E-SAFETY POLICY

Introduction

The Banda School realises that technology is an integral part of young people's lives both in school and out of school, and has committed to investing in information technology to facilitate learning. Internet technologies and electronic communications such as iPads and desktop computers are powerful platforms with which to provide opportunities for learning and communication. Research and learning through these technologies stimulates discussion and promotes creativity.

The Banda School does, however, recognise that the use of technology has become a significant component of many safeguarding issues, including child sexual exploitation, radicalisation and bullying. The school takes the safeguarding of our pupils very seriously and has taken into account advice provided in material such as:

- Keeping Children Safe in Education – Statutory guidance for schools and colleges (Sept 2022)
- Department for Education and the statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Non-Maintained Special Schools (England) Regulations 2015

The Banda School understands that the extent of issues within online safety is considerable, but can be categorised into three areas of risk:
• content: being exposed to illegal, inappropriate or harmful material
• contact: being subjected to harmful online interaction with other users
• conduct: personal online behaviour that increases the likelihood of, or causes, harm

The Banda School firmly believes that its pupils should have the right to safe internet access. Pupils are taught to use the internet and ICT facilities appropriately and safely, and this is addressed as part of the Computing syllabus and wider education within the School. All staff within the school work towards ensuring a safe environment for the pupils when using the internet and communication technologies. Parents are also provided with workshops to understand and support the School's strategy towards e-safety. Pupils, staff and parents are educated in both the benefits and risks of using information technology and develop awareness to enable pupils to manage their online experience.

The following points need to be considered for e-safety to be effective:

- Staff and pupils need to use ICT responsibly
- The E-Safety Policy must be implemented in both administration and curriculum; this includes maintaining a secure school network
- Having a safe and secure broadband including effective content management systems

The Banda School E-Safety Policy

- The School's E-Safety Coordinator is also the Head of Digital Learning and Computing. He works in close coordination with the Head and Director Pastoral, who is the Designated Safeguarding Lead. Ultimately, the Head is responsible for ensuring that the E-Safety Policy is adhered to and good practice concerning the safeguarding of pupils is followed.
- E-Safety issues are included in and link closely to the Safeguarding and Child Protection Policy, and the Anti-Bullying Policy.

Teaching and learning:

Benefits of the internet

- The internet is an essential resource in 21st century life for education, business and social interaction
- The School has a duty to provide students with quality internet access as part of their learning experience
- Internet use can enrich the curriculum and is an indispensable tool for staff and pupils
- Internet access will be planned to enrich and extend learning activities
- Throughout the school iPads are integrated into teaching, and this involves regular internet use

Managing the use of the internet

- The School's internet access is filtered and makes use of a robust firewall in order to protect pupils from inappropriate content
- Education on safe internet use forms an integral part of the Computing curriculum and is taught throughout the school each term. It also forms part of the PSHE curriculum, and is often visited as a topic in school assemblies
- Pupils will be taught what internet use is acceptable and what is not, and given clear objectives for internet use
- Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy
- Staff guide pupils in online activities and educate them in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation

Managing Internet Access:

Information system security

- The security of the school information systems will be reviewed regularly
- Virus protection will be installed and updated regularly
- The School uses a fibre connection with a firewall and filtering

- The School will work in partnership with the service provider to ensure filtering systems are as effective as possible
- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the school ICT Helpdesk (helpdesk@bandaschool.com), and reported to the Head of Computing.

Email and Social Media

- Pupils may only use approved Banda School email accounts on the school system
- Pupils must immediately tell a teacher if they receive an offensive email
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission
- The forwarding of chain letters, inappropriate messages, images or videos is not permitted
- Social networking sites and newsgroups will be blocked during the school day unless a specific use is approved
- Youtube access for pupils is blocked on the school network during the day, and cannot be accessed through their iPads.
- Pupils are advised never to give out personal details of any kind which may identify them or their location. For example, real names, address, mobile phone numbers, school or specific interests and clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for our pupils

Published content and the school website

- The school's address, email and telephone number will be displayed on the website. Staff and/or pupils' personal information will not be published
- The Marketing department will take overall editorial responsibility and ensure that content is accurate and appropriate

Publishing pupils' images and work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified
- Pupils' full names will not be used anywhere on the website or on social media, particularly in association with photographs
- Parents are able to sign a disclaimer prohibiting the use of their child's photograph on any form of social media, marketing documentation or communications from the School.

