

Copthorne C.E. Junior School

E-Safety Policy

**Approved March 2025
To be reviewed March 2027**

e-Safety Policy

Aim of this Policy

At Copthorne CE Junior School we recognise the impact that developments in technology have on education and society in general. We want to create a safe environment for all members of our school community (staff, pupils, volunteers and visitors), so that all users can make the most of the opportunities that the new technologies provide.

E-Safety is not just a technology issue, and responsibility for e-safety rests with all members of our community. This policy is written in line with Keeping Children Safe In Education (KCSIE) and RSHE guidance 2019.

The school's e-safety policy will operate in conjunction with other policies including:

- Behaviour
- Anti-Bullying
- Safeguarding and Child Protection
- Data Protection and Security

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

- Responsible IT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband including the effective management of filtering.
- A member of staff being responsible for the implementation and monitoring of this e-safety policy.

Introduction

The purpose of this policy is to:

- Establish the ground rules for using the Internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience and safety.
- Describe how these fit into the wider context of our behaviour policy.
- Demonstrate the methods used to protect children from sites containing pornography, racist or politically extreme views and violence.
- Understand that accessing inappropriate sites accidentally is not something to feel guilty about and that any such incident should be reported to staff or a trusted adult immediately.

Teaching and learning

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use using the 4Cs – Content, Contact, Conduct and Commerce.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- The school ensures that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Teaching is responsive to the safeguarding and behaviour data.

Managing Internet Access

- School IT systems capacity and security is reviewed regularly.
- Virus protection is updated regularly.

School web site

- The contact details on the web site include the school address, e-mail and telephone number. Staff are named and can be contacted via the school office or class emails. Pupils' personal information is not published.
- The head teacher has overall editorial responsibility and ensures that content is accurate and appropriate.
- Pupils' full names are not used anywhere on the web site.
- Written permission from parents or carers must be obtained before photographs of pupils are published on the school web site or newsletter.

Social networking and personal publishing

- The school blocks access to social networking sites.
- Pupils are told never to give out personal details of any kind which may identify them.
- Pupils and parents are advised that the use of social network platforms outside school is inappropriate for primary aged pupils.

Managing filtering and Monitoring

- The school's broadband network is provided by EXA through our IT support company Virtual IT (previously known as JSPC). Their filter only allows access to websites that have been cleared for use. All other websites are blocked.
- If staff or pupils discover an unsuitable site, it must be reported immediately to the Headteacher.
- Senior staff ensure that regular checks are made to ensure that the filtering methods are appropriate and effective.
- Surfprotect is used to monitor online activity, and immediate alerts are sent to the Headteacher if an inappropriate word or phrase is used on school search engines. Daily summaries are sent, which is linked to a SurfProtect panel for reviewing incidents.

Managing emerging technologies

- Emerging technologies are examined for educational benefit and a risk assessment is carried out before use in school is allowed.
- The use of mobile phones during lessons or around children is forbidden unless permission is sought from the Headteacher, for example for 2 factor authentication.
- Mobile phones are not allowed in school by children. They are given in on arrival, where they are kept in the office to be picked up at the end of the day.

Protecting personal data

- Personal data is recorded, processed, transferred and made available according to UKGDPR May 2018

Policy decisions

Authorising Internet access

- All staff read and sign the 'Acceptable IT Use Agreement' before using any school IT resource. This will be agreed annually.
- Pupil access to the Internet will be supervised access to specific, approved on-line materials.
- Parents are asked to sign and return the Parent Pupil Acceptable Use Agreement.

Assessing risks

- The school takes all reasonable precautions to ensure that users access only appropriate material by using our broadband provider's filtering system.
- The e-safety policy is reviewed bi-annually to establish whether the policy is adequate and its implementation is effective.
- Any new IT devices and applications are assessed against risk.

Handling e-safety complaints

- Complaints of Internet misuse by staff, children, visitors and governors are dealt with in line with appropriate behaviour policies and code of conduct.
- Complaints of a child protection nature are dealt with in accordance with the school's Safeguarding and Child Protection procedures.

- Pupils and parents are informed of the complaints procedure.

Communications

Introducing the e-safety policy to pupils

- Online safety lessons are taught termly and build on knowledge each year.
- Pupils are informed that network and Internet use will be filtered and monitored.
 - Teaching is responsive to the safeguarding and behaviour data
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Staff and the e-Safety policy

- All staff have seen a copy of the school's e-Safety Policy and know its importance.
- All staff sign the West Sussex user agreement.
- Staff are aware that Internet traffic can be monitored and traced to the individual user.

Enlisting parents' support

- Parents' attention is drawn to the school's e-Safety Policy on the school web site.
- Parents are asked to sign and return the Parent Pupil Acceptable Use Agreement.
- E-safety awareness updates are sent to parents regularly.

This policy will be reviewed every 2 years by the governors and staff or in light of new guidance.

Parent & Pupil Acceptable Use Agreement

School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that parents understand their responsibility in supporting children to use technology safely and responsibly
- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Parent's Acceptable Use Policy Agreement

I as a parent understand that my child must use school ICT systems, and home devices, in a responsible way, to ensure that there is no risk to their safety or to the safety, security of the ICT systems and other users.

