

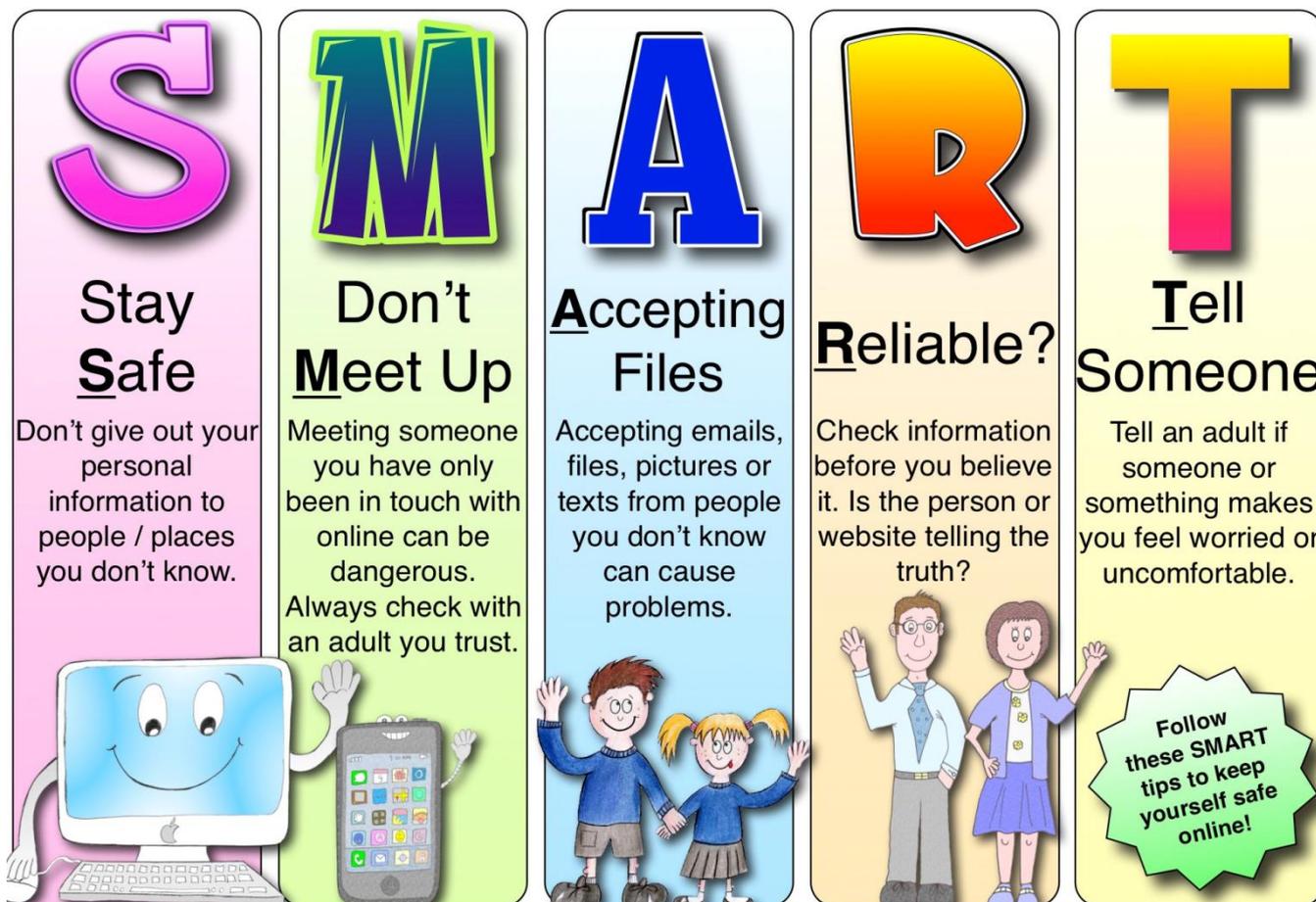
Newbridge School

E-Safety Policy Supplementary information to the ICT Policy

Policy Date: June 2020

Reviewed: June 2020

New review due: June 2022
Responsible person: Wendy Mercer



Internet and networking in schools – the benefits and hazards

At Newbridge School we encourage student engagement with Information and Communication Technology (ICT) as we believe that it enables them to learn, communicate and explore the world in new ways. Many young people are now skilled in using computers, games consoles, mobile phones and tablet computers. However with this new technology we also acknowledge that there are also new risks. E-safety concerns the safe use of technology, most notably the internet and social media. Many adults are less familiar with ICT than children and young people. This knowledge gap may place students at risk so it's essential that those adults who work with young people are made aware and kept up-to-date regarding the ever-changing social media scene and the threats associated with it. However, young people can also have gaps in their knowledge with regards to how to behave or respond in certain online situations and it is important that they have sufficient knowledge and awareness so as to ensure good online behaviour with and reduced exposure to risks.