Cyberbullying

Cyberbullying, as with any other form of bullying, is taken very seriously by the School. Information about specific strategies to prevent and tackle bullying are set out in the School's Anti-Bullying policy. The anonymity that can come with using the Internet can sometimes make people feel safe to say and do hurtful things that they otherwise would

not do in person. It is made very clear to members of the School community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published, and the service provider may be contacted to do this if they refuse or are unable to remove it. They may have their Internet access suspended in School.

More information can be accessed from non-statutory Department of Education advice: Cyberbullying: Advice for headteachers and school staff (2014) and Advice for parents and carers on cyberbullying (2014) (UK).

Sexting

These issues will be dealt with as Child Protection concerns by the DSL. Full details of how the School manages the issues of sexting (the sharing of nude or semi-nude images via social media) can be found in the School's Safeguarding and Child ProtectionPpolicy.

Use of Cameras and Filming Equipment (including mobile phones) by Parents

Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in School events, subject to the following guidelines, which the School expects all parents to follow:
- When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; the School therefore asks that it is not used at indoor events.
- Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of that pupil's parents.
- Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other pupils should not be made accessible to others via the Internet (for example on social media), or published in any other way.
- Parents may not film or take photographs in changing rooms or backstage during School productions, nor in any other circumstances in which photography or filming may embarrass or upset pupils.
- The School reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be taking inappropriate images.
- The School often records plays and concerts or engages a professional photographer or film company to do so, in which case digital copies may be

made available to parents. These recordings (or extracts thereof) are sometimes used in promotional material.

Managing emerging technologies

Technology is progressing rapidly and new technologies are emerging all the time. The School will risk-assess any new technologies before they are allowed in School, and will consider any educational benefits that they might have. The School strives to keep up-to-date with new technologies and is prepared to quickly develop appropriate strategies for dealing with new technological developments and to ensure, with regular reviews and audits, that the technical infrastructure is secure and is not open to misuse or malicious attack.

Protecting personal data

Information on how the School collects, manages and processes data can be found in the School's Data Protection Policy and the Privacy Notice, which can be accessed via the School's website.

Mobile phones:

Pupils are not allowed to use mobile phones in school. Whilst these devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices in school are that:
- They can make pupils and staff more vulnerable to cyberbullying;
- They can be used to access inappropriate Internet material;
- They can be a distraction in the classroom;
- They are valuable items that could be stolen, damaged, or lost;
- They can have integrated cameras, which can lead to child protection, bullying and data protection issues.

Use of Cameras and Filming Equipment by Pupils

- All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.
- The use of cameras or filming equipment is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by pupils in a manner that may offend or cause upset.
- The misuse of images, cameras or filming equipment in a way that breaches this Policy, or the School's Anti-Bullying Policy, IT Acceptable Use Policy for Pupils or Child Protection Policy is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

Policy Decisions:

Authorising Internet access

- All teaching staff must read and familiarise themselves with the ICT Acceptable Use Policy.
- When pupils start to use iPads in Year 6 they are asked to sign a specific iPad contract which includes points about behaviour both at school and at home – Appendix 1.

Assessing risks

- The Banda School will take all reasonable precautions to ensure that users access only appropriate material. However, it is not possible to guarantee that unsuitable material will never appear on a school computer. The School cannot accept liability for the material accessed, or any consequences of internet access. Similarly, should any pupil download inappropriate material at home to their iPad and bring it into school and share with others, the School cannot be held to account. Such instances would be dealt with in line with the School's Behaviour Policy regarding serious instances of inappropriate behaviour.
- The ICT Operations Manager will ensure that the E-Safety Policy is implemented and compliance with the policy monitored.

