Weston Favell Academy

E-Safety Policy

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Approved by:	Mr T Marston	

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Policy Statement

E-safety may be described as the school's ability to protect and educate pupils and staff in their use of technology and to have the mechanisms in place to intervene and support any incident where appropriate.

Safeguarding is a serious matter; at Weston Favell Academy we use technology and the Internet extensively across all areas of the curriculum. Online safeguarding, known as E-Safety, is an area that is constantly evolving and as such this policy will be reviewed on an annual basis or in response to an E-safety incident, whichever is sooner.

The purpose of this policy is twofold:

- To ensure the requirement to empower the whole school community with the knowledge to stay safe and risk free is met.
- To ensure risks are identified, assessed and mitigated (where possible) in order to reduce any foreseeability of harm to the student or liability to the school.

This policy is available for anybody to read on the Weston Favell Academy website.

Every student must sign the ICT usage agreement before gaining access to the computer network systems. This policy is part of that agreement.

Policy Governance (Roles & Responsibilities)

Executive Principal and Head of School

The Executive Principal and Head of School have overall responsibility for esafety within our school. The day-to-day management of this will be delegated to a member of staff, the Online Safety Lead (or more than one), as indicated below.

The Executive Principal/Head of School will ensure that:

- E-Safety training throughout the school is planned and up to date and appropriate to the recipient, i.e. pupils, all staff, senior leadership team and governing body, parents.
- The designated Online Safety Lead(s) has had appropriate CPD in order to undertake the day to day duties.
- All e-safety incidents are dealt with promptly and appropriately.

Online Safety Lead

The designated Online Safety Lead is devolved to Senior Assistant Principal and Safeguarding Lead.

The Online Safety Lead will:

- Keep up to date with the latest risks to children whilst using technology; familiarise themselves with the latest research and available resources for school and home use.
- Review this policy regularly and bring any matters to the attention of the Executive Principal/Head of School.
- Advise the Executive Principal/Head of School on all e-safety matters.
- Engage with parents and the school community on e-safety matters at school and/or at home.
- Liaise with IT technical support and other agencies as required.

- Retain overall responsibility for e-safety incident reporting
- Ensure any technical e-safety measures in school (e.g. Internet filtering software, behaviour management software) are fit for purpose.
- Make him/herself aware of any reporting function with technical e-safety measures, i.e. internet filtering reporting function; liaise with the Executive Principal/Head of School.
- and the Academy Trust, to decide on what reports may be appropriate for viewing.

IT Technical Support Staff

Technical support staff are responsible for ensuring that:

- The IT technical infrastructure is secure; this will include at a minimum: Anti-virus is fit-for-purpose, up to date and applied to all capable devices.
- Software updates are regularly monitored and devices updated as appropriate. Any e-safety technical solutions such as Internet filtering are operating correctly.
- Filtering levels are applied appropriately and according to the age of the user; that categories of use are discussed and agreed with the Online Safety Lead and Executive Principal/Head of School.
- Passwords are applied correctly to all users. Passwords for staff will be a minimum of 8 characters with uppercase and numbers.
- The IT System has a secure password and access policy.

Teaching and Associate Staff

Staff are to ensure that:

- All details within this policy are understood. If anything is not understood it should be brought to the attention of the Executive Principal/Head of School.
- Any e-safety incident is reported to the Online Safety Lead or in their absence to the Executive Principal/Head of School.
- If you are unsure, the matter is to be raised with the Online Safety Lead or the Executive Principal/Head of School to make a decision.
- The reporting procedure is fully understood.

All Pupils

- The boundaries of use of ICT equipment and services in this school are given in the student Acceptable Use Policy.
- Any deviation or misuse of ICT equipment or services will be dealt with in accordance with the behaviour policy.
- E-Safety is embedded into the curriculum - pupils will be given the appropriate advice and guidance by staff, in all subject areas across the curriculum.
- All pupils will be fully aware how they can report areas of concern whilst at school or outside of school.

Parents and Carers

Parents play the most important role in the development of their children, as such the school will ensure that parents have access to resources to acquire the skills and knowledge they need to ensure the safety of children outside the school environment. Through parents' evenings, school newsletters and the availability of free online training courses, the school will keep parents up to date with new and emerging e-safety risks and will involve parents in strategies to ensure that pupils are empowered.

Parents must also understand the school needs have to rules in place to ensure that their child can be properly safeguarded. As such, all new Year 7 parents will sign the student Acceptable Use Policy before their child can be granted any access to school network, ICT equipment or services.