For my child's personal safety:

- I understand that the school will monitor my child's use of the systems, devices and digital communications within school.
- I will monitor my child's activity whilst using their device, especially apps, online games with age restrictions and platforms that may not be age-appropriate for my child.
- I understand that the following social media platforms are not age-appropriate for my child and acknowledge their age restrictions (as of March 2025):
 - YouTube (unrestricted) – 18+
 - WhatsApp – 16+
 - TikTok – 13+
 - Instagram – 13+
 - Facebook – 13+
 - Snapchat – 13+
 - Capcut – 13+
- I will set up appropriate parental controls on apps, sites and devices, including gaming consoles and mobile phones..
- I will support my child in understanding they must keep any personal school-related username and password safe and secure – they will not share it, nor will they try to use any other person's username and password.
- I understand that my child should not write down or store a password where it is possible that someone may steal it.
- I will support my child in being aware of "stranger danger", when they are communicating on-line.
- I will support my child in understanding that they must not disclose or share personal information about themselves or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, photos etc.)
- I will support my child in immediately reporting any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on-line.

- I will use the links on the school website to check the updated guidance on online platforms and websites.
- I understand my responsibilities of monitoring my child's device use at home.

I will encourage my child to act as I would expect others to act towards them:

- I will support school in ensuring my child understands the importance of respecting others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will support my child in understanding the importance of being polite and responsible when they communicate with others.
I will ensure my child understands that they must not use inappropriate language and that they appreciate others may have different opinions to themselves.
- I will support school in ensuring my child does not take or distribute images of anyone without their permission or their parent's permission if they are under 18.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers my child and to ensure the smooth running of the school:

- I will ensure my child knows they must immediately report any damage or faults involving equipment or software, however this may have happened.
- I will support school in ensuring my child understands not to open any hyperlinks in emails or any attachments to emails, unless they know and trust the person / organisation who sent the email, or if they have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will support my child in understanding that they must not install or attempt to install or store programmes of any type on any school device, nor that they should try to alter computer settings.

When using the internet for research or recreation, I recognise that as a parent :

- I am responsible for ensuring my child uses age appropriate sites / social media and monitoring my child's use of any social media, websites, and videos viewed. Examples of this would be children may view postings on YouTube, but only children aged 13+ with parental permission are allowed to post on YouTube; using Instagram should not be an independent activity for Primary school aged children as it has an age requirement of 13+.
- My child understands they need permission to use the original work of others in their own work
- Where work is protected by copyright, my child should not try to download copies (including music and videos)
- When my child is using the Internet to find information, I must take care to check that the information that they access is accurate, and support them in understanding that the work of others may not be truthful and may be a deliberate attempt to mislead them.
- I will not search for or add/follow any member of staff online or social media.

I understand that my child and I are responsible for their actions, both in and out of school:

- I understand that the school also has the right to take action against my child if they are involved in incidents of inappropriate behaviour, that are covered in this agreement, when they are out of school and where they involve their membership of the school community (examples of this would be using school email for cyber-bullying peers or school staff, use of images or sharing personal information).
- I understand that if my child breaks any rules within this Acceptable Use Policy Agreement, they will be subject to sanctions. This may include loss of access to the school network / internet, contact with parents or an exclusion.

Signed (Parent)

Date

Pupil Acceptable Use Agreement Form

- I will keep any personal school-related username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, where my or their school is or photos etc.)
- I will inform my parents of any apps, online games with age restrictions or sites I am using on my personal devices so they can help keep me safe.
- I understand that the following social media platforms are not age-appropriate for me to use and acknowledge their age restrictions (as of March 2025):
 - YouTube (unrestricted) – 18+
 - WhatsApp – 16+
 - TikTok – 13+
 - Instagram – 13+
 - Facebook – 13+
 - Snapchat – 13+
 - Capcut – 13+
- I will not search for or add/follow any member of staff online or social media.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a trusted adult.
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will be polite and responsible when I communicate with others, I will not use inappropriate language and I understand that others may have different opinions.
- I will not take or distribute photos of anyone without their permission or their parent's permission if they are under 18 years old. In addition, I will not distribute photos of adults without permission.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I understand that devices and online activity is monitored for my safety.
- I understand that the school also has the right to sanction me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am in and out of school and where they involve my membership of the school community (an example would be using school email or using social media for cyber-bullying other children or staff, use of photos or sharing personal information).
- I understand that if I break any rules within this Acceptable Use Policy Agreement, I will be subject to sanctions. This may include loss of access to the school network / internet, contact with parents or even an exclusion.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If your child and you do not sign and return this agreement, access will not be granted to school ICT systems.

My child and I have read and understand the above and agree to follow these guidelines when:

- My child uses the school systems and devices (both in and out of school)
- My child uses their own equipment out of the school in a way that is related to their being a member of this school (e.g. communicating with other members of the school, accessing school email, website etc...)

Name of Pupil

My Class

Signed (pupil)

Date

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Parent / Carer Permission Form

Parent / Carers Name

Pupil Name

As the parent / carer of the above pupil, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter and I have signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed (Parent)

Date