Handling E-Safety complaints

- Complaints of internet misuse will be dealt with by a member of SLT.
- Any complaint about staff misuse must be referred to the Head.
- Complaints of a child protection nature must be dealt with in accordance with the School's Safeguarding and Child Protection Procedures.

Community use of the Internet

- The School will be sensitive to internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.
- E-Safety workshops will be provided for parents to alert them to the dangers of the internet, and to advise on how to keep their children safe at home.

Communications Policy:

Introducing the E-Safety policy to pupils

- Guidance on internet access will be displayed around the school.
- Pupils will be informed and regularly reminded that internet use will be constantly monitored.
- Advice on e-safety will be introduced from the Reception year, to raise the awareness and importance of safe and responsible internet use and will continue in all year groups as a matter of course.

- Safe usage must be embedded in the School's way of life for all pupils and staff

Staff and the E-Safety policy

- The School's E-Safety Policy is available to all staff on the shared online drive (DMS). Staff are expected to familiarise themselves with it.
- New staff receive information on the School's Acceptable Use Policy as part of their induction.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff are strongly advised not to use their own personal devices to contact pupils or parents either in or out of School time.
- The School expects staff to lead by example. Personal mobile phones should be switched off or on silent during School hours.

Enlisting parents' / carers' support

- Parents' attention will be drawn to the School's E-Safety Policy through the school website.

Date of next review: September 2023

Appendix 1:

Acceptable Use Policy for pupils - iPad contract

As a year 6, 7 or 8 pupil at The Banda I will be using an iPad at school and at home. The following rules apply to this usage:

At all Times

- I will remember the iPad is there as a tool to support my learning – I have a duty to ensure that this is what it is used for
- I will not attempt to interfere with any of the settings on my iPad
- I will use email responsibly, for learning purposes only. I will never send any unkind words. I will never send photographs by email.
- I will always be cautious online. If I see anything that makes me feel worried I will report it immediately to an adult. I will never share any of my personal details online.
- I will not use my iPad for social networking, such as iMessage and FaceTime
- I will take great care of my iPad and never leave it lying around
- I will keep files on my iPad organised, and make sure that all work is saved in the correct place
- I am aware of the fact that any teacher can check my iPad at any time

At School

- I will never use my iPad when walking around school
- I will keep my iPad flat on the desk and screen down until instructed otherwise by a teacher
- I will always follow my teacher's instructions

Out of school

- I will not use my iPad during the journey to and from school
- If I do not need my iPad when doing school prep I will switch it off or give it to my parents
- I will make sure that I have "no media" time, during which I read a paper book, exercise, pursue a hobby or talk with my family
- I will leave my iPad to charge overnight, but NOT in my bedroom, and will remember to bring it to school every day
- I will share what I am doing on my iPad with my family and show them how I am using various apps in lessons.

I understand and agree to all of the above points. I accept that if I fail to do so my iPad can be confiscated by the school.

SIGNED: *(signature of child entered here)*
DATE: *(date of contract signing here)*

Notes for Parents to help control iPad usage for non-educational purposes:

- The Internet at school is strictly controlled – strong filters are in place and Facebook etc. are blocked – but we need your cooperation in monitoring usage at home

- In the same way we can (and do) monitor iPad usage at school and ensure that there is plenty of time when your children are not using them, but we need your help with this at home

- Act as a role model for your children in your own use of 'smart' mobile devices – switching them off, not using them during meal-times or while talking with children

- Discuss openly smartphone/iPad/computer use (both yours and theirs) with your children and help them to abide by their contract

- Get children to show you how their iPad usage is controlled through the settings

- Ask your children to show you what they have been using their iPad for, both at school and home

- Talk to your children about being thoughtful and considerate in the wording of emails to friends and remind them that the school monitors email usage from their account

- Agree a time that you will unplug the broadband router (will stop the iPad access to emails and internet whilst not preventing off-line use)

- Be prepared to use firm measures that may be appropriate but may often cause friction and resentment amongst children, for example, removal of the iPad