



# The Edge Schools' Federation

## E-safety policy



Last reviewed on: 8.4.2022

Next review due by: 7.4.2023

## **Introduction**

This policy applies to all members of The Edge Schools' Federation community (including staff, pupils, volunteers, parents/carers, governors and visitors).

It aims to provide clear guidance on how to minimise risks and how to deal with matters of infringement. It is written to protect all parties.

This e-safety policy is related to other policies including those for bullying, behaviour and child protection. It is the responsibility of the school to ensure that every child in our school is safe. Therefore, we will be as thorough with e-safety as we would be with other aspects of child protection.

## **Internet use and management**

At The Edge Schools' Federation, we recognise that the internet is a vital part of 21<sup>st</sup> century life for education and needs to be incorporated in all areas of the curriculum. The federation has a duty to provide students with quality internet access as part of their learning. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. It is used to raise the standards of education, support professional work of staff and enhance the school's management.

The Edge Schools' Federation uses a "filtered" Internet Service provided by Telford & Wrekin IT Service, which minimises the chances of pupils encountering inappropriate material. We will only allow children to use the Internet when there is a responsible adult present to supervise.

The school internet access is designed expressly for pupil use and includes filtering of content. We will seek to ensure that internet, mobile and other digital technologies are used effectively for their intended educational purpose, without infringing legal requirements or creating unnecessary risk.

## **E-safety education**

### **For pupils**

The combination of site-filtering by Telford & Wrekin IT Services, close supervision by teaching staff and the fostering of a responsible attitude in our pupils, in partnership with parents, enables our children to use technology in as safe a way as possible.

Through our computing curriculum, we teach pupils about the vast information resources available on the Internet. Specifically, the Digital Literacy element of our curriculum allows pupils to become safe digital users, evaluating websites and recognising the age-appropriateness of software.

E-safety will be promoted and developed through school assemblies, computing lessons, PSHE and circle times within individual classes, with consideration and respect given to the pupils age, ability and developmental stage. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

### **E-safety in the curriculum**

ICT and online resources are increasingly used across the curriculum. We believe it is essential for e-safety guidance to be given to the pupils on a regular and meaningful basis. We continually look for new opportunities to promote e-safety.

- We provide opportunities within the Computing and PSHE curriculum areas to teach about e-safety.
- Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise and as part of the curriculum.
- Pupils are taught about copyright and respecting other people's information, images, etc. through discussion, modelling, and activities as part of the ICT curriculum.
- Pupils are aware of the impact of cyber bullying and are taught how to seek help if they are affected by these issues

- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum
- Pupils are taught about the risks inherent in using social media, particularly if they are contacted by people they do not know

### **For staff**

Staff who need support or CPD in using ICT as part of their professional practice are able to access support from the Computing Co-ordinator in their school.

All staff are responsible for promoting and supporting safe behaviours in their classrooms and following federation e-Safety procedures. Staff should ensure they are familiar with the federation e-Safety policy, and ask for clarification where needed.

### **Using the internet for learning**

The Internet is an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and as a source of digital learning materials.

Using the Internet for learning is now a part of the Computing Curriculum (September 2014). We teach all our pupils how to find appropriate information on the Internet, and how to ensure, as far as possible, that they understand who has made this information available, and how accurate and truthful it is.

At The Edge Schools' Federation, we expect pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school.

- Pupils using the World Wide Web are not expected to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are taught to switch off their screen and report it immediately to a member of staff, so that it can be dealt with and removed.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and research unless permission has been granted otherwise.
- No external storage devices (eg: memory sticks, CDs etc) should be brought in from home for use in school. This is for both legal and security reasons.

Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

### **Deliberate misuse**

We will discuss the rules with pupils for using the Internet safely and appropriately. Where a pupil is found to be using the Internet inappropriately, for example to download games or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse.

### **Use of ICT by staff**

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use. The school also provides a Telford & Wrekin user account that gives further access to specific resources, online tools and email.

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment

to encouraging safe and appropriate ICT and Internet use by our pupils both in school and at home.

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members are given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups. Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

The Edge Schools' Federation appreciates that many staff will use social networking sites and tools. Staff are reminded that professional standards should apply to all postings and messages online and that the Shropshire Council and Edge Schools' Federation Staff Code of Conduct is applicable at all times.