

*St. Francis' Primary School
Drummaroad*



*E-Safety Policy
Summer 2020*

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| Date Ratified | |
| Signature: Chairperson of the Board of Governors | |
| Signature: Principal | |

St Francis's 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**.

Roles and responsibility

The School e-Safety Coordinator is John Paul Magee

Signature:

The designated member of the governing body responsible for e-safety is Sharon Doran (ICT Link Governor)

Signature:

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 PSHE lessons where personal safety, responsibility, and/or development are being discussed.

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.
- 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:

- Keeping up-to-date with school life e.g. website, See-saw and Facebook
- Communication via emails and school website app

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.

Through the use of C2K, 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.

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 IT technicians/ICT coordinator/network manager* and virus protection software will be updated regularly. Some safeguards that the school takes to secure our computer systems are:

- ensuring that all personal data sent over the internet or taken off site is encrypted
- 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
- portable media containing school data or programmes will not be taken off-site without specific permission from *a member of the senior leadership team*.

Emails

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

Staff and pupils should be aware that school email accounts should only be used for school-related matters, ie for staff to contact parents, 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 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.

Parents can get in contact with the school principal with any concerns relating to email use.

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, 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.

Each class teacher, classroom assistant and/or Digital Leader is responsible for uploading content onto the school website. However, only the principal (Mr Magee) and ICT coordinator (Mrs Magorrian) are able to approve this content and publish material onto the school website.

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 1998 images of pupils and staff will not be displayed in public, either in print or online, without consent. At the beginning of each year, parents sign consent for photos to be used on a variety of different platforms. 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 and with or without name
- where the photos will be used
- how long parents are consenting the use of the images for

A template of the consent form can be found at the end of this policy.

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. The school is careful to ensure that images published on the school website cannot be reused or manipulated. 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 (See appendix 1). Consent will cover the use of images in:
 - o all school publications
 - o on the school website
 - o in newspapers as allowed by the school
 - o in videos made by the school or in class for school projects.
- 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).

- 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 of 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, will wear identification at all times, 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**.

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 **Positive Behaviour Policy**.

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. There are various restrictions on the use of these sites in school that apply to both students and staff.

Social media sites have many benefits for both personal use and professional learning; however, both staff and students should be aware of how they present themselves online. Students are taught through *the ICT curriculum and PSHE* 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.

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.

As a general rule, mobiles phones are not allowed in school. However, there may be occasions when a pupil may bring a mobile phone to school. When this happens, pupils must switch their phone off and leave at the school office upon arrival into school. Pupils collect their mobile phones at the end of the school day.

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 **Positive Behaviour Policy**.

Mobile phones can be confiscated by a member of staff, parents will be called and the device can be searched with parents 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.

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 the principal.

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

Under no circumstances should staff use their own personal devices to contact pupils or parents either in or out of school time. In an emergency, staff may use own mobile to contact a parent, but will withhold number.

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.

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 **Positive 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. It may be necessary to examine school systems and logs or contact the service provider in order to identify the bully
- 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, and the service provider may be contacted to do this if they refuse or are unable to remove it. They may have their internet access suspended in school.

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.

Protecting personal data

St Francis' Primary School, Drumaroad 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. National curriculum 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 1998, 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, our local authority, Ofsted, or 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 on the school website.

Signed by

Chair of governors

Date:

Principal

Date:

Consent form for photographs and pupil work



Consent Form for Date of Birth

Photographs and recordings of pupils for School, family and press are a source of pride to both the pupils and their families//legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent to the use of a pupil's image for example in school displays, performances, newsletters, prospectus and our social media platforms.

In all instances below, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (***newspaper and media companies will often use a full name and we will not seek further permission for this**). We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

Parents//legal guardians of pupils under the age of 13 or pupils over the age of 13 and not considered capable of giving their own consent should complete this form on behalf of the pupil.

This consent form is valid for the academic year 2020 to 2021. It will be updated on an annual basis. Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent,
- Changes to school circumstances

Consent Form for Date of Birth

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| I give permission for photographs, voice recordings or videos of my child to be taken and used within school, for example: displays in school entrance/classroom. | Yes/No |
| I give permission for photographs of my child to be used in the printed school newsletter for display in St John's GAC, local churches and uploaded onto the school website. | Yes/No |
| My child may be named in the caption or article associated with the image in the school newsletter. | Yes/No |
| I give permission for photographs, voice recordings or videos of my child (individually or in a group) to be used on the school's website, our school-managed social media and on display in the local churches and St John's GAC | Yes/No |
| I give permission for my child's work to be used on the school website, our school-managed social media and on display in the local churches and St John's GAC | Yes/No |
| My child may be named in the associated captions or articles on the school website, parish bulletin, newsletter etc., school-managed social media and on display in the local churches and St John's GAC | Yes/No |
| My child's image, voice or work may be used in school promotional materials, for example: prospectus, other publications that we produce for promotional purposes. | Yes/No |
| I give permission for visiting media organisations to take photographs or video footage of my child and use them in local or national publications, on websites and on radio or television programmes. | Yes/No |
| My child's name* may be used in connection with this material. (*In these instances full names are often used). | Yes/No |
| My child may feature in footage recorded for the purposes of teacher training which is shared with other teachers in the school or externally to help raise teaching standards. | Yes/No |
| My child may feature in footage recorded at Christmas plays, Sports Days, Sacraments which can then be sold to other parents/relatives. | Yes/No |

Please be aware that websites and social media can be viewed throughout the world and not just in Northern Ireland where UK law applies. Our current social media accounts include our school's website (www.stfrancispsdrumaroad.com), the school Facebook page and See-Saw app. We may continue to use your child's image or footage after they have left the School in promotional materials or on our social media or website accounts. We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website or in any printed materials. We may include a pupil's written work, projects and artwork including portraits of other pupils on our website and in promotional materials. **Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form.** If you do not consent to a particular use of your child's information, your child will not suffer any detrimental effect as a result. Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Principal. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Signed by parent/legal guardian
 Print name
 Relationship to child Date