Educating pupils on the safe use of social media and the internet

Students engage with E-safety messages through

- E-safety content in the ICT curriculum across the school. The content of this programme is updated regularly so it remains accessible and relevant
- Making links with e-safety issues through the PSHE, citizenship and THRIVE programmes
- Theme Days/weeks and assembly activities
- SMART Posters displayed in every classroom

Educating parents and carers on how their children can use the internet safely

The school holds a quantity of educational material aimed at supporting parents and carers which is available on the school website, in the entrance lobby and from the reception desk. The school have put on e-safety drop in sessions for parents and carers in the past and would aim to continue this in the future. Parents and carers who need practical support to manage home ICT devices in a way that promotes e-safety are invited to request support from the school technicians who can advise on privacy settings, limiting access etc

Cyber-bullying

Cyber-bullying is the use of technologies by an individual or by a group of people to deliberately and repeatedly upset someone else. Technology can be used to carry out a wide range of unacceptable or illegal behaviours. Cyber-bullying can include:

- intimidation and threats
- harassment and stalking
- vilification/defamation
- exclusion or peer rejection
- impersonation
- unauthorised publication of personal information or images
- manipulation

The following are cyber-bullying prevention activities that inform and protect all at Newbridge School:

- Cyber-bullying is discussed and training given so that everyone becomes as aware as possible about what cyber-bullying is and what forms it takes
- Staff and students are clear about the need for them to report cyber-bullying and who to report it to
- There is a clear process for reporting concerns through “Cause for concern” forms submitted to the DSL
- Joined-up working approaches are formed and maintained so that agencies can communicate clearly and work together effectively – school staff, parents, carers, social workers and the police may all have a role

The acceptable use of the internet in school for both pupils and staff

Newbridge School has a set of technological controls on place, administered by our IT technicians, which block or flag internet usage which causes concern. This increases the safety of using the internet on school devices and can also show where an individual is making unsafe choices. Adults at school are informed about appropriate internet use as part of their induction and regularly through staff training. They are required to follow the school guidance and to be both appropriate and professional in their behaviour. Failure to meet these standards will result in disciplinary action being taken in line with school policies and legal requirements. Students are informed about appropriate internet use as part of their ICT, PSHE and citizenship courses. Students enjoy a much higher level of protection when using school devices than they do when they are using devices at home. Because of this the staff working with them should take every opportunity to highlight potential risks even though the school systems are minimising them.

Issues that arise in and out of school

When pupils, parents, carers, school staff or others report an e-safety issue details of the concern should be written down and then one of the following actions taken:

- Where there is a concern for the well-being or safety of a student a “Cause for concern” form must be filled in and given to the DSL who may follow this up by passing on the concerns to the police or the Local Authority.
- Where the concerns do not need to be passed on the teacher will work with others in the school team to provide technological support, educational support, emotional support and opportunities for repair and reparation.
- Where school equipment has been used there may be a need to review processes and procedures
- Where personal equipment has been used it may indicate a need for help with privacy settings, blocks and limiting access. Under most circumstances students do not use their own devices during the school day. If for any reason they are given permission for the use of their own devices they must use the School Wireless Network and not their own 3g/4g connections
- Information about incidents should be recorded in Arbor
- When incidents occur it may be necessary to create or to modify an existing IBMP to identify strategies for avoiding behaviour being repeated Dealing with specific issues
- When an incident of “Sexting” (naked, sexualised or sexually inappropriate images of a young person shared using technology) is reported the school staff should not look at the image or examine the device. The device should be taken as well as a note of any pass-code and passed on to the police for further investigation. Where to report concerns
- www.childnet.com/teachers-help Information about responding to disclosures from pupils and information on where to report online concerns such as cyber-bullying, inappropriate content or illegal behaviour
- Professionals Online Safety Helpline helpline@saferinternet.org.uk 08443814771 A helpline for professionals who work with children and young people in the UK specifically to tackle the area of online safety
- Child Exploitation and Online Protection (CEOP) Part of the National Crime Agency dedicated to tackling child abuse and child sexual exploitation. This website includes a facility that enables parents/carers and young people to make reports of actual or attempted abuse online www.ceop.police.uk
- Internet Watch Foundation The IWF is the UK’s hotline for reporting illegal content found on the internet. It deals specifically with child abuse and criminally obscene images hosted in the UK and internationally. www.iwf.org.uk Key links and exhaustive list of relevant links can be found on the school website and in this document.