St Peter & St Paul
Catholic Voluntary Academy
Pro Petro Paulo Patria

Policy Document
Status: Approved
Confidentiality level: Public

E-Safety Policy

Policy Ref No. PES 01

The Ethos of St Peter and St Paul
"*Our academy is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.*
Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.
We develop our potential, celebrate our talents and go forward together in faith."

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

The uniqueness of the individual
We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

The search for excellence
We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

The education of the whole person
We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the academy serves or is located in an ethnically diverse community.

The education of all
We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

Moral principles
Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

Consequently, we still strive to ensure that:
Any person recruited to the service of the academy, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the academy and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

'I have come that they may have life and have it to the full'
John 10:10

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Introduction

Young people have access to the Internet via a range of devices from many places. When delivering the academy curriculum, teachers will plan to integrate the use of communications technology such as web-based resources, e-mail and mobile learning tablet devices to enhance pupils' learning. These skills are vital to access life-long learning and employment. We have a number of measures to help ensure that curriculum use is safe and appropriate in academy, however, access out of academy does not always provide these same measures and has a range of risks associated with its use. Indeed we often find that issues created out of academy then impinge on academy in some way. This policy is designed to ensure pupils' e-safety both in and out of the academy environment. In order to achieve this, we will ensure that the children learn in an environment where security measures are balanced appropriately with the need to learn effectively, and will equip the children with the necessary skills and knowledge to use all technologies appropriately and responsibly, helping them to recognise risks and how to deal with these both in and out of academy.

E-safety depends on staff, governors, parents and the pupils themselves taking responsibility for the use of the Internet and other communication technologies such as mobile devices. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant at all times when using the internet.

This policy makes links with the following policies: Safeguarding Policy, Safe Use of Children's Photographs Policy, Behaviour Management Policy, Anti-Bullying Policy

The Academy's Network

System network provider
The academy has a number of ICT suites containing PCs and laptops. Teaching staff have access to a laptop and that can be used off site. All devices are linked to the academy's network which contains recommended filtering systems and virus protection.

Passwords
All staff have their own username and passwords via which to access the system
Children have their own class logins which gives access to only certain areas of the system
Children and adults are aware of the need to keep passwords secure
Children use class logins only – staff do not login for children's use with their own login details

Internet Safety

Why is Internet use important?
The Internet is an essential element in 21st century life for education, business and social interaction. We believe that pupils should be provided with quality Internet access as part of their learning experience.

The purpose of Internet use in academy is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the academy's management information and business administration systems.

How will Internet use enhance learning?

The academy Internet access is designed expressly for educational use and includes filtering appropriate to the age of pupils. Access to the internet enhances all aspects of learning across all curriculum areas.

How will Internet access be authorised?
Internet access will only be granted through the academy's server
Parents will be asked to sign the appropriate pages of student planner (e safety acceptable policy) A copy of e safety policy will be available in year7 starter pack.
The academy's e-safety curriculum will support teaching pupils safe internet use

How will the academy ensure that the Internet use provides effective learning?
Filtering systems are built into all academy devices to protect unsuitable content appearing on screens

Prior to use, all pupils will be reminded of the academy's Internet Safety Rules

Students have extended access to the internet, but access will be purpose driven linked to a particular theme of study

Any children not complying with these measures will not be allowed to use the internet for a given period of time

If staff or pupils do discover any unsuitable material, the URL (address) and content must be reported to the Assistant Headteacher and ICT Manager.

Parents of the children involved will be notified immediately

Datcom will be responsible for permitting and denying additional websites as requested by colleagues.

Pupils will learn appropriate Internet use and be given clear objectives for this

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

The academy's Internet Rules (Acceptable Use Policy) will be shared regularly with pupils and displayed in each classroom and the ICT suite, and any location where ipads, laptops or computers are being used

How will the risks be assessed?
In common with other media such as magazines, books and video, 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 a academy computer. The 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.

The Headteacher and ICT Manager will ensure that this policy is implemented and compliance with the policy monitored.

The Academy Website

Managing and evaluating the Academy Website content
The point of contact on the website is the academy address, academy e-mail and telephone number

The content of information placed on the website will be verified by the Head Teacher Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified by name

A list of students not to be included on public displayed documents (displays, website, academy presentations etc.) will be adhered too. Parents should inform the academy of students involved.

Communications including managing e-mail

PUPILS:
Pupils will be issued individual academy email accounts in year 12
Pupils may only use approved e-mail accounts on the academy system
The content of emails will be monitored and children will be reminded about the importance of not sending unkind messages
Pupils must immediately tell a teacher if they receive offensive e-mail
Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone
Any e-mails sent externally should be written carefully and authorised before sending by the teacher
The academy's e-safety curriculum will support teaching pupils safe email use

STAFF:
The staff will not:
access offensive websites or download offensive material.
place inappropriate material onto the Internet.
send e-mails that are offensive or otherwise inappropriate.
disregard their responsibilities for security and confidentiality.
download files that will adversely affect the security of the academy network.
access the files of others without permission
update web pages or use pictures or text that can identify the academy, without the permission of the Head teacher.
refer to the academy by name on social networking sites

On-line communications and social networking

The use of online social networking sites is only permitted in academy for staff, and access to sites such as Facebook is denied by the academy's filtering system to students

It is recognised that despite younger students not being eligible to use social networking sites such as Facebook, many children will have access to this at home. Pupils will be

taught how to keep personal information safe when using online services, and how to keep themselves safe when playing games online etc.

