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## E-SAFETY POLICY

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| **Person responsible for policy at Park Lane School:** | Emma Shaw  Katy Wadsworth |
| **Date approved:** | January 2022 |
| **Review date:** | January 2026 |

### Policy Statement

New technologies have become integral to the lives of children and young people in today’s

society, both within schools and in their lives outside school.

The internet, email, social media and other digital and information technologies are powerful tools which open up new opportunities for everyone. Electronic communication helps teachers and students learn from each other. The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote student achievement. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. However, the use of these new technologies can put young people at risk within and outside the school. Our students and staff should have an entitlement to safe internet and electronic media access at all times.

1. Safety is “online safeguarding” (it may also be called 'internet safety', 'online safety' or 'web safety') and is defined as the safe and responsible use of technology. This is a constantly evolving area and this policy will be reviewed annually or sooner if required.

The purposes of this policy are to:

* + empower the whole school community, within current knowledge, to stay safe and risk free whilst using digital technologies.
  + ensure risks are identified, assessed and moderated (as far as possible) to reduce any foreseeable harm to students and staff or liability to the school.

This policy will be used in conjunction with the school’s

* + Staff/Volunteer Acceptable Use Agreement
  + Student/Parent/Carer Acceptable Use Agreement
  + Social Media Acceptable Use Agreement

The relevant agreements are distributed to and signed by all new staff and students and, also, formal visitors who need to access the school computer network to fulfil their business with the school.

### Roles and Responsibilities

#### Governing Body

The Governing Body is accountable for ensuring that Park Lane School has effective policies and procedures in place; as suchthey will:

* + Review this policy at least annually to ensure that the policy is up-to-date, covers all aspects of technology used within the school, e-safety incidents are appropriately dealt with and the policy is effective to manage such incidents.
  + Appoint one governor to have overall responsibility for the governance of e-safety at the school who will:
  + Keep up-to-date with emerging risks andthreats through technologyuse
  + Receive regular updates from the Head Teacher in regards to training, identified risks and any incidents

#### Head Teacher

The Head Teacher has overall responsibility for e-safety within the school community and reporting to the governing body.

The Head Teacher will ensure that:

* + e-Safety training throughout school is planned and up-to-date and appropriate to the recipient
  + The designated e-Safety Officer has appropriate CPD in order to undertake the day- to-day duties
  + All e-Safety incidents are dealt with appropriately andpromptly

#### e-Safety Officer

The e-Safety Officers are: Emma Shaw and Katy Wadsworth

The e-Safety Officer will:

* take day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
* ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place
* provides training and advice for staff
* engage with the whole school community on e-Safety matters within school or at home
* liaise with school technical staff
* receive reports of online safety incidents and creates a log of incidents to inform future online safety developments
* meet regularly with Head Teacher to discuss current issues, review incident logs and filtering logs
* attend relevant meetings / committees of governing body
* report regularly to Senior Leadership Team
* monitor all school social media activity

#### ICT Technical Support Staff

Technical support staff are responsible for ensuring that the IT infrastructure is secure:

* anti-virus is fit for purpose, up-to-date and installed on capable devices
* software updates are regularly monitored and devices updated as appropriate
* any e-safety technical solutions such as internet filtering are operating correctly and appropriately
* passwords are applied correctly to all users

#### Staff

Staff are to ensure that:

* all details within this policy are understood - if anything is not understood it should be brought to the attention of the Head Teacher
* any e-safety incident is reported to the e-Safety Officer or to the Head Teacher and a log record is created

#### Students

All students at Park Lane School are to be fully supported whilst using computers or digital communication equipment of any kind within school. The member of staff supporting the student is responsible for ensuring (a) that the student is not compromised during the session and (b) that the student does not use the equipment inappropriately. Any incidents must be reported as in the “Staff” section above.

In the case of live remote learning, pupils and their parents/carers will be sent invites on Microsoft TEAMS which is the LEA approved platform in line with safeguarding.

#### Parents and Carers

Parents/Carers play the most important role in the development of their children; as such the school will ensure that parents/carers have access to resources to acquire the skills and knowledge they need to ensure the safety of children outside the school environment. Relevant details will be disseminated through parents’ evenings, letters, home books and free on-line information.

Parents/Carers must also understand that the school needs to have rules in place to ensure that their child can be properly safeguarded. All parents/carers new to the school will be asked to read and sign the “Student/Parent/Carer Acceptable Use Agreement” before they can be granted access to any of the school ICT equipment or services available to them at home.

In the case of live remote learning, parents will be asked to remain with their child throughout the session and it will take place in a central area of the home, not a bedroom or anywhere private.

### Network and Device Security

Park Lane School uses a range of devices including PCs, laptops, tablets and mobile phones for teaching and reporting purposes. In order to safeguard the student and protect data we use the following assistive technology:

#### Internet Filtering

We use Smoothwall Filtering provided by Cheshire East Council. This prevents unauthorised access to illegal websites, including those deemed inappropriate under the Prevent Agenda. It also prevents access to other inappropriate websites and advertising. It is possible for the school to determine levels of appropriateness (within legal boundaries) dependent on local school policies. We use Securly filtering and monitoring and the reports from this are checked regularly and acted upon immediately.

#### Email Filtering

We use Microsoft Office 365 with compliant email filtering and spam detection. All staff and governors are to use their Park Lane School email to communicate school matters, personal email addresses for school matters are not permitted.

