

THE ST. CHRISTOPHER SCHOOL

Academy Trust - Special School

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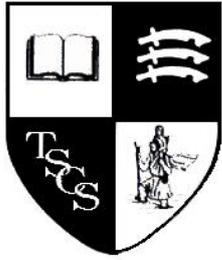
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Christopher's Cottage



A Residential Respite Care /
Sports Hall Facility

THE ST. CHRISTOPHER SCHOOL ACADEMY TRUST E-SAFETY POLICY

First Written: April 2012

Revisions: October 2015

1. The Acceptable Use of the Internet and Related Technologies

The aims of this policy and associated documents, is to ensure the following areas are addressed in a manner that protects and guides all users of internet based technologies.

- Managing the internet safely
- Managing e-mail safely
- Using digital images and video safely
- Using the school network, equipment and data safely
- Infringements and possible sanctions

Much of these aims apply equally to the 'virtual world' that children and young people will encounter whenever they use ICT in its various forms. For example, we know that the internet has been used for grooming children and young people with the ultimate aim of exploiting them sexually. We know that ICT can offer new weapons for bullies, who may torment their victims via websites or text messages and we know that children and young people have been exposed to inappropriate content when online, which can sometimes lead to their involvement in crime and anti-social behaviour

It is the duty of the school to ensure that every child in our care is safe and the same principles should apply to the 'virtual' or digital world as would be applied to our school's physical buildings.

2. General Internet Access Policy

The computer network is owned by the school and made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. This Internet Access Policy has been drawn up to protect all parties – the pupils, the staff and the school.

- The school reserves the right to examine or delete any files that may be held on its computer system or stand-alone machines and to monitor any internet sites visited
- Any breach of this policy, by staff or pupils, will result in the right to internet being withdrawn
- All internet activity should be appropriate to staff professional activity or the pupil's education
- Access should only be made by an authorised account and password, which should not be made available to any other person
- Activity that threatens the integrity of the school ICT system, or activity that attacks or corrupts other systems, is forbidden
- Users are responsible for all email sent and for contacts made that may result in email being received
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright materials must be respected
- Posting anonymous messages and forwarding chain letters is forbidden



- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media
- Use of the network of staff laptops to access inappropriate materials such as pornographic, racist or offensive material is forbidden
- Social networking sites are not to be used during working hours. See Social Networking section of this policy
- Staff are not to accept pupils as friends on social networking sites
- Take reasonable precautions when using USB sticks in school
- Material brought into school via disk or USB must be scanned before use on the network
- All staff are responsible for any equipment taken out of school iPads, laptops and cameras
- Laptops or iPads must be locked in the boot of the car and not left in view
- In school laptops or iPads must always be locked away if left overnight
- Laptops and iPads taken out of school for use overnight by staff must be signed out in the school diary

3. School Policy

This Policy document is drawn to protect all parties – our/your children, our staff and our school. The aims of which are to provide clear advice and guidance on how to minimise the risks and how to deal with any infringements.

4. The Technologies

ICT in the 21st Century has an all- encompassing role within the lives of children and adults. The new technologies are enhancing communication and the sharing of information. Current and emerging technologies used by children include:

- The internet
- Email
- Instant messaging often using simple web cams
- Blogs/Twitter
- Podcasting (radio/audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites
- Video broadcasting
- Chatrooms
- Gaming sites and consoles
- Music download sites
- Mobile phones with camera and video functionality
- Smart phones with internet access
- Tablets with internet access

There are potential risks associated with the above technologies, such as stranger danger relating to social network and chat rooms and children being threatened and intimidated by cyber bullying on mobile phones.

5. Whole School Approach to the Safe Use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools
- Policies and procedures, with clear roles and responsibilities
- A comprehensive E-Safety education programme for pupils, staff and parents

6. Pupil Guidelines for Computer Use

Our school has lots of computers and internet access to help our learning. These rules will keep everyone safe and help us be fair to others:

- I will only use the system with my own login name and password
- I will not use other people's login names or files
- I will not bring in USB sticks or other storage devices from outside school unless I have been given permission
- I will always ask a member of staff before I use the internet
- I will only email people I know or have permission to email
- The messages I send will be polite and sensible
- I will not give my home address or telephone number to anyone on the internet

- I will not agree to meet anyone via the internet
- I will report any unpleasant material or messages sent to me through the internet
- I understand that my school may check my computer files and may monitor the sites I visit
- I will always hand in my mobile phone to the office or give it to a teacher to lock in the cupboard

7. Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in our school and our Headteacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher and Leadership Team ensure that the policy is implemented and compliance with the Policy monitored. The responsibility of the E-Policy has been designated to Mr Andrew Scott and Mrs Aishling Sayer.

