English Nursery and Primary Schools

Onegino



E-Safety Policy

December 2021

Review date December 2022

**Overarching Principles**

The overarching principles of this policy are to promote good relationships within a positive

learning environment with the common purpose of helping everyone to learn and to create a caring environment where everyone feels happy, safe and secure.

ENS uses computers and the internet regularly to record, store and disseminate information about all aspects of school life. We take the storing of all data extremely seriously and endeavor to do so responsibly and safely. This means ensuring the security and confidentiality of any information kept both physically and electronically.

In addition, computers and interactive whiteboards are used as demonstration tools and as a visually engaging resource to enhance learning within the classrooms.

* Everyone in school is expected to use technology within school:
  + Safely
  + Responsibly
  + Respectfully
* ENS recognises the value of using a range of technology for both learning and communication.
* At ENS we follow the English National Curriculum guidance for Computing for Years 1-6. This places great emphasis in teaching children how to use technology sensibly to ensure their own personal safety.

* In school we use every opportunity to reinforce these messages of safety, responsibility and respect.
* Pupils will be taught to identify and report spam, phishing and virus emails and attachments that could cause harm.

**Purpose**

* The purpose of this policy is to provide staff with guidelines for the appropriate use of technology and in understanding their role in keeping the whole school community safe.

* This policy will be renewed annually, and updated regularly in light of operational experience and in line with changes in policies and legislation.

**Managing Information**

ENS takes the storing and sharing of personal electronic data very seriously and is responsible for regularly reviewing and managing the security of the computers and internet networks in the school community.

**Electronic Communication**

The school uses email as an effective learning and communication tool.

All users should be aware that:

* Emails sent from school accounts should be professionally and carefully written.
* Any offensive, threatening or unsuitable emails must be immediately reported to the Deputy. No response should be sent.

**School Website and Social Media Accounts**

The school website and social media accounts are useful in keeping parents informed and updated with news and events, celebrating achievements and promoting school projects.

The publishing of information, including photographs online is carefully considered in terms of safety and privacy. Parents have the right to restrict publication of any photographs including their children.

Published photographs never identify individual students by name.

Images will be carefully chosen to ensure that they do not pose any risk of misuse.

Pupils are encouraged to inform a member of staff if they are concerned or uncomfortable about any photographs taken.

**Social Media**

Private personal networking and media sites should not be linked to ENS.

Children are taught about the dangers of sharing information online and how to reduce risk.

The school expects all staff and pupils to adhere to the following rules:

* Sites accessed in school will be checked and risk assessed by the teacher before the lesson wherever possible.
* Any media published by children will be password protected and moderated by the teacher.
* Pupils and staff are discouraged from publishing specific and detailed private thoughts, especially where they may be considered hurtful or defamatory.
* Images of any children from school should never be shared on a personal platform.

**Personal Electronic Devices in School**

Personal electronic devices include mobile phones, laptops tablets etc.

Pupils should be discouraged from bringing personal devices into school. If it is deemed necessary, by a parent, the device should be kept at the reception desk for safe keeping until the pupil is leaving the building. Any emergency communication should be sent through the administrative staff.

Staff must take responsibility for any devices that they bring into school. Their use must be restricted as they can be a distraction from the main task of pupil supervision. The school telephone number should be used to contact staff members in an emergency. In this circumstance, the staff member will be contacted by administrative staff to either take the call, if cover can be arranged, or return the call when appropriate.

The internal school systems should be used in case of an emergency within class, namely the telephones or walkie-talkies.

See also Bring Your Own Device Policy

**Staff must follow these guidelines:**

* Mobile phones should be stored out of sight and not accessed during contact time with children.
* Telephone calls should only be made or taken during times out of class, unless authorised.
* Personal devices should never be used for photographs of pupils.
* Personal devices should never be used to contact parents or pupils.

**This Policy will be reviewed and updated no later than December 2022.**