E-SAFETY POLICY

Rationale
As new technologies become increasingly integral to the lives of children, they have wider opportunities to stimulate discussions, promote creativity and effective learning through a variety of media. We have a duty of care to ensure that our pupils use the internet and related communication technologies appropriately and safely to raise educational standards and promote achievement. There are many risks and dangers and it is our duty to build pupils' resilience to the risks they may be exposed to and give them the confidence and skills to face and deal with these risks.

Development
This e-safety policy has been written by P Blackburn and approved by the teaching staff of Boskenwyn and Germoe Schools. Consultation with the whole school community has taken place through the school website, staff meetings and newsletters. It was agreed by all staff and governors in May 2017 and will be reviewed annually. The impact of the policy using logs of reported incidents, SWGfL monitoring data, visited sites, pupil/parent Thinkuknow survey will be shared annually.

Scope
This policy applies to all members of the school community who have access to and are users of school ICT systems both in and out of school.

Roles and Responsibilities
Governors are responsible for the approval of the e-safety policy and reviewing it's effectiveness. The E-Safety governor is Russ Monhemius and is responsible for ensuring the monitoring of e-safety logs, monitoring filtering/change control logs, by requesting an annual report from ICT4 and reporting findings to staff/governors/parents/pupils. The headteacher is to ensure that staff and governors receive relevant training and ensure monitoring reports are communicated to staff and parents. ICT4 are responsible for ensuring the security of the school's ICT infrastructure, monitor the use of the network and inform ICT4 of any issues relating to filtering. Their annual report is to be sent to Russ. Teaching and support staff should read, sign and comply with e-safety and acceptable use policies and ensure pupils are aware of risks associated with new technologies.

Communications
Staff: Mobile phones may be brought into school but not to be used during lesson time or whilst on break or lunch duties. (under review during COVID-19 pandemic) Photo's may be taken from a personal mobile but not used for personal use when there is a direct photo of a child or without consent from parents. Instant messaging, social networking and chat rooms are not allowed in school time from school devices. Blogs may be used if educationally linked. Personal emails should go to personal email addresses unless educationally linked. Email communications may be monitored and parents may request to see them should they mention their child.
Staff/visitors should not post any unsuitable photos of themselves on social media which may cause disrepute to the school. The school should not be named on social media posts except for the FOBS or FROGS page.

Reporting incidents of Misuse

All incidents must be reported to the headteacher or deputy designated child protection officer. This will then be reported to the SWGfL Manager Service on 0845 3077870. See Appendix 2 for action/sanctions for pupils and Appendix 3 for staff.

Acceptable Use Agreement

Staff are to read the attached e-safety policy and send a read receipt to evidence acceptance and compliance.

This policy will be reviewed annually.

September 2020, to be reviewed September 2021

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P Blackburn, Executive Headteacher

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R Monhemius, Chair of governors