Network and Device Management

Weston Favell Academy uses a range of devices including PC's, laptops and tablets. In order to safeguard the student and in order to prevent loss of personal data we employ the following assistive technology:

- **Internet Filtering**
  We use the Smoothwall web filter that prevents unauthorised access to illegal websites, including those sites deemed inappropriate under the Prevent Agenda. It also prevents access to inappropriate websites; appropriate and inappropriate is determined by the age of the user and will be reviewed in line with this policy or in response to an incident, whichever is sooner. The Online Safety Lead and IT Support are responsible for ensuring that the filtering is appropriate and that any issues are brought to the attention of the Executive Principal/Head of School. Web access is logged indefinitely for all users of the ICT systems at Weston Favell Academy.

- **Email Filtering**
  We use Office 365 technology that prevents any infected email to be sent from the school, or to be received by the school. Infected is defined as: an email that contains a virus or script (i.e. malware) that could be damaging or destructive to data; spam email such as a phishing message. The system is also used to filter certain words and can be used for monitoring.

- **Passwords**
  All staff and pupils will be unable to access the network without a unique username and password. Staff and student passwords should be changed if there is a suspicion that it has been compromised. The Network Manager will be responsible for ensuring that passwords are changed as and when required. The use of another person's credentials at any time, is forbidden.

- **Anti-Virus**
  All capable devices will have anti-virus software. This software will be updated at least weekly for new virus definitions. IT Support will be responsible for ensuring this task is carried out and will report to the Executive Principal/Head of School, if there are any concerns.

- **School Network and the Internet**
  Use of the school network, with access to the Internet, in school is a privilege, not a right. Users will be granted to new staff upon signing of the staff Acceptable Use Policy which covers this E-Safety Policy. All pupils will have access to a copy of this E-safety Policy.

  Access to the network will be granted to new pupils upon signing and returning their acceptance of the Acceptable Use Policy. These policies apply to all staff and pupils whether access to the school network or internet is by cable or wireless (or personal mobile account whilst on school premises, including school trips either in the UK or abroad) and on any device, laptop or PC, either school owned or personal.

Email
All staff are reminded that emails are subject to Freedom of Information requests, and as such the email service is expected to be used for professional work-based emails only. The use of personal email addresses for the purposes of contacting pupils is not permitted.

Pupils are permitted to use the school email system, and as such will be given their own email address, based on their network username. Pupils should use this email account only for school-based activity as laid out in the student Acceptable Use Policy that they have signed on entry to the school.

Photos and videos
All parents sign a photo release slip on entry to the school, as part of the Induction Pack they receive; non-return of the permission slip will not be assumed as acceptance.

Social Networking
Weston Favell Academy is fully supportive of social networking as a tool to engage and collaborate with learners, and to engage with parents and the wider school community. Any subject specific social media services, permitted for use within Weston Favell Academy, must have been appropriately risk assessed, managed and moderated in accordance with the Safeguarding and E-safety policies for Staff and Pupils.

In addition, with reference to images that may be uploaded to such sites, the following is to be strictly adhered to:

- Permission slips (either as hard copy filed in the student record folder or as flagged on the student record on SIMS) must be consulted before any image or video of any child is uploaded.
- There is to be no identification of pupils using first name and surname; first name only is to be used, if at all.
- All images, videos and other visual resources that are not originated by the school are not allowed unless the owner's permission has been granted.
- Permission to use copyrighted resources must be sought and received before they are used.

Notice and take down policy
Should it come to the school's attention that there is a resource which has been inadvertently uploaded, either to the school website or school/department authorised social networking sites, and the school does not have copyright permission to use that resource, it will be removed within one working day.

Reporting E-safety Incidents
Any e-safety incident is to be brought to the immediate attention of the Online Safety Lead, or in their absence the Executive Principal/Head of School or DSL. The Online Safety Lead will assist in taking the appropriate action to deal with the incident and to fill out an incident log.

All staff should make themselves aware of the procedures and the responsible staff involved in this process.

Training and Curriculum

It is important that the wider school community is sufficiently empowered with the knowledge to stay as risk free as possible whilst using digital technology; this includes updated awareness of

new and emerging issues. This includes the regular distribution of e-safety information to staff, pupils and parents. In addition, Weston Favell Academy will have an annual programme of online e-safety training for teaching/associate staff, to be incorporated within the CPD programme. This online e-safety training provides staff with a certificate which must be renewed by further training on an annual basis. This continuous rolling training programme means that staff will always be up to date with the latest issues on e-safety from new and evolving technologies.

The school should ensure that aspects of e-safety for pupils is firmly embedded into the curriculum. Whenever ICT is used in the school, staff will ensure that pupils are made aware about the safe use of technology and risks as part of the student's learning. If asked, Subject Leads should be able to demonstrate where and how the awareness of risk is imparted to pupils in lessons.

As well as the programme of training, the school will establish further training or lessons as necessary in response to any incidents. The Online Safety Lead is responsible for recommending a programme of training and awareness for the school year to the Executive Principal/Head of School for consideration and planning. Should any member of staff feel they have had inadequate or insufficient training generally or in any particular area this must be brought to the attention of the Executive Principal/Head of School for further CPD.