'To walk hand in hand with God, loving Him, loving each other and loving ourselves, doing our best with the gifts He gave us to make the world a richer place.'

St Peter's Catholic Primary School

St Peter's Catholic Primary School, Waterlooville
Policy for eSafety and use of mobile phone devices

Control Box

Version	4	**Date/Effective from**	June 2017
Author	Liz Holford	**Review Date**	June 2020
		Responsibility	Full Board of Governors

Associated Policies, Documents, Agencies:
Acceptable use of ICT policy and Social Media policy as set out in the Hampshire Manual of Personnel Practice; Staff, Volunteer and Governor Code of Conduct; Use of ICT Resources Do's and Don'ts: advice for school staff; Anti-Bullying Guidelines

Introduction and Purpose
The school has a duty of care to ensure that children are able to use the internet and related communications technologies appropriately and safely. The purpose of this policy is to outline what measures the school takes to ensure that students can work in an eSafe environment and that any eSafety issue is detected and dealt with in a timely and appropriate fashion.

The school recognises that it is impossible to completely remove the risk of pupils inadvertently accessing unsuitable materials via the school system. To minimise this risk, the school will supervise pupils and take all reasonable precautions that only appropriate material is accessed. Therefore, neither the school nor the LA can accept liability for any material that is accessed or any consequences thereof.

Aims
- To offer equality of opportunity to all our pupils to access the Internet as a resource
- To give children experience of Internet use in a safe, secure context

Objectives
- To ensure that internet use is structured into curriculum planning
- To set in place procedures and strategies allowing pupils to access the Internet safely
- To make children aware that the Internet is a valuable tool for communication and research, but one that has associated dangers
- To work in partnership with parents, and the LA to ensure provision of systems that will protect all members of the school community

Scope of policy
- All ICT and Social media assets owned by or licensed for use by the school (including all networks, infrastructure and applications)

- All personal ICT and mobile phone and social media devices (and associated application software) brought onto the school's site or remotely connected to the schools networks
- All personal ICT and mobile phone and social media devices utilised by School staff in conducting their duties
- All Staff, Governors, Students and visitors to the school who have access to any of the above

The school will
- Ensure a virus filtering system is in place
- Supervise children's internet use
- Encourage children to report accidental access to inappropriate materials
- Teach children the importance of keeping usernames and passwords private
- Ensure that log-in policies preclude children from downloading inappropriate internet based material
- Provide appropriate opportunities within the curriculum to teach internet safety including Web 2 technologies
- Ensure that the curriculum will include age appropriate instruction on maintaining safety, online manners and what to do it other people act inappropriately

Roles and responsibilities of the school community in relation to eSafety
All members of the school community are responsible for eSafety. Specific responsibilities of each group are as follows:

Governors
- Approve this Policy and review its effectiveness. This will be carried out by the Governors receiving regular information about eSafety incidents and monitoring reports.

Head teacher and Senior Leadership Team
- Ensure the safety (including eSafety) of members of the school community, though the day to day responsibility for eSafety will be delegated to the Computing Lead
- Be aware of the procedures to be followed in the event of a serious eSafety allegation being made against a member of staff
- Be responsible for ensuring that the Computing Lead and other relevant staff receive suitable training to enable them to carry out their eSafety roles and to train other colleagues, as relevant
- Ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal eSafety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles

Computing Lead
- Ensure that the best technological solutions are in place to ensure eSafety as much as possible whilst still enabling students to use the internet effectively in their learning
- Ensure that all information captured using these systems is secure, accessible to the appropriate members of staff, and stored in a robust manner. In addition securing and preserving evidence of any eSafety breach

- Check and audit all systems to ensure that no inappropriate data is stored or is accessible
- Lead the development of the eSafety education programme for pupils and staff
- Manage a parental awareness programme for eSafety
- Deal with eSafety breaches from reporting through to resolution in conjunction with the ICT support team
- Work with outside agencies including the police where appropriate
- Maintain a log of all eSafety issues
- Assist in the resolution of eSafety issues with other members of staff

All Staff
- Have a clear understanding of eSafety issues and the required actions from related training sessions
- Report any eSafety issues to the Computing Lead as soon as an issue is detected
- Adhere to the school's Acceptable use of ICT policy and Social Media policy as set out in the Hampshire Manual of Personnel Practice.   For further information on the acceptable use of school IT Resources, staff should refer to the school's leaflet 'Use of ICT Resources Do's and Don'ts: advice for school staff' available on the staffroom noticeboard

Pupils

- Report any eSafety issue to a teacher or parent/carer
- Sign the Home School Agreement to indicate they will use ICT equipment, websites and other media responsibly and to follow the guidelines from school and from parents
- Pupils receive lessons on eSafety and mobile phones

The use of mobile phone devices
Pupils
- The school forbids the use of mobile phone devices by pupils whilst in school or on the school grounds
- All pupils are required to store mobile phones in the school office upon entering the school. Children will need to collect their mobile phones at the end of each school day
- Pupils must not take mobile phone devices on any school trips or to any outside activities where they are representing the school

Staff
- The school forbids the use of mobile phone devices by staff members and volunteers whilst on duty
- All staff and volunteers who are working with children are required to switch off any mobile phone devices
- Staff using personal mobile devices during session times will be subject to school disciplinary procedures
- Personal mobile devices may be taken during off-site visits and trips but must be turned off when working with the children

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