



## E-Safety Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	September 2021	Craig Abbs	September 2022

### Ratification

Role	Name	Signature	Date
Chair of Academy Council			
Head Teacher			

### Details of Policy Updates

Date	Details

## **Statement of Intent**

Soundwell Academy recognises the fundamental benefits that ICT has on our Academy. Electronic use is now embedded in society and our aim is to prepare our young people and wider community to use this medium efficiently and safely.

## **Whole Academy approach to the safe use of ICT**

Creating a safe ICT learning environment includes three main elements at Soundwell:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- A comprehensive e-Safety education programme for young people, staff and guardians.

## **Roles and Responsibilities**

E-Safety is recognised as an essential aspect of strategic leadership in this Academy and we aim to embed safe practices into the culture of the Academy. The Head teacher ensures that the Policy is implemented and compliance with the Policy monitored.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following Academy E-Safety procedures. Central to this is fostering a 'No Blame' culture so young people feel able to report any bullying, abuse or inappropriate materials.

All staff and pupils should be familiar with the Trust's Internet Usage Policy including:

- Safe use of e-mail;
- Safe use of Internet including use of [internet](#)-based communication services, such as instant messaging and social network;
- Safe use of Academy network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- Publication of pupil information/photographs and use of website;
- E-Bullying / Cyberbullying procedures;
- their role in providing e-Safety education for pupils;

Staff are reminded / updated about e-Safety matters at least once a year.

## **Internet Access:**

Soundwell will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date; for instance, a member of staff may leave or a pupil's access be withdrawn.

- Pupils will be supervised by a staff member during ICT lessons and the use of devices that access the internet.
- Pupils and parents will be aware of acceptable internet usage.

## **Filtering**

Oakford, our IT provider, has implemented a Safety Net Programme called "Net Sweeper". This service filters internet access by cross-referencing all website requests against a banned list that is continually updated.

## **Assessing Risks**

Some material available via the internet is unsuitable for pupils. The Academy will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on an Academy computer. Soundwell Academy cannot accept liability for the material accessed, or any consequences of internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.

## **Managing Content**

Information received via the web, e-mail or text message requires good information handling skills. In particular, it may be difficult to determine origin and accuracy, as the contextual clues present with books or TV may be missing or difficult to read. Pupils need to understand that some content is deliberately misleading, while some is/may be unsuitable from purely a reading age perspective. Ideally, inappropriate material would not be visible to pupils using the web but this is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example: to close the page and report the URL to the teacher or ICT manager for inclusion in the list of blocked sites. More often, pupils will be judging reasonable material but need to select that which is relevant to their needs, for instance to answer a homework question. Pupils should be taught research techniques and encouraged to question the validity, currency and origins of information – looking for the author's name, date of revision and whether others link to the site is a start. Pupils should also use alternative sources of information for comparison purposes. Effective guided use should also reduce the opportunity pupils have for exploring undesirable areas.

Using internet derived materials in pupils' own work requires at least an understanding that straight copying is worth little without a commentary that demonstrates the selectivity used and evaluates significance. Respect for copyright and intellectual property rights, and the correct usage of published material needs to be taught.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to Oakford Technologies, [helpdesk@support.oakforduk.com](mailto:helpdesk@support.oakforduk.com) or 01380 888 088 – initial point of contact through ICT Coordinator.
- Soundwell will aim that the use of internet derived materials by staff and by pupils complies with copyright law
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work

### **Managing Website Content.**

- The point of contact on the website should be the Academy address, Academy e-mail and telephone number. Staff or pupils' home information will not be published.
- 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 photographs of pupils are published on the Academy website.

### **Managing Email**

- Pupils may only use approved e-mail accounts on the Academy system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in email communication, such as address or telephone number, or arrange to meet anyone.

### **On Line Communications and Social Networking**

The ability to post personal information and communicate with friends is hugely appealing to young people, with an increasing number of Key Stage 2 pupils having access to these services. It is a major concern how pupils use these appropriately and safely. For example, to ensure that only very limited personal information is included on a person's social networking site, not allowing them to be easily identified. All of these services and ones similar in nature are filtered by Oakford. These are banned from pupil access while at Academy, but are likely to be accessible from home or on a personal device. Soundwell have a key role to teach pupils about the importance of keeping personal information safe, not posting comments and pictures of other people that may cause upset and to communicate in an appropriate manner.

In order to deal with this we implement the follow actions :-

- Staff and young people will be taught about how to keep personal information safe when using online services.

### **Mobile Technologies:-**

We recognise that the use of electronic devices is ever increasing including the use of Social Media. We understand that these technologies has given rise to internet access and has increased the threat of bullying.

- Mobile phones are not encouraged within the Academy for Key Stage 1 and 2 pupils. Pupils/pupils will be asked to give them to their teacher/tutor at the start of the Academy day.
- Older pupils are given the opportunity to manage their mobile phone but if this is abused then their privileges will be restricted.
- The sending of abusive or inappropriate messages is forbidden.

### **Informing Pupils, Parents and Staff of the E-Safety Policy.**

- Rules for internet access will be posted in all rooms where computers are used.
- Instruction on responsible and safe use should precede internet access.
- Pupils will be informed that internet use will be monitored and they will be required to sign the Fair internet usage rules in their Induction Pack.
- All staff must accept the terms of the 'Responsible internet Use' statement within the Code of Conduct before using any internet resource in the Academy.
- Discretion and professional conduct is essential.

### **How will complaints regarding e-Safety be handled?**

The Academy will take all reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on an Academy computer or mobile device. Soundwell Academy cannot accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- interview/counselling by tutor /e-Safety Coordinator / Head teacher;
- informing parents or carers;
- removal of Internet or computer access for a period, (which could ultimately prevent access to files held)
- Referral to Police.

Our ICT Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

Complaints of cyberbullying are dealt with in accordance with our Equal Opportunities Policy. Complaints related to child protection are dealt with in accordance with Academy Safeguarding and Child Protection Policy.