The ICT and PSHCE subject leaders will ensure they keep up-to-date with E-Safety issues and guidance through liaison with the Local Authority E-Safety Officer and through organisations such as Becta and the Child Exploitation and Online Protection (CEOP). They will ensure our Headteacher, Leadership Team and Governors are updated as necessary.

Our Governors have an overview understanding of E-Safety and strategies at our school and we ensure they are aware of our local and national guidance on E-Safety and are updated at least annually on policy developments.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school E-Safety procedures. Central to this is fostering a 'no blame' culture, so pupils feel able to report any bullying, abuse or inappropriate materials.

Staff are responsible for ensuring they are familiar with this policy, especially:

- Safe use of email
- Safe use of internet including use of internet based communication service, such as instant messaging and social network
- Safe use of school network, equipment and data, to include the use of USB sticks
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras
- Publication of pupil information/photographs and use of website
- Their role in providing E-Safety education for pupils

The school provides many opportunities for raising awareness concerning staying safe using ICT. There are displays and posters around school and E-Safety is integrated into schemes of work particularly Computing and PSHCE. E-Safety is also very much part of the qualification studied by our secondary school children.

8. School Rules

The school has developed a set of guidelines for internet use by staff and pupils.

The rules for staff use, recorded in the staff handbook section "use of internet and email", must be read and adhered to by all staff. Any breach of the rules may lead to disciplinary procedure.

All members of staff are responsible for explaining the rules and their implications to pupils. All members of staff need to be aware of possible misuses of online access to their responsibilities towards pupils.

How will complaints regarding E-Safety be handled?

The St. Christopher School will take reasonable precautions to ensure E-Safety. However, owing to the international scale and linked nature of the internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school or the Local Authority can accept liability for material accessed, or any consequences of internet access.

Our school in conjunction with the Local Authority, monitors all activity and use. This includes all types of text from word document's written to web pages viewed, with infringements reported to the Headteacher, after which staff or pupil(s) concerned are given information about infringements in use and possible sanctions.

- Sanctions available include
- Interview/counselling by teacher, E-Safety, coordinator, Deputy or Assistant Head or Headteacher
- Informing pupils, parents or carers

- Removal of internet or computer access for a period (which ultimately prevent access to files held on the system)
- Referral to Local Authority or police
- Our ICT coordinator/E-Safety coordinator will act a first point of contact for any complaint
- Any complaint about staff misuse is referred to the Headteacher
- Complaints of cyber bullying are dealt with in accordance with our Anti-Bullying Policy
- Complaints related to child protection are dealt with in accordance with school/Local Authority child protection procedures
- Our E-Safety Policy has been agreed by the Senior Leadership Team and the Governing Body

9. Implementation of the Policy

The school's Computing coordinators will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

Our school will manage implementation of this policy with the support and guidance of the Local Authority.

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision or requirement to ensure full access to all.

10. Interactive Whiteboard Projector

Use of interactive whiteboards with projectors is becoming increasingly common in schools. Certain precautions should be taken to avoid discomfort and possible damage to the eye. Training in the safe use of the equipment is essential.

Guidelines for Users of Computer Projectors

When using any form of data projector, the following guidelines should be adhered to:

- Never stare directly into the projector beam
- Keep your back to the beam as much as possible and avoid standing facing the beam for more than a few seconds at a time (the use of stick or laser pointer is helpful in this regard).
- Always step outside the projector beam when turning to face the class for more than a few seconds
- Secure any trailing cables
- To reduce glare from the screen, classroom lights can be switched off

Teachers should:

- Ensure all pupils are always adequately supervised whilst the projector is operating and have been trained to follow safe routines of projector use

Name: Andrew Scott
Aishling Sayer

Date: October 2015