



E SAFETY POLICY

Chair of Governors:

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E Safety Policy

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Introduction

Ysgol Bryn Derw Special School believes that Information and Communication Technology is an integral part of learning to prepare our pupils for today's society. It is imperative that we equip them with evaluative skills to use the internet safely in and out of school. Recognising e-safety issues and planning accordingly will help to ensure appropriate, effective and safer use of electronic communications.

"Children and young people need to be empowered to keep themselves safe – this isn't just about a top-down approach. Children will be children – pushing boundaries and taking risks. At a public swimming pool we have gates, put up signs, have lifeguards and shallow ends, but we also teach children how to swim".

(Dr Tanya Byron, 2008)

Ysgol Bryn Derw Special School's E-Safety Policy has been written by the school, in accordance with Newport CC e-Safety Policy and government guidance. It has been agreed by the Senior Leadership Team and approved by the governors. It will be reviewed annually by the e-Safety Co-ordinator / ICT manager.

Use of the internet

Internet use is a statutory part of the National Curriculum in Wales and a necessary tool for learning. It is a part of everyday life for education, business and social interaction. Our school has a responsibility to provide students with Internet access as part of their learning experience. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.

Benefits

Some of the benefits of internet access in the school are as follows:

Access to national and worldwide educational resource.

- Access to experts in many fields via email and online conferencing and communications.
- Professional development for staff through access to national developments, 14-16 digital learning materials, the South East Wales consortium and other national sources of CPD support.
- Exchange of curriculum and administration data with Newport City Council and within Ysgol Bryn Derw Special School.
- Anytime and anywhere access to learning.

Enhancing learning

The school's Internet access will be designed to enhance and extend education. Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use. Our school will ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.

Evaluating content

The evaluation of online materials is an essential part of the teaching and learning across all subject areas. Staff will evaluate web content and applications used in lessons and activities for suitability before giving access to pupils. Pupils will be clear on the school procedures for reporting unsuitable content. (see Acceptable Use Agreement).

MANAGING SYSTEMS

USE OF EMAIL

- Pupils at Ysgol Bryn Derw may only use the approved school email accounts provided by Hwb/Newport City Council Shared Resource Service (SRS) to communicate during school time for purposes related to education unless agreed by the Headteacher.
- Pupils should inform a member of staff as soon as possible if they have received an offensive email.
- Pupils must not reveal personal details of themselves or others in email communication or arrange to meet anyone without specific permission from school staff.
- Pupils are not allowed to access their own personal email or communication accounts using the school network system.
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- Staff should only use school email accounts to communicate with pupils as approved by the Senior Leadership Team.
- Staff should not use personal email accounts during school hours or for professional purposes.

MANAGING PUBLISHED CONTENT

Ysgol Bryn Derw's website has been created to inspire pupils to publish work of a high standard, to celebrate pupil's work, promote the school and communicate events and projects with the wider

community. The website will only be used to communicate public information of which should be considered from a school security viewpoint.

The contact details on the school website are the school address, email and telephone number. No other email addresses are to be published on the school website. Staff or pupils' personal information must not be published.

The website should comply with Ysgol Bryn Derw's guidelines for publications including respect for intellectual property rights and copyright.

In order to further secure pupil's personal information, the publishing of full pupils' names with their images is not acceptable on Ysgol Bryn Derw's website.

Pupils must have parental permission before their work or photograph can be published on Ysgol Bryn Derw's website. These permissions must be updated annually.

Images that include pupils will be selected carefully and will not provide material that could be reused.

TWITTER

Ysgol Bryn Derw will use Twitter to communicate information, pictures and videos. All parents will need to sign an agreement to give permission for their pupils photograph to be published on the school twitter page. Ysgol Bryn Derw will manage the twitter page and only SLT will be able to post anything online. No names or personal information will be posted on the page to identify individual pupils, unless we repost a tweet from a parent who has given permission and tagged the school to the post.

The page will be monitored regularly by SLT.

SEESAW

Ysgol Bryn Derw will use Seesaw to communicate information, pictures and videos to parents. Seesaw is a private communication channel between the school and individual parents/carers. All parents/carers will need to sign an agreement to give permission for Seesaw to be used, and for their child to be photographed/filmed individually, or both individually and in a group. If group consent is given, no names or personal information about other children will be shared.

Managing social networks

PUPILS

Most social networking sites/ email accounts and the like, state that a person has to be aged 13 or over to have an account. Under no circumstances should teachers or staff authorise such an account for pupils and should endeavour to educate pupils in this area to raise awareness.

Only social networking sites/ email accounts authorised by senior leadership team are to be used in school.

Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school

attended, IM (Instant Message) and email addresses, full names of friends/family, specific interests and clubs etc.

Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location.

Pupils are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.

ALL STAFF

Staff official blogs or wikis should be password protected and run from the school website with approval from the Senior Leadership Team. Staff should be advised not to run social network spaces for pupil use on a personal basis.

