwide educational resources and institutions such as art galleries, museums and libraries.
• Contact with schools in other countries resulting in cultural exchanges between pupils all over the world.
• Access to subject experts, role models, inspirational people and organisations. The internet can provide a great opportunity for pupils to interact with people that they otherwise would never be able to meet.
• An enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally; self-evaluation; feedback and assessment; updates on current affairs as they happen.
• Access to learning whenever and wherever convenient.
• Freedom to be creative.
• Freedom to explore the world and its cultures from within a classroom.
• Social inclusion, in class and online.
• Access to case studies, videos and interactive media to enhance understanding.
• Individualised access to learning.

For staff:

• Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
• Immediate professional and personal support through networks and associations.
• Improved access to technical support.
• Ability to provide immediate feedback to students and parents.
• Class management, attendance records, schedule, and assignment tracking.

For parents:

• Ability to engage with pupil learning through the use of Seesaw for Schools. Parents are able to receive school news/announcements/reminders and messages from class teacher as well as the principal.
• Use of online payment system
• School website

4. Learning to evaluate internet content

With so much information available online it is important that pupils learn how to evaluate internet content for accuracy and intent. This is approached by the school as part of digital literacy across all subjects in the curriculum. Students will be taught:

• to be critically aware of materials they read, and shown how to validate information before accepting it as accurate
• to use age-appropriate tools to search for information online
• to acknowledge the source of information used and to respect copyright.
The school will also take steps to filter internet content to ensure that it is appropriate to the age and maturity of pupils. If staff or pupils discover unsuitable sites then the URL will be reported to the school e-safety coordinator. Any material found by members of the school community that is believed to be unlawful will be reported to the appropriate agencies. Regular software and broadband checks will take place to ensure that filtering services are working effectively.

Pupil access to the Internet is through a filtered service provided by C2K, which should ensure educational use is safe and secure, protecting users and systems from abuse.

Staff have additional access to a second internet line which is filtered and managed by MacSys. This is currently being phased out as the C2K system is enhanced throughout the school.

5. Managing information systems

The school is responsible for reviewing and managing the security of the computers and internet networks as a whole and takes the protection of school data and personal protection of our school community very seriously. This means protecting the school network, as far as is practicably possible, against viruses, hackers and other external security threats. The security of the school information systems and users will be reviewed regularly by the ICT Coordinator. C2K ensures that virus protection software are updated regularly. Some safeguards that the school takes to secure our computer systems are:

• making sure that unapproved software is not downloaded to any school computers. Alerts will be set up to warn users of this
• files held on the school network will be regularly checked for viruses
• the use of user logins and passwords to access the school network will be enforced
• use of my school to be used for access to documents offsite

6. Emails

The school uses email internally for staff, and externally for contacting parents, and is an an essential part of school communication.

It is also used to enhance the curriculum by:

• initiating contact and projects with other schools nationally and internationally
• providing immediate feedback on work, and requests for support where it is needed.

Staff and pupils should be aware that school email accounts should only be used for school-related matters, ie for staff to contact parents, students, other members of staff and other professionals for work purposes. This is important for confidentiality. The school has the right to monitor emails and their contents but will only do so if it feels there is reason to.

School email accounts and appropriate use

Staff should be aware of the following when using email in school:

• Staff should only use official school-provided email accounts to communicate with pupils, parents or carers. Personal email accounts should not be used to contact any of these people and should not be accessed during school hours.
• Emails sent from school accounts should be professionally and carefully written. Staff are representing the school at all times and should take this into account when entering into any email communications.
• Staff must tell their manager or a member of the senior leadership team if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves.
• The forwarding of chain messages is not permitted in school.

Students should be aware of the following when using email in school, and will be taught to follow these guidelines through the ICT curriculum and in any instance where email is being used within the curriculum or in class:

• in school, pupils should only use school-approved email accounts
• pupils should tell a member of staff if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves.
• pupils must be careful not to reveal any personal information over email, or arrange to meet up with anyone who they have met online without specific permission from an adult in charge.
Pupils will be educated through the ICT curriculum to identify spam, phishing and virus emails and attachments that could cause harm to the school network or their personal account or wellbeing.

7. Published content and the school website

The school website is viewed as a useful tool for communicating our school ethos and practice to the wider community. It is also a valuable resource for parents, students, and staff for keeping up-to-date with school news and events, celebrating whole-school achievements and personal achievements, and promoting school projects. The website is in the public domain and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the school community, copyrights and privacy policies. No personal information on staff or pupils will be published, and details for contacting the school will be for the school office only. For information on the school policy on children's photographs on the school website please refer to section 7.2 of this policy.

