E-Safety Policy

E-Safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

Orchard Head School's e-safety policy operates in conjunction with other policies, including those for Behaviour, Bullying (including Cyber bullying), Data Protection, E-Security & Child Protection.

Good Habits

E-Safety depends on effective practice on a number of levels:

- Responsible Computing use by all staff and pupils;
- Sound implementation of the e-safety policy in both administration and curriculum;
- Safe and secure broadband, including the effective management of content filtering.

Why is Internet Use Important?

The purpose of the internet in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and administration systems. The internet provides access to a variety of resources that enhances and enlivens learning.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the internet is an asset to pupils who show a responsible and mature approach to its use. Orchard Head School has a duty to provide pupils with quality Internet access.

Pupils may use the internet outside school and will therefore need to learn how to evaluate internet information and take care of their own safety and security.

Internet use in School

- The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils;
- Pupils are taught what is acceptable and what is not when accessing the internet and are given clear objectives for internet use;

- Internet access is planned to enrich and extend learning activities;
- Staff guide pupils in online activities in a way that will support learning outcomes planned for the pupils' age and maturity;
- Pupils are educated in the effective use of the internet in research (including the skills of knowledge location, retrieval and evaluation);
- Pupils are taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Email

- Pupils must not use personal email accounts in school;
- Pupils must not reveal personal details of themselves or others in e-mail communication;
- School blocks/filters access to social networking sites and newsgroups, unless a specific use is approved;
- Pupils are advised never to give out personal details of any kind which may identify them or their location;
- Pupils are advised not to place personal photos on any social networking site;
- Pupils are advised about security and are encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications;
- Orchard Head School provides guidance for staff regarding the use of social networking, specifically Facebook. This is covered in the school's Staff Code of Conduct, which is covered during the induction of new staff members.

Filtering

The internet filtering system is controlled by an IT support provider, employed by Pontefract Academies Trust. The Trust and the IT provider work together to ensure that filtering systems are as effective as possible.

Managing Emerging Technologies

- Pupils may not bring mobile phones and other emerging technologies in to school without prior permission from the Head of School. If parents require children to bring a phone to school, this must be signed into the office on arrival and retrieved at the end of the day;
- Use of emerging technologies in school is only used for specific learning opportunities and a risk assessment is carried out before use in school;

Published Content on the School Website and Learning Platform (VLE)

- The contact details on the website are:

  o the school address
  o school e-mail address
  o school telephone number.

  Staff or pupils' personal information is never published;

- The Head of School has overall responsibility and ensures that the content is accurate and appropriate;

- Pupils' names are not published anywhere on the website;

- Written permission from parents/carers is obtained before photographs of pupils are published on the website or elsewhere.

Information System Security

- The security of the school's IT system is reviewed regularly;
- Virus protection is installed and is updated regularly.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018 and GDPR 2018.

Assessing Risks

- Pontefract Academies Trust takes all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The Trust or the school does not accept liability for the material accessed, or any consequences of Internet access;
- The school's Senior Management Team will audit IT use to establish if the e-safety policy is appropriate.

Handling E-Safety Complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff;
- Any complaint about staff misuse must be referred to the Head of School;
- Complaints of a safeguarding nature is dealt with in accordance with The Trust and Orchard Head School's safeguarding procedures;
- Pupils and parents will be informed of the complaints procedure.