



WROTHAM SCHOOL

e-safety Policy

This policy was reviewed and adopted by the Governors' Behaviour and Safeguarding Committee on 26th May 2014.

Equality Statement

Wrotham School promotes equality of opportunity. We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of race and ethnicity, faith, belief and religion, disability and access, age, sex, sexual orientation, transexualism, and marital status.

Wrotham School

e-Safety and e-learning Policy

Wrotham School believes that the use of information and communication technologies in schools brings great benefits.

This e–Safety Policy is part of the ICT and Safeguarding Policies. It should also relate to other policies including those for behaviour, anti-bullying, personal, social and health education (PSHE) and for citizenship.

The e–Safety Policy and its implementation will be reviewed annually.

Our e–Safety Policy has been written by the school, building on the KCC e–Safety Policy and government guidance. It has been agreed by the Senior Leadership Team and approved by governors and the PTA.

School’s Designated Child Protection Coordinator: **Karen Ward**

School e-Safety Coordinator: **AW with support from SJ (SSO)**

e-Safety/Child Protection Governor: Janet Finney

The rapid developments in electronic communications are having many effects on society. It is important to state what we are trying to achieve in education through ICT and Internet use.

Internet access is an entitlement for students who show a responsible and mature approach to its use.

The School will endeavour to ensure equity of access by providing ICT out-of-hours access to all students.

- **The school's Internet access is to be designed to enhance and extend education.**
- **Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.**
- **The school will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.**
- **Access levels will be reviewed to reflect the curriculum requirements and age of pupils.**
- **Staff should guide pupils to online activities that will support the learning outcomes planned for the pupils' age and maturity.**
- **Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.**
- **Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. It is the class teacher's responsibility to ensure students are guided in this process.**
- **The evaluation of online materials is a part of teaching/learning in every subject and forms part of the planning and preparation process.**

The Schools Broadband network includes a cluster of high performance firewalls at each of the Internet connecting nodes. These appliances run industry-leading software and are monitored and maintained by a specialist security command centre.

- **The security of the school information systems and users will be reviewed regularly.**
- **Virus protection will be updated regularly.**
- **Personal data sent over the Internet or taken off site will be encrypted.**
- **Staff will be responsible for the safe-keeping of portable media AND ensuring reasonable steps are taken to protect contents – e.g. password protection.**
- **Unapproved software will not be allowed in pupils' work areas or attached to email.**
- **Files held on the school's network will be regularly checked.**
- **The ICT coordinator/network manager will review system capacity regularly.**

Images of a pupil should not be published without the parent's or carer's written permission. Some schools ask permission to publish images of work or appropriate personal photographs on entry, some once per year, others at the time of use.

- **Pupils also need to be taught the reasons for caution in publishing personal information and images online (see section 2.3.6).**
- **Images that include pupils will be selected carefully and will not provide material that could be reused.**
- **Pupils' full names will not be used anywhere on the website, particularly in association with photographs.**
- **Written permission from parents or carers will be obtained before images of pupils are electronically published.**

The quantity and variety of data held on pupils, families and on staff is expanding quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused.

The Data Protection Act 1998 (“the Act”) gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information. Under the Act every organisation that processes personal information (personal data) must notify the Information Commissioner's Office, unless they are exempt.

- **Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.**

Internet technologies and electronic communications provide children and young people with exciting opportunities to broaden their learning experiences and develop creativity in and out of school. However it is also important to consider the risks associated with the way these technologies can be used.

Staff should also help develop a safe culture by observing each other’s behaviour online and discussing together any potential concerns. Incidents of concern may include unconsidered jokes and comments or inappropriate actions. Any illegal activity would need to be reported to the school Designated Child Protection Coordinator.

- **All members of the school community will be informed about the procedure for reporting e-Safety concerns (such as breaches of filtering, cyberbullying, illegal content etc).**
- **The Designated Child Protection Coordinator will be informed of any e-Safety incidents involving Child Protection concerns, which will then be escalated appropriately.**
- **The school will manage e-Safety incidents in accordance with the school discipline/ behaviour policy where appropriate.**
- **The school will inform parents/carers of any incidents of concerns as and when required.**
- **After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required.**
- **Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Children’s Safeguard Team or e-Safety officer and escalate the concern to the Police**
- **An e-Incident log is maintained by the SSO**

Internet use in pupils' homes is increasing rapidly, encouraged by low cost access and developments in mobile technology. Unless parents are aware of the dangers, pupils may have unrestricted and unsupervised access to the Internet in the home.

- **Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school website.**
- **A partnership approach with parents will be encouraged. This could include parent evenings with demonstrations and suggestions for safe home Internet use or highlighting e-Safety at other attended events e.g. parent evenings, sports days.**
- **Parents will be requested to sign an e-Safety/internet agreement as part of the Home School Agreement.**
- **Information and guidance for parents on e-Safety will be made available to parents in a variety of formats.**
- **Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.**
- **Interested parents will be referred to organisations listed in section "e-Safety Contacts and References."**