7.2 Policy and guidance of safe use of children's photographs and work

Colour photographs and pupils work bring our school to life, showcase our student's talents, and add interest to publications both online and in print that represent the school. However, the school acknowledges the importance of having safety precautions in place to prevent the misuse of such material.

Under the Data Protection Act 2018 images of pupils and staff will not be displayed in public, either in print or online, without consent. On admission to the school parents/carers will be asked to sign a photography consent form. The school does this so as to prevent repeatedly asking parents for consent over the school year, which is time-consuming for both parents and the school. The terms of use of photographs never change, and so consenting to the use of photographs of your child over a period of time rather than a one-off incident does not affect what you are consenting to. This consent form will outline the school's policy on the use of photographs of children, including:

• how and when the photographs will be used
• how long parents are consenting the use of the images for
• school policy on the storage and deletion of photographs.
Parents will be contacted to give consent for the duration of their time in the school.

Using photographs of individual children

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. It is important that published images do not identify students or put them at risk of being identified. Only images created by or for the school will be used in public and children may not be approached or photographed while in school or doing school activities without the school's permission. The school follows general rules on the use of photographs of individual children:

Parental consent must be obtained. Consent will cover the use of images in: all school publications, on the school website, in newspapers as allowed by the school, in videos made by the school or in class for school projects eg use of Seesaw.

• Electronic and paper images will be stored securely.
• Names of stored photographic files will not identify the child.
• Images will be carefully chosen to ensure that they do not pose a risk of misuse. This includes ensuring that pupils are appropriately dressed. Photographs of activities which may pose a greater risk of potential misuse (for example, swimming activities), will focus more on the sport than the pupils (ie a student in a swimming pool, rather than standing by the side in a swimsuit).
• For public documents, including in newspapers, full names will not be published alongside images of the child. Groups may be referred to collectively by year group.
• Events recorded by family members of the students such as school plays or sports days must be used for personal use only.
• Pupils are encouraged to tell a member staff if they are concerned or uncomfortable with any photographs that are taken of them or they are being asked to participate in.
• Any photographers that are commissioned by the school will be fully briefed on appropriateness in terms of content and behaviour and will not have unsupervised access to the pupils. For more information on safeguarding in school please refer to our school child protection and safeguarding policy.

• Any photograph posted on Seesaw are for parental viewing and images containing other pupils may not be reproduced.

The following short statement regarding data protection will be on all documents which contain personal information about pupils and their families:

Data Protection
All personal information (including sensitive data) is held in accordance with the General Data Protection Regulations (GDPR). Personal data is held securely within SIMs (our database system) while your child attends Linn Primary School. Once they leave the school we'll archive this information in line with Department of Education guidance. You have the right to ask for a copy of all data we hold about your child, this is known as a subject access request (SAR). We take data protection very seriously and further information about how we collect, process and retain personal data is provided in our Data Protection Policy and Privacy (Fair Processing) Notice.

Further information regarding GDPR can be found in Linn Primary School's Data Protection Statement and Privacy Notice.

7.3 Complaints of misuse of photographs or video

Parents should follow standard school complaints procedure if they have a concern or complaint regarding the misuse of school photographs. Please refer to our complaints policy for more information on the steps to take when making a complaint. Any issues or sanctions will be dealt with in line with the school's child protection and safeguarding policy and behaviour policy.

7.4 Social networking, social media and personal publishing

Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programmes. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are most vulnerable to being contacted by a dangerous person. It is important that we educate students so that they can make their own informed decisions and take responsibility for their conduct online. Pupils are not allowed to access social media sites in school. Students are taught through the ICT curriculum about the risks and responsibility of uploading personal information and the difficulty of taking it down completely once it is out in such a public place. The school follows general rules on the use of social media and social networking sites in school:

• Pupils are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the school's code of conduct regarding the use of ICT and technologies and behaviour online.
• Any sites that are to be used in class will be risk-assessed by the teacher in charge prior to the lesson to ensure that the site is age-appropriate and safe for use. .
• Pupils and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. The school expects all staff and pupils to remember that they are representing the school at all times and must act appropriately.
• Safe and professional behaviour of staff online will be discussed at staff induction.

8. Mobile phones and personal device

While mobile phones and personal communication devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are:

 • they can make pupils and staff more vulnerable to cyberbullying
 • they can be used to access inappropriate internet material
 • they can be a distraction in the classroom
 • they are valuable items that could be stolen, damaged, or lost
 • they can have integrated cameras, which can lead to child protection, bullying and data protection issues.

The school takes certain measures to ensure that mobile phones are used responsibly in school. Some of these are outlined below.