The academy does not take any responsibility for actions taken by pupils when using such sites at home; however any issues brought into the academy will be dealt with via the academy's behaviour management policy and the e-safety curriculum will ensure that children are taught ways to keep themselves when using devices and internet sites out of academy

Staff's personal social networking settings will be kept secure

Comments made about the academy, pupils or other members of staff are not appropriate, and content posted online should not: bring the academy or anyone associated with the academy into disrepute, lead to parental complaints or be deemed derogatory towards the academy and / or its employees, pupils or parents/carers. Any such comments made by staff will be dealt with via either the academy's Disciplinary or Grievance policy where appropriate.

Staff may not accept pupils as friends, and must not give personal contact details to pupils or parents

Inappropriate comments made by pupils regarding the staff or children could be construed as cyber bullying and will be dealt with via the academy's Behaviour Management policy where appropriate

Mobile technologies
Appropriate use of mobile devices will be taught to pupils as part of their e-safety programme

All mobile devices have suitable filtering systems and where appropriate internet access is granted via the academy's network

Children are reminded of the Internet Safety Rules / Acceptable Use Policy prior to using these devices

Teachers are responsible for returning laptops these to the relevant trolley at the end of the session or academy day.   This is monitored by the ICT Leader and also the academy's Site Manager who is responsible for ensuring that the ICT suite is locked at the end of the academy day

Personal Devices
Pupils are discouraged from bringing mobile phones into academy as they are a distraction. If it does have to brought into academy it must be switched off and kept out of sight. Phones will be confiscated if these rules are not adhered too. The phone will be returned at the end of the day.

Staff's personal mobile devices or cameras will not be used for taking photographs of children – all photographs will be taken using academy cameras and will be downloaded and removed from that device shortly afterwards – staff taking the photographs are responsible for downloading and deleting from the device, to secure safely on the academy's main system

Parents attending academy events are given permission to take photographs or record their children during assemblies or productions; however, they are requested to focus on their child and to support the academy's policy in not uploading any images onto the internet
All staff are responsible for the monitoring of this part of the policy – any behaviour related to this which causes concern from a volunteer, visitor, parent, child or member of staff is to be reported to the Designated Teacher for Safeguarding and the Head Teacher immediately

Removable media
Most class teachers have a academy laptop, which can be removed from the premises. These are all password protected and staff are aware of the Acceptable Use Policy and not divulging passwords to others

Staff using personal USB devices which may contain sensitive academy data and therefore great care must be taken in monitoring its use and location. Personal USB devices cannot be automatically backed up on academy network system. Wherever possible file should be stored on academy network.

Instant messaging

At the present time, instant messaging such as Skype, Face Time and text messaging is not a facility that is used in academy for students. When applicable, the policy will be updated to reflect this and risk assessments adapted accordingly.

Introducing the Policy to Pupils

Rules for Internet access / (Acceptable Use Policy) will be posted in all rooms where computers and mobile devices are used and the policy should be signed in the student planner by both parents and students.

E-safety will be discussed with pupils regularly and reminders given when devices are in use Instruction on responsible and safe use should precede Internet access.

Pupils will be informed that Internet use will be monitored.

E-Safety Curriculum

The E-safety curriculum forms part of the academy's PDP curriculum and links are also made with work carried out in other lessons and activity weeks such as Conscience week. The e-safety message is also reinforced throughout the year via assemblies, activities during Conscience Week, class and academy council discussions etc. Pupil and parent e-safety training is offered annually and staff training is also updated on an annual basis.

PREVENT

Protecting children from the risk of radicalisation (PREVENT) is seen as part of academys' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. The academy is aware of the increased risk of online radicalisation, as terrorist organisations such as ISIL seek to radicalise young people through the use of social media and the internet. This is managed as part of this e-safety policy, linked with the safeguarding policy.

Dealing with incidents

Sanctions for pupil misbehaviour regarding any e-safety issues will be dealt with in line with either the academys' Behaviour Management Policy or the Anti-Bullying Policy. These may be summarised as follows, but this list is not exhaustive:

Incident	Procedure or Sanction
Accidental access to inappropriate images	Children should minimise the webpage and turn the monitor off and tell the adult in charge The adult in charge should enter the details in the Incident Log held in the academy's ICT suite and report it to the ICT Leader / IT Technician / Head Teacher Persistent 'accidental offenders' will receive sanctions in line with the academy's Behaviour Policy
Deliberate searching for inappropriate images Using the internet in an inappropriate way Cyber Bullying in academy – unkind emails etc Cyber Bullying out of academy	Inform ICT Leader and Head Teacher or SLT Record in Incident Log Raise awareness of AUP / Internet Rules with class – refer to e-safety curriculum Deal with the incident in line with the academy's Behaviour Management Policy

Any suspected illegal material or activity must be brought to the immediate attention of the Head Teacher who must refer this to external authorities. The Head Teacher will never personally investigate, interfere with or share evidence in suspected illegal matters

Cyber Bullying
Teaching children about Cyber-Bullying will form part of the academy's e-safety and anti-bullying curriculum, which forms part of the academy's PDP curriculum. Assemblies, Anti-bullying Weeks, parental training, training for pupils and external visitors will also reinforce the academy's message about cyber bullying, what it might look like, what children should do and how this can be prevented.

