



## e-SAFETY POLICY

### **What is e-Safety?**

e-Safety encompasses Internet technologies and electronic communications.

This policy will operate in conjunction with other school policies including those for safeguarding and child protection, computing, behaviour, anti-bullying and PSHCE

This policy has been developed out of guidance issued by the Children, Families and Education Directorate.

### **Teaching & Learning**

#### **Why is Internet use important?**

The Internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction.

#### **How does the Internet benefit education?**

Benefits of using the Internet in education include:

Access to world-wide educational resources including museums and art galleries;

Inclusion in government initiatives such as the National Grid for Learning (NGfL) and ICT Mark (Becta);

· Access to experts in many fields for staff;

- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration across support services, professional associations and between colleagues;
- Improved access to technical support including remote management of networks and automatic system updates;
- Access to tools of direct communication, including video conferencing and email;
- Exchange of curriculum and administration data.

## **Managing Information Services**

### **How will our computing system security be maintained?**

- The systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed, particularly where a wider area network connection is being planned.

### **How will email be managed?**

- Emails sent to external organisations should be written carefully and where necessary authorised before sending, in the same way as a letter written on school headed paper.

### **How should personal data be protected?**

- Personal data will be recorded, processed, transferred and made available in accordance with the Data Protection Act 2018.

## **Video Conferences (Zoom)**

In addition to the improved safeguarding measures embedded within zoom:

We don't use a personal meeting ID

We don't allow attendees to join before host

We mute attendees upon joining

We disable screen sharing upon joining

We set up a 'waiting room'

We don't publicise our meeting's link on social media

We have someone whose job it is to 'manage the room'

## **Policy Decisions**

### **How will e-safety complaints be handled?**

- Responsibility for handling incidents will be delegated to the DSL.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

### **COVID-19**

During the COVID-19 pandemic and national lockdown where the school has utilised home schooling, children have required access to the internet for some of their live

lessons. Parents have been advised to be vigilant and ensure that their children are supervised during their lessons to ensure their cyber safety.

## **Appendix**

- QT Concern Form to log e-Safety incidents

**Reviewed March 2020**