#### Passwords

All computer accounts are required to have a Microsoft standard “strong” password (minimum 8 characters including upper case, lower case and numerals/special characters). Users are required to keep these passwords private. Staff accounts are issued to staff for their use only, these accounts should not be used by anyone else. Student accounts are issued to class groups and are the responsibility of individual class teams with the class teacher holding final responsibility. A password should be changed if there is a suspicion it has been compromised.

Network passwords may only be given to Network Management and IT Support staff.

#### Anti-Virus

All capable devices will have reputable anti-virus software that updates automatically when the device joins the internet.

### Acceptable Use

#### School Network & Internet

All members of the school community are supported to have relevant access to the school network and the Internet. This support and the accompanying access rights will be withdrawn to individuals who do not comply with this e-Safety Policy.

All staff must read and understand this e-Safety Policy and sign the Staff and Visitor Acceptable Use Agreement as part of their induction to school *(Appendix 1)*

e- Safety will be taught to all students to a level appropriate to their understanding and all students will be supervised and supported whilst using Park Lane School IT equipment, network, internet and social media facilities.

Parents and carers are required to sign the Parent/Carer Acceptable Use Agreement before any access to the school’s internet based information and social media systems is provided to them.

#### Email

All staff must have a school email address if they use email for school business. Students who are being taught to use email may have their own school email address or use a class designated email address. In either case these email addresses will be the responsibility of the class teacher – passwords should not be given to anyone outside the immediate supervising staff members.

Staff are reminded that emails are subject to the Freedom of Information Act 2000 and should be used for school business only. School business should never be conducted using a personal email address.

#### Photos and Videos

All parents/carers are asked to sign a photo/video release form specifying their preferences. If a signed form is not returned the assumption must be that no photographs/videos can be used for that student.

#### Social Media

There is a separate policy for social media *(Appendix 2)* which is used daily to communicate pupil achievement with families and friends of the school. All staff have signed to say they will adhere to social media guidelines with both the school and personal accounts. It is

strongly recommended that staff keep their personal accounts secure and do not cross over school and personal accounts.

It is forbidden to discuss school, pupils, staff or school matters on personal social media and doing so will incur a referral to HR

## SOCIAL MEDIA POLICY

1. Introduction

The Park Lane Special School Social Media pages are designed to:

* Inform, engage and communicate with parents, carers and other interested parties.
* Recognise, celebrate and promote the work of the school and its students.
* Communicate and reinforce school policies and good practice.

Postings will include updates on everyday school life, activities, clubs, events, useful information and websites, advice, suggestions, songs, books and photos of activities.

1. Posts and Comments
   1. . The Senior Leadership Team will decide on and authorise administrators that will be responsible for updating the page on a regular (daily) basis. The administrators will communicate in a positive, accurate, respectful and responsible manner. They will uphold and promote the values of the school vision statement at all times.
   2. . All parents and carers are also welcome to post their thoughts and ideas on the pages, and to like, share and comment on postings. We would request that they do so in a similarly positive, respectful and constructive manner.
   3. . If followers have any specific concerns, particularly related to their own or other child/children, we ask that they do not post these on the pages and encourage them to speak directly to the Head/Class teacher.
   4. . Under no circumstances should any child/children be named or described on the pages. This is due to data protection and the legal responsibility we have to keep the children safe.
2. Photographs and videos
   1. . Parents are asked to fill in a permission form for the school to use their child’s photograph on school publicity materials including the school Facebook, Twitter and Instagram pages.
   2. . Only authorised administrators have permission to upload photographs and videos on to the page.
   3. . No-one else is permitted to post any photographs or videos on to the page. The setting allowing people to post or tag photos will be turned off.
   4. . No children will be tagged or named in relation to a photo directly on the page. However, there may be links to the school website or to third party articles (eg. Macclesfield Express) where children may be photographed and named.
3. Site moderation
   1. The page will be moderated daily by administrators that are authorised by the SLT.
   2. All visitors to the page are asked to inform the Head Teacher of any inappropriate comments, behaviour or concerns they have relating to the page.
   3. The page profanity filter will be set to ‘strong’.
   4. We encourage parents and carers to post regularly on the pages. The private message facilities will be turned off.
4. Misuse
   1. . In the event that an inappropriate or offensive comment is made it will be recorded by an administrator (screen shot) and brought to the urgent attention of the Head Teacher. The Head Teacher will speak to the individual(s) involved and explain the purpose and ethos of the page, and why their comment / behaviour is inappropriate or offensive. We will ask the individual to remove the posting. Ultimately, the School Working Group reserves the right to remove any comments that are deemed inappropriate.
   2. . In the event that a child is described or named (whether in the main post or within comments), it will be recorded by an administrator (screen shot), immediately deleted and brought to the urgent attention of the Head Teacher.
   3. . In the event that an inappropriate or offensive comment is made by someone who is unconnected to the school, the Head Teacher will respond accordingly. The response will depend on the content of the post but may include contacting the user via private message, deleting the comment and banning the user, or reporting the post to relevant external bodies.
   4. . If any individual repeatedly makes inappropriate comments (two times or more), the SLT has the discretion to ban the offending individual from the pages and (where appropriate) report the offender to relevant external bodies.
5. Restrictions
   1. . The pages are designed as a communication tool to engage with parents and carers. Followers are therefore restricted to people over 13years of age.
   2. . The SLT also has the discretion to remove or ban any followers that are known to be under 13 years old.