Reporting Abuse
Children will be taught how to report any acts of inappropriate use/ cyber bullying etc by telling an adult in academy, in the understanding that all allegations will be taken seriously and investigated thoroughly in line with this policy and the Behaviour Management and Anti-Bullying Policies. They will also be informed of the methods of reporting abuse online when using the internet out of academy via the Report Abuse icon.

Parents and E-Safety

Parents' attention will be drawn to the Academy E-Safety Policy in newsletters, the academy brochure and on the academy Website, which has specific links regarding e-safety

Regular information will be provided to parents to help ensure that this policy is used appropriately both within academy and home.

Internet issues will be handled sensitively to inform parents without undue alarm.

A partnership approach with parents will be encouraged. This will include an opportunity for parents to access relevant training and could include demonstrations, practical sessions and suggestions for safe Internet use at home.

All parents will receive support information as and when appropriate, for example via the CEOP website

Consulting with stakeholders and their inclusion in the E-safety Policy

All staff including teachers, teaching assistants and support staff, will be involved with the implementation and review of this policy and its importance

Parents and pupils will also be consulted regarding this policy
Staff and pupils should also be aware that Internet traffic is monitored and can be traced to the individual user.

Staff development in safe and responsible Internet use and on the academy Internet policy will be provided annually

The academy's Induction policy for new staff includes reference to this policy and updated training

How will complaints be handled?

Any complaints regarding e-safety will be handled in line with the academy's Complaints Policy
Any complaint about staff misuse must be referred to the Headteacher.
Parents and pupils will need to work in partnership with staff to resolve issues.
There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

Responsibility

All staff are responsible for implementing this policy and for recording and responding to all incidents which refer to e-safety, which usually will fall under the Behaviour Management Policy. These should be reported to the ICT Leader and Head Teacher, or SLT member. The Head Teacher is responsible for monitoring any e-safety related incidents, and the governing body will monitor these in line with their monitoring cycle. Prevention of e-safety and cyber bullying incidents are dealt with in the Behaviour Management and Anti-Bullying Policies.

Policy review

This policy will be reviewed annually.

Appendix 1

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E-SAFETY ACCEPTABLE USE POLICY
CHILDREN'S RULES FOR RESPONSIBLE INTERNET USE

The academy has installed computers with Internet access to help our learning.

These rules will keep you safe and help us be fair to others:

1   I will only access the system with the login and password that I have been given; I will not tell anyone my own personal passwords

2   I will not access other people's files;

3   I will only use ICT in academy for academywork and homework;

4   I will not deliberately look for or access inappropriate websites;

5   I will only use my class email or academy email address to e-mail people I know my teacher has approved, or other people that my teacher has approved;

6   The messages I send will be polite and responsible, and will not upset other people; I will not deliberately look for, save or send anything that could be unpleasant or nasty;

7   I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;

8   If I accidentally find any material on the internet which is inappropriate or if I receive messages from people who I do not know or which upset me, I will report this immediately to my teacher. I understand this report would be confidential and would help protect other pupils and myself;

9   I will not attempt to download or install anything onto the academy network unless asked to do so by my teacher

10   I understand that the academy may check my computer files and may monitor the Internet sites that I visit. I understand that my parents may be contacted if a member of staff is concerned about my e-safety.

11   I understand that if I do not follow these Internet Safety Rules I will receive sanctions in line with the academy's Behaviour Management Policy

Appendix 2

Dear Parents

RESPONSIBLE USE OF THE INTERNET

As part of pupils' curriculum enhancement and the development of Computing skills, we provide supervised access to the Internet. Mindful of the problems there are with children gaining access to undesirable materials on the internet, the academy takes the necessary steps to deal with this.

We have purchased our Internet access from an educational supplier that operates a filtering system that restricts access to inappropriate materials. All our screens are in public view and access will be supervised at all times by an adult.

No system is perfect, however, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. Enclosed are the rules that the children are expected to follow in academy to help us with our precautions.

Please can I ask you to read through the rules and discuss them with your child and then return the signed form to us at the academy.

Thank you for your co-operation.

Yours sincerely

Headteacher

PUPIL INTERNET AGREEMENT

This is to be read through with your parent/guardian and then signed. You will be allowed Internet Access after this is returned to the academy.

We expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in the academy. This includes materials they choose to access, and language they use.

Pupils using the Internet 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 they know or those 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 academywork and homework unless permission has been granted otherwise.

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 unless this is part of an approved academy project.

Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

I have read through this agreement with my child and agree to these safety restrictions.

Name of child: _____

Signed: _____ **(Parent/Guardian)**

Please print name: _____

Dated: _____