If personal publishing is to be used with pupils, then it must use age appropriate sites suitable for educational purposes. Personal information must not be published and the site should be moderated by school staff.

Staff and pupils will be advised on security by the e-safety coordinator and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Staff and pupils should be encouraged to invite known friends only and deny access to others by making profiles private.

Staff should be reminded of the Newport City Council e-Safety Policy and Guidance documents that refer to;

Code of Professional Conduct and Practice for Registered Teachers

http://www.gtcw.org.uk/gtcw/images/stories/downloads/professional_standards/GTCW_Professional_Code.pdf

and

The ICT Security Policy.

<http://pulse/Pages/Default.aspx>

MANAGING FILTERING

Ysgol Bryn Derw will work with Newport City Council and the Shared Resource Service (SRS) to ensure that systems to protect pupils are reviewed and improved.

If staff or pupils discover unsuitable sites, the URL must be reported to the e-safety Coordinator.

The school's broadband access will include filtering appropriate to the age and maturity of pupils.

Senior staff along with the SRS and advisory support will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Any material that the school believes is illegal must be reported to appropriate agencies such as Internet Watch Foundation (IWF) or the Child Exploitation and Online Protection centre (CEOP).

The school's access strategy will be designed by teachers and educators to suit the age and curriculum requirements of the pupils, with advice from SRS.

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.

Staff will be issued with a school phone where contact with pupils is required.

Mobile phones will not be used during lessons or formal school time unless authorised by the Senior Leadership Team for a curriculum related activity.

Other devices, such as iPods and iPads that connect to the internet should be used with clear guidelines set by the class teacher and the internet accessed through the school network only.

The protection of personal data and GDPR (General Data Protection Regulation)

The GDPR 2018 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals.

The school is GDPR compliant, and personal data will be recorded, processed, transferred and made available according to the GDPR 2018.

Policy decisions

AUTHORISING ACCESS TO THE INTERNET

The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.

(Foundation Phase)

Access to the Internet will be by adult demonstration and directly supervised access to specific, approved online materials.

Pupils should be able to access the internet independently under supervision by a member of staff.

Pupils and parents should discuss and agree and sign the Acceptable Use Agreement and have a clear understanding of e-safety rules for Ysgol Bryn Derw.

Parents will be asked to sign and return a consent form for pupil access.

Parents will be informed that pupils will be provided with supervised Internet access.

RISK ASSESSMENT

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor Newport City Council can accept liability for the material accessed, or any consequences resulting from Internet use.

Ysgol Bryn Derw will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

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.

HANDLING E-SAFETY COMPLAINTS

Complaints of Internet misuse will be dealt with under our School's Complaints Procedure.

Any complaint about staff misuse must be referred to the Head Teacher. Any complaint about misuse by the Head Teacher must be referred to the Chair of Governors.

All e-safety complaints and incidents will be recorded by the school — including any actions taken. Pupils and parents will be informed of the complaints procedure.

Parents and pupils will work in partnership with staff to resolve issues.

Discussions will be held with the local Police Community Support Officer and/or Children's Safeguarding Team to establish procedures for handling potentially illegal issues.

Any issues (including sanctions) will be dealt with according to the school's disciplinary and child protection procedures.

THE INTERNET IN THE COMMUNITY

The school will liaise with local organisations where necessary to establish a common approach to e-safety.

The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

All members of the community who use internet facilities within the school will complete an appropriate Acceptable Use Agreement.

MANAGING CYBERBULLYING

Cyber bullying (along with all forms of bullying) will not be tolerated in school. Full details are set out in the school's policy on anti-bullying.

There are clear procedures in place to support anyone affected by Cyber bullying as set out in Ysgol Bryn Derw's Anti-Bullying Policy.

All incidents of cyber bullying reported to the school will be recorded.

There are clear procedures in place to investigate incidents or allegations of Cyber bullying:

- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- Pupils, staff and parents/carers will be advised to not delete the offending texts, emails, video etc.
- The school will take steps to identify the bully, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.

Sanctions for those involved in Cyber bullying may include:

- The bully will be asked to remove any material deemed to be inappropriate or offensive.
- A service provider may be contacted to remove content.
- Internet access may be suspended at school for the user for a period of time.
- Parent/carers may be informed.
- The Police will be contacted if a criminal offence is suspected.

MANAGING LEARNING PLATFORM

The LA will monitor the usage of the Learning Platform (LP) by pupils and staff regularly in all areas, in particular message and communication tools and publishing facilities.

All users will be mindful of copyright issues and will only upload appropriate content onto the LP.

When staff, pupils etc. leave the school their account or rights to specific school areas will be disabled or transferred to their new establishment.

