Stretton Sugwas Academy

E-Safety Policy

Reviewed: Summer 2016

Mr Ben Ford

Introduction: What does E-Safety mean at Stretton Sugwas?

At Stretton Sugwas Church of England Academy, we define E-Safety as the safe use of electronic devices that use the internet, as well as safe use of the internet itself, for the main purpose of protecting children from abuse, harm or wrongdoing from adults or peers.

What Do We Believe?

We believe that children need to be explicitly taught how to be safe on the internet and when using electronic devices connected to the internet.

It is our opinion that it is wrong to assume that children "pick-up" E-Safety through frequent use of the internet and connected devices.

Safe practice must be taught to children and it is the responsibility of all adults. In order for children to be as safe as possible, all adults and stakeholders in the children's education should also be made aware of safe practice. All adults must model safe use.

The school's physical environment (for example, displays) should further teach, encourage and reinforce E-Safety.

"Bee" Safe: Explicitly Teaching E-Safety

At Stretton Sugwas, we use the SWGfL Digital Literacy curriculum to teach E-Safety in all classes. These are taught explicitly in computing lessons. The aforementioned curriculum, as well as relevant information for all stakeholders, can be viewed by the following link: http://www.digital-literacy.org.uk/Home.aspx.

To further reinforce the importance and raise the profile of E-Safety at Stretton Sugwas, there is a "Bee Safe" character, which is displayed throughout the school and its website (see picture 1).

Picture 1: An example of the "Bee Safe" character, which is displayed around the school and its website.

Safe Use of Images and Names Online

The school celebrates the children's achievements using articles on the school website, social media (Twitter) and the school newsletter. From time to time, such achievements may also be celebrated in the local press.

When using images of the children for articles on the *school website*, accompanying text must not include the name of any pupil. In such a situation, it is acceptable to use the child's initials.

Images of children used on *social media* must not be close-up shots of children's faces, where children can be clearly identified by strangers. Appropriate types of pictures include: images taken at distance, side-on shots, images including shots of obscured faces or no face at all.

In addition to this, images must not inappropriately focus on children's body parts.

A child's first name can only be written in an article on the school website or Twitter feed (social media) if there is no accompanying picture.

A child's name may only accompany a picture on a school newsletter or on an article for the local press. A paper copy of the newsletter is displayed in the school foyer. Digital copies are available to download on the Newsletters section of the school website. Digital copies are also shared with parents via Parentmail, a text and email messaging service for parents.

It is the responsibility of parents and carers to let school know if they do not want images of their children to be taken for any of the purposes mentioned in this section.

School will remind parents of this opportunity on a yearly basis.

Safe Use of Online Communication

At Stretton Sugwas, children may use blogging, social media and emails to communicate online under supervision by a member of staff during lessons. Children must not communicate online using these methods unsupervised.

Under no circumstance will a member of staff use any form of online communication to communicate with a pupil out of lesson time.

Members of staff using online communication to communicate with pupils during lesson time must themselves be supervised by another member of staff. An example of such an occurrence is a member of staff who is teaching pupils to email.

Safe Use of Mobile Phones and Personal Devices by Staff

It is the safest possible practice to use school devices to take pictures of pupils.

In rare instances where a school device is not available to take a picture, such as sporting fixtures or trips, teaching staff may take a picture of a child's achievement using their mobile phone to be shared with parents and carers on social media (providing that it follows the strict rules outlined in the *Safe Use of Images and Names Online* section above).

Teaching staff refers to teachers employed by the school, as well as the Headteacher. This does not include classroom assistants, ancillary staff and students.

Any images, which include children, taken with a mobile phone can only be used for social media. Such images must not be sent in emails.

Images must be deleted after use.

It is acceptable for all staff to take pictures of activities and work that do not include the children.

Under no circumstance must a member of staff or governors use a mobile phone to communicate with a pupil, unless it is their own son or daughter.

Safe Use of Mobile Phones and Personal Devices by Children

Children may bring mobile phones to school in instances where they are necessary. An example of this may be when a child's parents have split up. A Year 6 child may need the phone to communicate with one parent when staying at the house of the other. It would be necessary for the child to bring the phone into school if one parent brought them to school and the other is picking them up.

All examples are assessed on a case by case basis and must be discussed with the child's class teacher.

In all cases, phones must be given to the child's class teacher for safe-keeping and may be collected at the end of the school day.

Children are not allowed to bring electrical items that allow pictures, personal information or messages to be taken, stored or shared.

Safe Use of Mobile Phones and Personal Devices by Parents/Carers

Throughout the academic year, parents *may* take videos and photos of their children during school performances or other similar events *if* they are not posted online.

Where other schools are involved, such as a sporting fixture, no images or videos must be taken unless permission has been given.

Parents should be made aware of such rules before each event.

Safe Use of External Hard Drives

In some instances, children may use external hard drives and similar media to present homework for teachers. Such media must not be used to send and receive files, messages or other information.

Staying Safe: Reporting Cyber Bullying

At Stretton Sugwas, Cyber-bullying is taken very seriously. The school will follow its Anti-Bullying policy in instances where an incident of Cyber-bullying is reported.

Staying Safe: Reporting Abuse

Children are made aware that clicking on the "Bee Safe" character on the school website will take them to a page where they can anonymously report E-Safety concerns.

The school's Computing Co-ordinator, Mr Ford, is responsible for monitoring the website for any such reports. For transparency, all information submitted via the school website is securely stored by the school's website provider.

All pupils are made aware that they can speak to a member of staff about any E-Safety concerns.

In all instances where abuse is reported or suspected, the school will follow its Child Protection policy.

Staying Safe: Inappropriate Behaviour Out of School

E-Safety is the responsibility of parents/carers out of school time. In the event of reported inappropriate behaviour by -or towards- a Stretton Sugwas pupil out of school time, a meeting may be called with pupils, staff and parents/carers.

Appropriate action will be decided on a case-by-case basis.

Staying Safe: Complaints and Feedback

If a parent/carer has a complaint or constructive feedback about how the school can improve its E-Safety practice, they can arrange to speak to Mr Ford, who is the school's website administrator and Computing co-ordinator.

Alternatively, they can use the school website to submit an online form.

Safe practice is regularly reviewed and will also be discussed at Curriculum Governors meetings. The school's curriculum governors are Miss Churchill and Miss Dawkins.