School Policy for E-Safety

Review Programme:	
Policy Adopted	March 2014
Policy Review Date	July 2021
Date of Next Review	July 2022
Reviewed by	Mr. James Young – E-Safety Manager
Head Teacher	Mrs. Vanessa MacDonald
Chair of Governors	Mr J. Teago

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community

An introduction to e-safety

Use of the internet is an integral part of our learning philosophy at Cannon Park Primary School. Whilst the internet offers many educational benefits across the curriculum, its use necessitates the need for a clear policy on how the internet should be used in order to keep everybody safe. This document sets out clear guidelines to help ensure that children are kept safe whilst using the internet.

What is the aim of the e-safety and acceptable use policy?

Pupils will interact with electronic devices such as iPads, Chromebooks and will access the Internet on them. They will share a wide range of learning opportunities using online platforms such as Scholastic Reading Pro, Times Table Rock stars, Mathletics and G Suite - these are a great way of exchanging of work and sharing of ideas but must be used responsibly in order to keep everybody safe.

As a school, we educate our children about how to use technology safely. Children are taught to identify potential dangers and are taught how to respond to threats or concerns. The aim of our policy is to ensure that Cannon Park Primary School provides a safe learning environment for children when they access the internet.

What makes an e-smart child?

At Cannon Park Primary School, the children are taught to identify threats online by being taught e-safety units of work either through our Computing or relevant PSHE module. These lessons also include guidance from the Google Be Internet Legends document:
- Challenge information and consider the integrity of its source.
- Not all sources on the internet are correct or useful.
- Awareness of common social media and internet-based scams.
- Some websites may have hidden agendas.
- It is important to remain anonymous online.
- Protect their online image by careful vetting of images and text.
- Recognise that information shared online has a footprint and cannot be undone.
- Misunderstandings can occur when communicating electronically.
- Protect each other.
- Confidently report cyber bullying to a trusted adult.
- Coach and support their peers in making smart online decisions and referring them to a grown up where required.

They are confident in discovering new things:
- Look for ways to use new technologies, to present work, share information and communicate effectively.
- Evaluate new technologies considering the benefits, disadvantages and the safety risks.

They evaluate risks in technology:
- Weigh up possible and likely dangers, particularly applicable for unmoderated chat rooms and social networking sites.
- An understanding of how to reduce the risks involved when using online tools for communication, for example, allowing real world friends only.

- To understand the risk of sharing passwords and usernames.
- Be aware of anti-virus software and its purpose.
- Know that not all emails are trustworthy and that they should only open an email if they trust the source.

Practical guidelines for safe internet use by teachers

Teachers will evaluate all websites prior to its use in a lesson and before being shared with pupils. An embedded or previously used weblink must be checked for suitability due to the regular changing and updating of a website's content to ensure suitability. Teachers must pay particular attention to avoiding YouTube videos with advertisements and use small clips where appropriate. Teachers will protect the children from viewing inappropriate comments from public posts on video content.

How will pupils learn to evaluate internet content?

E-Safety lessons are incorporated into the Computing curriculum. Teachers have a responsibility to educate children on both the dangers and restrictions of the internet during Computing, PSHE sessions and where relevant, when assessing the needs of the class – during anti-bullying week, healthy schools week or during a period of remote learning.

The use of E-mail

Pupils will use a secure email account hosted by Cannon Park Primary School to enable them to access G-Suite, the Google Classroom and its partner apps whilst at school and at home. Children do not access email communication with their school email addresses but are able to comment on their own and others work when using the Google Classroom and whilst under the supervision by the classroom teacher.

Social Networking Sites

The LA currently controls access to social networking sites by using Smooth wall filtering and are therefore not available for pupils use within school. Pupils are advised never to give out personal details of any kind which may identify them, their friends or their location. Lessons regarding the appropriateness and risks of social networking are taught during computing and PSHE lessons.

How will use of the internet be monitored and managed?

Our broadband internet connection is provided by Coventry City Council and incorporates a filtering system which is appropriate to the age of our pupils. Undesirable sites are blocked by a proxy server. Any concerns over a website will be reported to the ICT Manager and the LA will be informed so that necessary changes are made to the filtering system. ICT used by staff is protected by antivirus software and is monitored regularly by LinkIT, Cannon Park's IT support solution.

How will misuse of the internet at Cannon Park Primary School be addressed?

Misuse of the Internet will not be tolerated at Cannon Park. The class teacher will formally report any misuse, informing parents where necessary and report every incident via CPOMs. The sanctions imposed will reflect the severity of the incident and will follow the school's behaviour policy. Pupils must report accidental access or inappropriate material immediately to their teacher, who will then inform the ICT manager and/or Coventry City Council.

Practical guidelines for safe use of video conferencing tools during the COVID-19 (Coronavirus) pandemic

- Cannon Park staff are trained have been trained to use Microsoft Teams, a video conferencing tool. This has enabled communication amongst staff members during extensive periods of remote learning, and socially distanced staff meetings which have occurred this year.
- Staff will maintain professionalism during a video conference as they would do in a face-to-face meeting.
- Staff should ensure they choose a neutral background (or school logo) when using Microsoft Teams. This prevents inadvertently sharing personal data or capturing other members of a household in the background of a video call.
- Video conferences will not be recorded by any member of staff without the acknowledgement and approval of all staff involved in the call.
- External access to Teams has been blocked by the school's ICT Manager. The School have coordinated Teams groups in advance of their use.
- File sharing and the use of the chat box will be kept to a minimum. Instead, school staff will utilise their Office 365 email, OneDrive and SharePoint accounts.

Google Meet

- Google Meet is the video conferencing tool Cannon Park uses to communicate with children whilst carrying out learning from home.
- Staff have been trained with how to use this software and must only initiate a meeting when another Cannon Park staff member is present.
- Staff must use their Cannon Park Google account when initiating a Google Meet session.
- Google Meet sessions are organised with permission from the senior leadership team with a view to check on the children's well-being in a virtual whole class setting.
- Children are taught the expectations of a meeting and understand to leave their microphones off and video cameras on so that staff know who is present.
- Google Meet sessions are not initiated by the children and the teacher initiates access to the meeting as required.
- Google Meet sessions will not be recorded by any member of staff.
- The purpose of a Google Meet session is to support the children with their learning by modelling writing or mathematical methods using a visualiser or as a well-being session to monitor engagement and attendance whilst learning from home.

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E Safety Policy

Child's Name: _____

I have read the school's E Safety Policy and am happy for my child to use the internet during school hours.

Signed_____Parent/Carer   Date_____

E Safety Policy