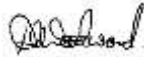



# Bradford Central PRU

## E-Safety Policy

Policy agreed by Staff on:	21 March 2018
Ratified by full Management Committee:	21 March 2018
Review Date:	Spring 2021
Agreed Frequency of Review:	3 Yearly
Allocated Group / Person to Review:	MC can delegate to committee or individual member or HT
Signed by Chair:	
Signed by Headteacher:	

## **Background / Purpose**

This policy is part of the comprehensive approach adopted by Bradford Central PRU towards safeguarding pupils and should be read in conjunction with the portfolio of safeguarding policies.

This policy allows BCPRU to demonstrate that it not only acknowledges eSafety as an important issue for our learning communities, but also that we have made a considered attempt to embed eSafety into our approach to learning using technology.

“eSafety is about enabling PRU community to benefit as much as possible from the opportunities provided by the internet and the technologies we use in everyday life. It is not just about the risks and how to avoid them. It is about ensuring everyone has the chance to develop a set of safe and responsible behaviours that will enable them to reduce the risks whilst continuing to benefit from the opportunities.” (Becta 2009)

## **Policy Objectives**

To ensure everyone in the Bradford Central PRU learning community has the opportunity to develop a set of safe and responsible behaviours that will enable them to reduce the risks, whilst continuing to benefit from, the opportunities of using technologies.

## **Procedure and Practices**

Bradford Central PRU believes that eSafety is the responsibility of the whole learning community and everyone has a part to play in ensuring technology is used safely.

Reference has been made to:

“Guidance for Creating a School eSafety Policy – Yorkshire and Humberside Grid for Learning 2009.”

The following responsibilities demonstrate how each member of the PRU community will contribute to eSafety:

### **Headteacher and Heads of Centre will:**

- Develop and promote an eSafety culture within their centres.
- Make appropriate resources, training and support available to centre staff to ensure they are able to carry out their roles with regard to eSafety effectively.
- Review any eSafety incidents and be aware of the procedure to be followed should an eSafety incident occur.
- Develop an understanding of current eSafety issues, guidance and appropriate legislation.
- Ensure that eSafety education is embedded across the curriculum.
- Take ultimate responsibility for the eSafety of their Centres.
- Monitor and report on eSafety issues to the PRU Management Committee.
- Take responsibility for the security of the centres ICT system.
- Ensure that eSafety is promoted to parents and carers.

### **Pupils will be encouraged to:**

- Read, understand and adhere to the centre’s policy and practices in relation to eSafety.
- Help and support the centre in creating eSafety policies and practices.
- Take responsibility for learning about the benefits and risks of using the internet and other technologies in the centre and at home.

- Take responsibility for their own and each others' safe and responsible use of technology in the centre and at home, including judging the risks posed by the personal technology owned and used by pupils outside of the centre.
- Respect the feelings, rights, values and intellectual property of others in their use of technology in the centre and at home.
- Understand what action should be taken if they feel worried, uncomfortable, vulnerable or at risk whilst using technology in the centre and or at home, and if they know of someone who this is happening to.
- Discuss eSafety issues with staff, family and friends in an open and honest way.

**Teachers and Behaviour Support Staff will:**

- Read, understand and help promote the centre's eSafety policy.
- Develop and maintain an awareness of current eSafety issues and guidance.
- Model safe and responsible behaviours in their own use of technology.
- Embed eSafety messages in learning activities where appropriate.
- Supervise pupils carefully when engaged in learning activities involving technology.
- Be aware of what to do if an eSafety incident occurs.
- Maintain a professional level of conduct in their personal use of technology at all times.

**Parents and Carers will be encouraged to:**

- Help and support the centre in promoting eSafety.
- Read, understand and promote the centre's eSafety policy.
- Take responsibility for learning about the benefits and risks of using the internet and other technologies that their children use in the centre and at home.
- Discuss eSafety concerns with their children, show an interest in how they are using technology and encourage them to behave safely and responsibly when using technology.
- Model safe and responsible behaviours in their own use of technology.
- Contact the centre if they have any concerns about their child's use of technology.

**PRU Management Committee will:**

- Contribute to and help promote Bradford Central PRU's eSafety policies and practices.
- Develop an overview of the benefits and risks of the internet and common technologies used by pupils.
- Develop an overview of how the centres ICT infrastructures provides safe access to the internet.
- Develop an overview of how the centres encourage pupils to adopt safe and responsible behaviours in their use of technology in and out of the centre.
- Review the impact of the eSafety policy.

**Learning and Teaching**

- At BCPRU we believe that the key to developing safe and responsible behaviours online, not only for pupils but everyone within our learning community, lies in effective education. We know that the internet and other technologies are embedded in our pupils' lives not just in the centre but outside as well, and we believe we have a duty to help prepare our pupils to safely benefit from the opportunities the internet brings.
- We will provide a series of specific eSafety-related lessons as part of the curriculum experience of pupils.
- We will celebrate and promote eSafety through a planned programme of assemblies and whole-centre activities.
- We will discuss, remind or raise relevant eSafety messages with pupils routinely wherever suitable opportunities arise during lessons; including the need to protect personal information, consider the consequences their actions may have on others, the need to check the accuracy and validity of information they use, and the need to respect and acknowledge ownership of digital materials.
- Staff will model safe and responsible behaviour in their own use of technology during lessons.

