| E-Safety Policy | | |
|---|---|---|
| **Date** | **Review Date** | **E – safety Coordinator** |
| **Sept 2017** | **Sept 2018** | **Shaheda Khanom** |

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Aims

- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.
- To work with other schools to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

## Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Proprietor and the coordinator to create a safe ICT learning environment by having in place:
    - an effective range of technological tools
    - clear roles and responsibilities
    - safe procedures
    - a comprehensive policy for pupils, staff and parents;

- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

## Role of the e-Safety Coordinator

The coordinator will:

- undertake an annual e-safety audit in order to establish compliance with Local Authority guidance;
- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate;
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- undertake risk assessments in order to reduce Internet misuse;
- lead the development of this policy throughout the school;
- work closely with the Headteacher Proprietor and school team;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

## Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training;
- before using any Internet resource in school must accept the terms of the 'Responsible Internet Use' statement;
- be responsible for promoting and supporting safe behaviours with pupils;
- promote e-Safety procedures such as showing pupils how to deal with inappropriate material;
- report any unsuitable website or material to the e-Safety Coordinator;
- will ensure that the use of Internet derived materials complies with copyright law;
- report any concerns they have on any aspect of the school community

## Role of Pupils

Pupils will be aware of this policy and will be taught to:

- be critically aware of the materials they read;
- validate information before accepting its accuracy;
- acknowledge the source of information used;
- use the Internet for research;
- respect copyright when using Internet material in their own work;

- report any offensive e-mail;
- report any unsuitable website or material to the e-Safety Coordinator;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- participate fully in all lessons;
- treat others, their work and equipment with respect;
- take part in questionnaires and surveys

At the beginning of each year there will be an ICT unit on E-safety which will include the children being made aware of the E-safety policy the school has.  The materials the school uses are readily available from the CEOPS website.  www.thinkuknow.co.uk

## Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to support the e-Safety policy;
- make sure their children are aware of the e-Safety policy;
- be encouraged to take an active role in supporting e-safety by attending:

  - parents and open evenings
  - parent-teacher consultations
  - ICT information meetings

- be asked to take part in periodic surveys conducted by the school.

## Internet Use

The school Internet access will:

- be designed for pupil use;
- include school filtering configuration provided and approved by the Local Authority which is designed to protect pupils as well as additional filtering by the school;
- provide filtering which is reviewed annually and improved if necessary;
- include filtering appropriate to the age of pupils;
- have virus protection installed which will be updated regularly;
- be reviewed and improved.

## Authorising Internet Access

- Before using any school ICT resource, all pupils and staff must accept the 'Acceptable ICT Use Agreement'.
- Parents must sign a consent form before their child has access to the Internet.
- An up to date record will be kept of all pupils and school personnel who have Internet access.

## E-mail

Pupils must:

- only use approved e-mail accounts;
- report receiving any offensive e-mails;
- not divulge their or others personal details;
- not arrange to meet anyone via the e-mail;
- seek authorisation to send a formal e-mail to an external organisation

## School Website

Contact details on the website will be:

- the school address
- e-mail address
- telephone number

The school website will not publish:

- staff or pupils contact details;
- the pictures of children without the written consent of the parent/carer;
- the names of any pupils who are shown;
- children's work without the permission of the pupil.

The E-safety policy will be available on the school website.

## Social Networking and Personal Publishing

Pupils will not be allowed access:

- to social networking sites except those that are part of an educational network or approved Learning Platform;
- to newsgroups unless an identified need has been approved no unsupervised use of internet or computer access is allowed

## Inappropriate Material

- Any inappropriate websites or material found by pupils or school personnel will be reported to the e-Safety Coordinator who in turn will report to the school technician.

## Internet System Security

- New programs will be installed onto the network or stand-alone machines by school technicians.
- Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

## Complaints

- The Headteacher will deal with all complaints of Internet misuse by school personnel.

- The ICT curriculum leader will deal with all complaints of internet misuse by pupils.
- Parents will be informed if their child has misused the Internet.
- The school has a system to record internet/ICT misuse in school.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters
- information displays in the school

## Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Head teacher and the Proprietor.

## Linked Policies

| | | |
|---|---|---|
| ▪ Safeguarding & Child Protection | ▪ ICT | ▪ Acceptable Internet Use Agreement |
| • Pupil Behaviour & Discipline | | |

| | | | |
|---|---|---|---|
| **Headteacher:** | R begum | **Date:** | 15/09/2017 |
| **Proprietor:** | N Rehman | **Date:** | 15/09/2017 |

# Initial Equality Impact Assessment

| Policy Title | The aim(s) of this policy | Existing policy (✓) | New/Proposed Policy (✓) | Updated Policy (✓) |
|---|---|---|---|---|
| E-safety policy | To ensure staff and pupils are able to access ICT, predominantly the internet, safely. | | ✓ | |

| This policy affects or is likely to affect the following members of the school community (✓) | Pupils | School Personnel | Parents/carers | Propretor | School Volunteers | School Visitors | Wider School Community |
|---|---|---|---|---|---|---|---|
| | ✓ | ✓ | ✓ | | ✓ | | |

| Question | Equality Groups | | | | | | | | | | | | | | | | | | | | | | | | Conclusion | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Does or could this policy have a negative impact on any of the following?** | Age | | | Disability | | | Gender | | | Gender identity | | | Pregnancy or maternity | | | Race | | | Religion or belief | | | Sexual orientation | | | Undertake a full EIA if the answer is 'yes' or 'not sure' | |
| | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Yes | No |
| | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ |
| **Does or could this policy help promote equality for any of the following?** | Age | | | Disability | | | Gender | | | Gender identity | | | Pregnancy or maternity | | | Race | | | Religion or belief | | | Sexual orientation | | | Undertake a full EIA if the answer is 'no' or 'not sure' | |
| | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Yes | No |
| | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | |
| **Does data collected from the equality groups have a positive impact on this policy?** | Age | | | Disability | | | Gender | | | Gender identity | | | Pregnancy or maternity | | | Race | | | Religion or belief | | | Sexual orientation | | | Undertake a full EIA if the answer is 'no' or 'not sure' | |
| | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Yes | No |
| | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | |

| Conclusion | We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required. |
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| Preliminary EIA completed by | Date | Preliminary EIA approved by | Date |
|---|---|---|---|
| R begum | 15-9-17 | | |