Any concerns with content may be recorded and dealt with in the following ways:

- The user will be asked to remove any material deemed to be inappropriate or offensive.
- The material will be removed by the LA administrator if the user does not comply.
- Access to the LP for the user may be suspended.
- The user will need to discuss the issues with a member of Senior Leadership Team before reinstatement.
- A pupil's parent/carer may be informed.

NB if a school uses another LP other than that provided by the LA then suitable provision has to be put in place for technical support and monitoring.)

CLOUD STORAGE

Following National Guidance, School will take steps to ensure that all personal details (names, addresses, photographs etc.) that are cloud stored will comply with requirements – for the data to be stored within the EU and comply with EU regulations. Contracts with companies for storage (e.g. Evolve) will be checked to ensure full compliance with these requirements.

Communication policy

PUPILS

All users will be informed that the network and internet will be monitored.

A programme of e-safety awareness activities will take place regularly in all year groups throughout the school year to raise the awareness and importance of safe and responsible internet access.

Useful websites for these purposes include:

<http://www.safetynetkids.org.uk/personal-safety/staying-safe-online/http://www.safetynetkids.org.uk/personal-safety/staying-safe-online/>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

<https://www.thinkuknow.co.uk/https://www.thinkuknow.co.uk/>

<http://www.kidsmart.org.uk/http://www.kidsmart.org.uk/>

Pupil instruction in responsible and safe use will precede Internet access.

Safe and responsible use of the internet and technology will be reinforced across the curriculum, including PSHE and citizenship covering both home and school access. Particular attention will be given where pupils are considered to be vulnerable.

Acceptable Use Agreement will be attached to the e-safety rules when sent out with annual permission forms in September of each year.

STAFF

The E-Safety Policy will be formally introduced and discussed with staff and governors.

To protect all staff at Ysgol Bryn Derw, each member will be asked to sign an Acceptable Use Agreement (Appendix 1) which addresses in detail the 'dos' and 'don'ts' of staff usage of ICT and technology

Staff are reminded that it is the duty of all staff in school to report any concerns they have about the use of misuse of technology or inappropriate use of ICT/Social Media

All staff are to be aware that internet traffic can be monitored and traced back to the individual user.

Discretion and professional conduct is essential.

PARENTS

Parent and Carers attention will be brought to the e-safety policy in newsletters, Ysgol Bryn Derw 's brochure and on the school website.

Ysgol Bryn Derw will actively provide demonstrations and suggestions for safe home Internet use or highlighting e-safety at specific workshop session or other attended events e.g. parent evenings, sports days.

Parents will be requested to sign an e-safety/internet agreement as part of the Home School Agreement.

Information and guidance for parents on e-safety will be made available to parents in a variety of formats.

This policy will be reviewed annually by the School leads of DCF and Safeguarding

POLICY REVIEW

This policy will be reviewed by Governors within 3 years of approval, or sooner if legislation/best practice requires

Appendix 1:

ICT Acceptable Use Agreement

- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.
- For my professional and personal safety:
 - I understand that Ysgol Bryn Derw will monitor my use of the ICT systems, email and other digital communications.
 - I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE, portable devices) out of school.
 - I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
 - I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
 - I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
 - I will be professional in my communications and actions when using school ICT systems:
 - I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
 - I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
 - I will only send emails to external organisations that are written carefully and authorised before sending, in the same way as a letter written on school headed paper.
 - I will only use school email accounts to communicate with pupils as approved by the Senior Leadership Team.
 - I will not use personal email accounts during school working hours or for professional purposes.
 - I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the Ysgol Bryn Derw policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so by Senior Management. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
 - I will only use chat and social networking sites in school in accordance with the school's policies.
 - I will only communicate with students and parents / carers using official school systems. Any such communication will be professional in tone and manner.
 - I will only use official blogs or wikis that are password protected and run from the school website with approval from the Senior Leadership Team. I am advised not to run social network spaces for pupil use on a personal basis.
 - I will not engage in any on-line activity that may compromise my professional responsibilities.
- The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:
 - When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) at Ysgol Bryn Derw, I will follow the rules set out in this agreement, in the same way as if I was using Ysgol Bryn Derw school equipment. I will also follow any additional rules set by Ysgol Bryn Derw about such use (see E-safety Policy). I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
 - I will not use personal email addresses on the school ICT systems.
 - I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
 - I will ensure that my data is regularly backed up, in accordance with relevant school policies.

- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school's Personal Data Policy. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that when I leave the school my accounts or rights to specific school areas will be disabled or transferred to my new establishment.
- I understand that data protection policy requires that any staff or student data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by Ysgol Bryn Derw school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- When using the internet in my professional capacity or for Ysgol Bryn Derw sanctioned personal use:
 - I will ensure that I have permission to use the original work of others in my own work
 - Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that I am responsible for my actions in and out of school:
- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment at Ysgol Bryn Derw, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use Ysgol Bryn Derw ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Name: _____

Job Title: _____

Signed: _____

Date: _____