

E- Safety Policy 2021

Overview

Alexandra Park Junior School has made significant investment in information technology and computer systems to support teaching and learning and to give learners the opportunity to seek information and carry out research. Access to the internet carries with it the danger that learners could find and view material that is unsuitable for them or that they could be put at risk from cyber bullying, unwanted and inappropriate contacts. This policy seeks to ensure that the internet and other forms of information communications technology is used appropriately for learning but with safeguards to protect learners from harm.

Due to the situation we are now in because of the pandemic, children have been introduced to remote learning. Online work is set on Class Dojo and live lessons take place through Microsoft teams. An 'Online Learning Code of Conduct' is in place to be adhered to by all children, parents and staff.

Remote learning/ online work will take place in the following circumstances:

- A child is isolating
- A class bubble is isolating
- A teacher is isolating
- Schools closing due to national lockdown

Objectives

1. To ensure that learners access to inappropriate sites and locations is restricted.
2. To ensure that the use of the internet is for educational purposes related to the teaching, learning and curriculum of this school.
3. To protect children from harm and upset that could be caused through giving them access to inappropriate sites, materials, images and contacts.
4. To make learners aware that there are inappropriate sites that are harmful and so must be avoided in school and at home.
5. To make learners aware of the dangers of all social media apps on smartphones as well as the internet. (Messaging, settings etc)
6. To encourage learners to report immediately any inappropriate, sites, materials or contacts that they find on the internet either at school or at home.
7. To ensure that the school complies with section 127 of the communications Act 2003 and the recommendations of the Byron Report 2008.
8. To ensure that all staff continue to provide appropriate learning through Class dojo and live teaching through Microsoft teams where it is appropriate to do so. (For more information see the school's updated 'Home Learning Policy')
9. To ensure that all children, parents and staff are compliant with the code of conduct when carrying out remote learning/ online learning. (For more information please see 'Code of Conduct for children, parents and staff')

10. To ensure that no 1:1 teaching takes place between a Teacher and Pupil. 1:1's to only take place subject to a risk assessment and SLT permissions.
11. To ensure the safety of all children and staff, live classes maybe recorded. The recordings are kept on our school server for the academic year and no-one is permitted to view them without good reason and with permission from the Head-teacher. The key reason is to guard against any inappropriate or unprofessional behaviour.
12. To ensure that Microsoft Teams is used to deliver live lessons. Pupils will receive an account with an email address and a password. This will ensure that all data is kept secure and no one can get into lessons through the use of guest links.(See Data Protection Policy)
13. To ensure that consent has been given for the live-streaming or recording of children and adults in the images

Strategies

1. Appropriate Firewalls have been be put in place and must be enabled at all times on all the school computers.
2. Staff must not disable or bypass Firewalls on any school owned computer under any circumstances or at any time.
3. Learners must be supervised by adults at any time that they are given access to the internet.
4. Staff must only use computers for school purposes. School computers used by staff either at home or in school must not be modified or used for personal use.
5. If learners bring digitally stored information into school on disk or on pen drive or by other means, staff must check the suitability of the information. Pupils will not be allowed to use digitally stored information on the new computers as these drives have been blocked to prevent viruses spreading. ICT Admin staff will be able to retrieve the work from the device for the pupil and put into their own user areas forth to be able to access in school.
6. Images that are uploaded to the internet must not be inappropriate, or reveal any personal information of children if uploading to the internet and parental consent must be given in advance.
7. All pupils and staff will have their own log on and will only be able to access own work. This will provide a higher amount of security on all work and will also allow us to monitor any inappropriate use.
8. Learners must be encouraged to notify staff if they at any time come across unsuitable material on a computer or if they feel threatened or harassed by any form of cyber bullying.
9. Any incidents of concern for children's safety must be reported immediately to the e-safety leader (Jenny Seabright) or the Child Protection Officer (SLT).
10. Spot checks and audits will be carried out from time to time to ensure that computers are being used appropriately.
11. Netsupport will be used (once bought and installed) to monitor computer and internet activity at all times. This software will flag up any misuse by screenshotting and videoing the misuse.

12. Learners found with mobile devices in school will have those devices confiscated until parents can come into school and collect them. The device will subsequently be banned from school.
13. Incidents of inappropriate use of ICT or of cyber bullying will be reported to the headteacher and records will be kept, these will be recorded on our secured safeguarding system CPOMS.
14. All staff and learners will be trained in acceptable use of computing equipment and the internet.
15. An e-safety week is held in the first week of September and then further developed through our curriculum to teach pupils of the danger signs on the internet and how to deal with these situations if they arise. This e-safety awareness week will be taught in Computer Science lessons.
16. A session will be offered to parents on how to keep their children safe at home. In this session parents will be made aware of all the dangers of the internet, mobile phones and social media apps.
17. Parents have been given support on how to use Teams and Class dojo. Stephanie Griffin (Deputy Headteacher) has delivered Teams sessions to support parents in using Class dojo alongside Microsoft Teams.
18. All staff will be trained on Microsoft Teams. Staff will not be allowed to hold 1:1 sessions with a child through Teams. Another adult has to be present. If a staff member is delivering this 1:1 session in school then another member of staff must be present. If the member of staff is at home then another adult has to be logged in to that drop in session.
19. All live teaching sessions will be recorded and stored securely. These recordings will be kept for the academic year and then deleted accordingly. Recordings will begin when consent has been received by all parties.
20. Consent will be agreed to via the Remote Learning Codes of Conduct for children, parents and staff this will allow the permission given for the live-streaming or recording of children and adults regarding images. If not then all cameras will be turned off and images not taken.

Outcomes

Learners and staff will be able to enjoy and use the computers to enhance teaching, learning and the curriculum and to access useful educational information and materials, without risk of harm or upset.

Policy agreed by all staff, governors and the wider community.