THE HARMONY TRUST
E-Safety Policy
Sep 16

Overview

The Harmony Trust believes that keeping children and young people
safe is paramount. The Trust will do all that is reasonably possible to safeguard all our children especially when using the internet and digital technologies. We will put into place clear policies, systems and strategies to ensure our pupils and staff are protected in our schools and understand how to be safe outside school. We will meet our statutory duties to the highest standard. The Trustees and all those who work within the Trust will put the safeguarding of pupils as their highest priority to ensure that all children are free to learn without worry, fear or harm.

This policy will be adopted in addition to 'e-safety policy and guidance' issued by the Oldham Local Safeguarding Children Board.

What is e-Safety?

E-Safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

Key Aims

- The Trust and schools have a duty of care to ensure children are protected from harm including the safe use of technology.
- All adults will be aware of safe working practices so they too are safeguarded against allegations of inappropriate behaviour.
- We will recognise the full range of risks both to children and adults with regard to e-safety.
- We will educate both children and staff so they have the skills and confidence to adopt safe behaviour and report situations that may constitute a threat.

Strategies

1. The Safeguarding Lead will also have responsibility for e-safety, they will ensure policies are in place, work with the network manager and technical staff to ensure filtering is set appropriately, report issues, train staff, ensure education is comprehensive and monitor and evaluate known incidents.
2. We will monitor and evaluate all policies on a regular basis to ensure they are up to date and meet the statutory requirements for e-safety.
3. All Trust schools will focus on promoting positive behaviour in accordance with the 'Charter of Young People's Digital Rights' and the Trust's 'Responsible Use of Technologies' document.
4. We will ensure all children are aware of who they can talk to if they are worried or have concerns about their safety.
5. We will teach discrete e-safety sessions through the PSHE curriculum alongside embedding safe practices and responsibilities throughout the wider curriculum
6. The Trust will provide appropriate curriculum guidance so that teachers and staff are aware of their responsibilities.

7. All Classrooms will display a 'Responsible use of Technologies' poster which will be shared with and agreed by all pupils at an appropriate level.
8. The school website will display the CEOP button where children can report incidents appropriately.

Teaching and learning

Use of the Internet

The Internet is an essential element in 21st century life for education, business and social interaction. The Trust has a duty to ensure their Academies provide students with quality Internet access as part of their learning experience.

- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet use will enhance learning.
- The school's Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught how to evaluate Internet content.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law as far as possible.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access
Information system security
- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.

E-mail
- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Managing filtering
- The school will work with all relevant agencies to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator and IT manager immediately. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

The school web site
The Harmony Trust values the contribution that a website can make to the life and role of the school in a modern society. The website has 5 important roles:

- To promote the school
- To provide information to prospective parents and teachers, the wider community and the world
- To act as a communication channel between teachers, parents, pupils and school management
- To improve pupil learning
- To raise standards in teaching and learning.

Safeguards

The safety of children and other users who appear or are referred to on the published site and extranet is of paramount importance.

Publishing names, images and work
- Children's names will be published as their first name only, or if required, first name and last name initial.
- Any images of children will not be labelled with their names.
- No close up pictures of individual children will be available online- only group photographs with two or more children (Unless parental consent has been given).
- Children will only be shown in photos where they are suitably dressed.
- Personal details of children, staff and Trustees, such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website or school e-mail.

Privacy
- Adults have the right to refuse permission to publish their image on the published site or extranet.
- Parents have the right to refuse permission for their child's work and/or image to be published on the published site or extranet.
- Those wishing to exercise this right should express their wishes in writing to the School Principal, clearly stating whether they object to work, images, or both being published, to the published site or extranet. Parents will be notified of this right by publication of this policy on an annual basis.

Monitoring
- The Principal will ensure staff check material before it is uploaded to ensure that it is suitable and complies with the record of objections held and with copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed.
- The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually. It will be the responsibility of the Principal to ensure this happens.

Maintenance and Editing
- At least two people should have the knowledge to maintain and edit the site, and they must pass on their knowledge to a successor at the end of a term of office.

Social networking and personal publishing
- Academies will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Emerging Technologies
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils' Mobile phones are not allowed in school. If they are brought to school, they must be handed in to the office where they can be collected at the end of the day.

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

Communications Policy

Introducing the e-safety policy to pupils

- E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.

Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.

Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters and on the school Web site.

Specific Safeguarding concerns

- There are a number of safeguarding concerns which can arise through the use of online technologies. These include cyber-bullying and sexting. Please see the Trust's safeguarding policy for more details on this.

Outcomes

Children within the Harmony Trust will learn how to keep themselves safe when using technologies and online resources. The education and support they receive will give them the self-confidence to ensure they can look after themselves properly. We will provide a safe environment where children are aware of risks and dangers but know how to deal with them appropriately. We will give children the space to grow and develop with a balanced perspective of the importance of e-safety without making them fearful and concerned.

Signed CEO: _____

Date: Sep 16

Appendix 1

The Harmony Trust E-safety Agreement

This is to be read through with your parent(s).

At the Harmony Trust we believe that accessing the internet is of great educational benefit, however we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.

- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Pupils are expected not to use any rude language in their email communications and contact only people the teacher has approved. It is forbidden to be involved in sending chain letters.
- Pupils must ask permission before accessing the Internet.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet.
- No programs on disc or CD Rom should be brought in from home for use in School.
- Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters).
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made.
- Pupils consistently choosing not to comply with these expectations will be warned and subsequently, may be denied access to Internet resources.