• The school will not tolerate cyberbullying against either pupils or staff. Sending inappropriate, suggestive or abusive messages is forbidden and anyone who is found to have sent a message of such content will be disciplined. For more information on the school's disciplinary sanctions read the school behaviour policy.
• Mobile phones can be confiscated by a member of staff, and the device can be searched by a member of the senior leadership team if there is reason to believe that there may be evidence of harmful or inappropriate use on the device.
• Mobile phones must be switched off during school.
 • Any pupil who brings a mobile phone or personal device into school is agreeing that they are responsible for its safety. The school will not take responsibility for personal devices that have been lost, stolen, or damaged.
• Images or files should not be sent between mobile phones in school.
• If staff wish to use these devices in class as part of a learning project, they must get permission from a member of the senior leadership team.

8.2 Mobile phone or personal device misuse

 Pupils

• Pupils who breach school policy relating to the use of personal devices will be disciplined in line with the school's behaviour policy. Their mobile phone may be confiscated.

Staff

• Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this.
• The school expects staff to lead by example. Personal mobile phones should be switched off or on 'silent' during school hours.
• Any breach of school policy may result in disciplinary action against that member of staff. More information on this can be found in the child protection and safeguarding policy, or in the staff contract of employment.

9. Cyberbullying

Cyberbullying, as with any other form of bullying, is taken very seriously by the school. Information about specific strategies or programmes in place to prevent and tackle bullying are set out in the

behaviour policy. The anonymity that can come with using the internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of the school community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

• take it seriously
• act as quickly as possible to establish the facts
• record and report the incident
• provide support and reassurance to the victim
• make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the school will make sure that they understand what they have done and the impact of their actions.
If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published. They may have their internet access suspended in school.

10. Managing emerging technologies

Technology is progressing rapidly and new technologies are emerging all the time. The school will risk-assess any new technologies before they are allowed in school, and will consider any educational benefits that they might have. The school keeps up-to-date with new technologies and is prepared to quickly develop appropriate strategies for dealing with new technological developments.

11. Protecting personal data

Linn Primary believes that protecting the privacy of our staff and pupils and regulating their safety through data management, control and evaluation is vital to whole-school and individual progress. The school collects personal data from pupils, parents, and staff and processes it in order to support teaching and learning, monitor and report on pupil and teacher progress, and strengthen our pastoral provision. We take responsibility for ensuring that any data that we collect and process is used correctly and only as is necessary, and the school will keep parents fully informed of the how data is collected, what is collected, and how it is used. Standardised test results, attendance and registration records, special educational needs data, and any relevant medical information are examples of the type of data that the school needs. Through effective data management we can monitor a range of school provisions and evaluate the wellbeing and academic progression of our school body to ensure that we are doing all we can to support both staff and students.

In line with the Data Protection Act 2018, and following principles of good practice when processing data, the school will:
• ensure that data is fairly and lawfully processed
• process data only for limited purposes
• ensure that all data processed is adequate, relevant and not excessive
• ensure that data processed is accurate

• not keep data longer than is necessary
• process the data in accordance with the data subject's rights
• ensure that data is secure
• ensure that data is not transferred to other countries without adequate protection.
There may be circumstances where the school is required either by law or in the best interests of our students or staff to pass information onto external authorities; for example, to the Department of Health. These authorities are up-to-date with data protection law and have their own policies relating to the protection of any data that they receive or collect. For more information on the school's safeguards relating to data protection read the school's data protection policy.

Consent form for photographs and pupil work

Name of child .... Date of birth ....

Name of parent ....

Linn Primary believes that celebrating the achievement of children in school is an important part of their learning experience and personal development. Taking photographs and videos of pupils for internal display and displaying pupil work enables us to celebrate individual and group successes as a school community. We would also like to use photographs and videos of the school and its pupils to promote the good educational practice of the school. Children's full names will never be published externally with their photographs, but may be published internally (for example, on a display with their work). By signing this form you are consenting to the use of images of your child being used in the following outlets under the terms outlined in section 7 of our e-safety policy:

• all school publications

• on the school website

 • in newspapers as allowed by the school

• in videos made by the school or in class for school projects

Please read the questions below, circle your answers and then sign and date the bottom of the form. Please then return this form to the school office as soon as possible.

1. Can we use your child's photograph in printed publications by Linn Primary

                                            YES / NO

2. Can we use your child's photograph on our website, twitter, Facebook either:
   • In a group or as a member of a whole school activity?   YES / NO

   • Individually?   YES / NO

3. Can we use your child's photo for publication in a newspaper? YES / NO
4. Can we use videos of your children to share good practice with professionals from other schools?
   YES / NO

4. Can we use videos of your children to share good practice with professionals from other schools?

    YES / NO

I will be supportive and respectful in my use of Seesaw. Any pictures I reproduce will only contain my child's image.

This consent form covers consent for the duration of the academic year 2021/22. Once your child leaves the school, photographs and videos may be archived within the school but will not be published without renewed consent. More information regarding the storage and protection of images can be found in the school data protection policy