**Branton Community Primary School
and
Breamish Valley Community Nursery**

Online Safety Policy Statement

October 2022

Policy Statement

E Safety encompasses internet technologies and electronic communications such as mobile phones as well as 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.

The school's e-Safety policy will operate in conjunction with other policies including those involved with Pupil Behaviour, Bullying, Curriculum, Data Protection and Security.

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies
- An implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from Northumberland CountyCouncil including the effective management of filtering.
- National Education Network standards specifications.

Use of Internet in teaching and learning

- The internet is an essential element to the 21st century life of education, business and social interaction. The school has a duty to provide pupils 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.
- The school 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 be 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. · The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting accuracy

Acceptable Use statement
(to be read in conjunction with Pupils' and Staff's Acceptable use Policy)

- The computer equipment is owned by the school and may be used by pupils to further their education and by staff to enhance their professional activities including teaching, research, administration and management.
- The school recognises that technologies such as the internet and e-mail will have a profound effect on children's education and staff professional development in the coming years.
- The installation of software or hardware unauthorised by the school whether legitimately licensed or not is expressly forbidden.

Managing Internet Access

- School ICT systems capacity and security will be reviewed regularly. Virus protection will be updated regularly
- Security strategies will be discussed with Northumberland LA

E-Mail

- Pupils may use only 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 the school headed paper.

Published content and the School Website

- The contact details on the web site should be the school address, e-mail and telephone number. Staff or pupil's personal information will not be published.
- The Head Teacher/Senior Teacher is responsible for updating the website and ensuring that content is accurate and appropriate
- The user name and password for accessing the school website server are to be treated confidentially.

Publishing pupil's images and work

- Pupils' names will not be used anywhere on the school website or Blog particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

- **Managing Filtering**
  The school will work with the LA 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 (the senior teacher)
- Staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to GDPR

Authorising Internet access

- All staff must read and sign the Acceptable Use Policy before using any ICT resource
- Internet access will be under adult supervision or through approved on line materials.

Assessing risks

- The school will take all reasonable precautions to ensure that the 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 school computer.

- Neither the school nor Northumberland LA can accept liability for the material accessed or any consequences of Internet access.
- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by the head teacher.
- Any complaint about staff misuse must be referred to the head teacher or where the head teacher is involved to the Chair of Governors.
- Complaints of a Child Protection nature must be dealt with in accordance with school child protection procedures.

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.
- Pupils will have the Pupil Acceptable Use Policy read to them.
- Parents will be asked to discuss the Pupil Acceptable Use Policy with their child and sign to acknowledge this.

Staff and the e-safety policy

- All staff will be given the School e-safety Policy to read and sign and its importance explained.
- All staff will complete training on online safety through the National College.
- Staff should be aware that the Internet traffic will be monitored and traced.

Zoe Ryan,
Headteacher,
October 2022