## **Managing ICT Systems and Access**

- The centres will be responsible for ensuring that access to the ICT systems is as safe and secure as reasonably possible.
- Servers and other key hardware or infrastructure will be located securely with only appropriate staff permitted access.
- Servers, workstations and other hardware and software will be kept updated as appropriate.
- Virus protection is installed on all appropriate hardware, and will be kept active and up-to-date.
- The centres will agree which users should and should not have internet access, and the appropriate level of access and supervision they should receive.
- Users will be made aware that they must take responsibility for their use of, and behaviour whilst using, the centre ICT systems, and that such activity will be monitored and checked.
- Pupils will access the internet using an individual log-on which they will keep secure. Whether supervised by a member of staff, or working independently, pupils will abide by the centre's AUP at all times.
- Members of staff will access the internet using individual log-on, which they will keep secure. They will ensure they log out after each session, and not allow pupils to access the internet through their log-on. They will abide by the centre's AUP at all times.
- Any administrator or master passwords for centre ICT systems will be kept secure.
- The centres will take all reasonable precautions to ensure that users do not access inappropriate material. However it is not possible to guarantee that access to unsuitable material will never occur.
- The centres will regularly audit ICT use to establish if the eSafety policy is adequate and that the implementation of the eSafety policy is appropriate. We will regularly review our internet access provision, and review new methods to identify, assess and minimise risks.
- The centres use a recognised / validated filtered internet service.
- If users discover a website with inappropriate content, this should be reported to a member of staff who will inform the Head of Centre.
- If users discover a website with potentially illegal content, this should be reported immediately to the Head of Centre. The centres will report this to Education ICT.
- The centre will regularly review the filtering and other security systems to ensure they meet the needs of all users.

## **Using Email**

- Staff and pupils should use approved email accounts allocated to them by the centres and be aware that their use of the centre's email system will be monitored and checked.
- Pupils will be allocated an individual email account for their use in the centre.
- Pupils will be reminded when using email about: the need to send polite and responsible messages; the dangers of revealing personal information, the dangers of opening email from an unknown sender; or viewing/opening attachments.
- Staff and pupils are not permitted to use centre equipment to access personal email accounts.
- Communication between staff and pupils or members of the wider learning community should be professional and related to centre matters only.
- Any inappropriate use of the centre email system, or the receipt of any inappropriate messages by a user, should be reported to the Head of Centre.

### **Using images, video and sound**

- Staff will remind pupils of safe and responsible behaviours when creating, using and storing digital images, video and sound. They will remind them of the risks of inappropriate use of digital images, video and sound in their online activities both at the centre and at home.
- Digital images, video and sound will only be created using equipment provided by the centre.
- Staff and pupils will follow the Centre practices on creating, using and storing digital resources. In particular, digital images, video and sound will not be taken without the permission of participants; images and video will be of appropriate activities and participants will be in appropriate dress; full names of participants will not be used either within the resource itself, within the file name or in accompanying text online; such resources will not be published online without permission of the staff/pupils involved.
- If pupils are involved, relevant parental permission will also be sought before resources are published online.

### **Using blogs, wikis, podcasts, social networking and other ways for pupils to publish content online**

- Blogging, podcasting and other publishing of online content by pupils will take place within the centre learning platform/YHGfL blog. Pupils will not be allowed to post or create content on sites where members of the public have access.
- Any public blogs run by staff on behalf of the centre will be hosted on the learning platform/PRU website/YHGfL blog and postings should be approved by the Head of Centre before publishing.
- Pupils will model safe and responsible behaviour in their creation and publishing of online content within the centre learning platform. For example, pupils will be reminded not to reveal personal information which may allow someone to identify and locate them. Pupils will not use their real name when creating such resources. They will be encouraged to create an appropriate 'nickname'.
- Staff and pupils will be encouraged to adopt similar safe and responsible behaviours in their personal use of blogs, wikis, social networking and other online publishing outside of the centre.

### **Using video conferencing and other online video meetings**

- All video conferencing activity will be supervised by a suitable member of staff.
- Pupils will not operate video conferencing equipment, or answer calls, without permission from the supervising member of staff.
- Video conferencing equipment will be switched off and secured when not in use/online meeting rooms will be closed and logged off when not in use.
- Pupils will be given appropriate user rights when taking part in an online meeting room. They will not have host rights of the ability to create meetings rooms.
- Video conferencing should not take place off centre premises without the permission of the Head of Centre.
- Parental permission will be sought before taking part in video conferences.
- Permission will be sought from all participants before a video conference is recorded. Video conferences should only be recorded where there is a valid educational purpose for reviewing the recording. Such recordings will not be made available outside of the centre.

### **Using mobile phones**

- Personal mobile 'phones will be handed in for safekeeping at the start of the day. They will only be used in exceptional cases when permission has been granted from the teacher.
- Where staff members are required to use a mobile 'phone for centre duties, for instance in the case of an emergency during off-site activities, or for contacting pupils or parents, then a centre mobile phone should be provided and used. Staff will not be expected to use personal mobile phones in any situation where their mobile phone number or other personal details may be revealed to a pupil or parent.

**Protecting personal data**

- The Headteacher will ensure personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Staff will ensure they properly log off from a computer terminal after accessing personal data.
- Staff will not remove personal or sensitive data from the centre premises without permission of the Head of Centre and without ensuring such data is kept secure.

**Dealing with eSafety incidents**

The Headteacher will respond appropriately to safety incidents. Depending on the nature of the incident, the Headteacher will discuss what action to take with: the designated member of the Management Committee, seeking advice from the Education Lead Child Protection Officer and/or Safer Schools Police Officer as required.