**E-safety and Acceptable Use Policy**

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| **Agreed by the Governing Body**  | November 2019  |
| **Chair of Governors or Committee Chair**  | Mr J Stothard  |
| **Review Date**  | November 2021 |
| **Review Schedule**  | Annual/ **Biannual**/ 3 Years  |

Online safety is an integral part of safeguarding and requires a whole school, cross-curricular approach and collaboration between key school leads. Accordingly, this policy is written in line with ‘Keeping Children Safe in Education’ 2019 (KCSIE), ‘Teaching Online Safety in Schools’ 2019 and other statutory documents. It complements existing and forthcoming subjects including Health, Relationships and Sex Education, Citizenship and Computing; it is designed to sit alongside our school’s statutory Safeguarding Policy. Any issues and concerns with online safety must follow the school’s safeguarding and child protection procedures.

At Hawksworth Wood Primary school we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. Our school provides pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

This document sets out the policy and practices for the safe and acceptable use of the Internet both inside and outside of school.

**The purpose of this policy is to:**

Ensure the safety and wellbeing of children is paramount when adults or children are using the internet, social media or mobile devices

Provide staff with the overarching principles that guide our approach to online safety ensuring that we operate in line with our school values and within the law in terms of how we use online devices.

Ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users

**We believe that**

Children should never experience abuse of any kind.

Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

**We recognise that:**

The online world provides everyone with many opportunities; however it can also present risks and challenges.

 We have a duty to ensure that all children and adults at Hawksworth Wood Primary School are protected from potential harm online.

We have a responsibility to help keep children safe online, whether or not they are using Hawksworth Wood’s network and devices .

All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

Working in partnership with children, their parents, carers and other agencies is essential in promoting young people’s welfare and in helping young people to be responsible in their approach to online safety.

**If online abuse occurs, we will respond to it by:**

Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)

Providing support and training for all staff on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation

Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

**E-safety in the curriculum**

At Hawksworth Wood Primary we provide opportunities within a range of curriculum areas to teach about e-safety.

Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the e-safety curriculum.

The teaching of e-saftey focuses on helping children to recognise inappropriate content, conduct, contact and commercialism and helps them learn how to respond or react appropriately.

Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues.

Pupils know how to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline/ CEOP report abuse button.

**Related Policies and Procedures**

This policy statement should be read alongside additional Hawksworth Wood policies and procedures, including:

Child protection Policy

Procedures for reporting a cause for concern

Staff handbook and code of conduct

Anti-bullying policy and procedures

Data Protection Policy

Staff and Pupil’s are expected to follow a Code of Safe Practice as stated below.

**Confidentiality and GDPR**

Staff will adhere to the principles of the Data Protection Act refering to the Data Protection Policy and Staff Privacy Notice.

**Code of Safe Practice for Staff**

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This code of safe practice for staff is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. Any concerns or clarification should be discussed with the Head teacher.

All staff have agreed to the following code of safe practice.

* I will only use the school’s email, Internet and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing body
* I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
* I will ensure that all electronic communications with pupils or parents and staff are compatible with my professional role
* I will not give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to pupils or parents
* I will only use the approved, secure e-mail system(s) for any school business
* I will ensure that personal data (such as data held on SIMs software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher. Personal or sensitive data taken off site must be encrypted, eg on a password secured laptop
* I will not install any hardware or software without permission of the head teacher
* I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
* Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member
* Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head teacher
* I will not use mobile phones, smart watches (or any other personal similar devices during teaching time or on playground duty unless agreed by the headteacher.
* I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher
* I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute
* I will support and promote the school’s e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
* I will follow the school’s policies on Safeguarding and Whistleblowing.

**Code of Safe Practice for Pupils**

Pupil access to the Internet is through a filtered service provided by Schools Broadband, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from parents before pupils access the Internet.

In addition, the following key measures have been adopted by Hawksworth Wood to ensure the online safety and appropriate use of ICT by our pupils.

* Pupils only access the computer system with the login and password they have been given.
* Pupils keep their password and login details private from others.
* Pupils only use school ICT equipment for work they have been asked to do by an adult in school.
* ICT equipment is used in a positive way that does not upset others.
* Pupils are not permitted to use mobile phones in school time unless permission has been granted by a teacher.
* Pupils are responsible for their behaviour on the Internet and when using ICT equipment, they understand that inappropriate use may lead to access being withdrawn.
* The school’s Code of Practice for use of the Internet and other digital technologies (enclosed) is made explicit to all pupils through the computing curriculum and is displayed prominently around school.
* Pupils using the Internet will normally be working in highly-visible areas of the school.
* All online activity is for appropriate educational purposes and is supervised, where possible.
* Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group;
* Pupils will follow e-safety rules as stated in the schools e-safety policy and as discussed in line with the online safety curriculum.

It should be accepted, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor Primary ICT can accept liability under such circumstances.