



**Notton House Academy**

**E-Safety Policy**

### **1. The technologies**

ICT in the 21<sup>st</sup> Century has an all-encompassing role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in the Academy and, more importantly in many cases, used outside of the Academy by children include:

- The Internet
- E-mail
- Instant messaging often using simple web cams
- Blogs (an on-line interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites
- Video broadcasting sites
- Chat Rooms
- Gaming Sites
- Music download sites
- Mobile phones with camera and video functionality
- Smart phones with e-mail, web functionality and cut down 'Office' applications.

### **2. Whole Academy approach to the safe use of ICT**

Creating a safe ICT learning environment includes three main elements at Notton House Academy

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- A comprehensive e-Safety education programme for pupils, staff and parents.

### **3. Roles and Responsibilities**

E-Safety is recognised as an essential aspect of strategic leadership in this Academy and we aim to embed safe practices into the culture of the Academy. The Headteacher ensures that the Policy is implemented and compliance with the Policy monitored.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following Academy E-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

All staff and students should be familiar with the Academy's Internet Usage Policy including:

- Safe use of e-mail;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;
- Safe use of Academy network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- Publication of pupil information/photographs and use of website;
- Bullying / Cyberbullying procedures;
- Their role in providing e-Safety education for pupils;

Staff are reminded / updated about E-Safety matters at least once a year via relevant training.

### **Internet Access:**

Notton House Academy will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date; for instance, a member of staff may leave or a pupil's access be withdrawn.

- Pupils will be supervised by an adult during ICT lessons and access to computer.
- Pupils and parents will be aware of acceptable internet usage. This is made clear in all admissions meetings on arrival and reminded in curriculum reviews.

### **Filtering**

Oakford, our IT provider, has implemented a Safety Net Programme called "Net Sweeper". This service filters internet access by cross-referencing all website requests against a banned list which is continually updated.

### **Assessing Risks**

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The Academy will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on an Academy computer. Notton House Academy cannot accept liability for the material accessed, or any consequences of internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.

### **Managing Content**

- Information received via the web, e-mail or text message requires good information handling skills. In particular, it may be difficult to determine origin and accuracy, as the contextual clues present with books or TV may be missing or difficult to read.
- Pupils need to understand that some content is deliberately misleading, while some is/may be unsuitable from purely a reading age perspective.
- Ideally, inappropriate material would not be visible to pupils using the web but this is not easy to achieve and cannot be guaranteed.
- It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering.
- Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example: to close the page and report the URL to the teacher or ICT manager for inclusion in the list of blocked sites.
- More often, pupils will be judging reasonable material but need to select that which is relevant to their needs, for instance to answer a homework question.

- Pupils should be taught research techniques and encouraged to question the validity, currency and origins of information – looking for the author's name, date of revision and whether others link to the site is a start.
- Pupils should also use alternative sources of information for comparison purposes. Effective guided use should also reduce the opportunity pupils have for exploring undesirable areas.

Using internet derived materials in pupils' own work requires at least an understanding that straight copying is worth little without a commentary that demonstrates the selectivity used and evaluates significance. Respect for copyright and intellectual property rights, and the correct usage of published material needs to be taught.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to Oakford Technologies, [helpdesk@support.oakforduk.com](mailto:helpdesk@support.oakforduk.com) or 01380 888 088 – initial point of contact through ICT Coordinator.
- Notton House Academy will aim that the use of internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

### **Managing Website Content**

- The point of contact on the website should be the Academy address, Academy e-mail and telephone number. Staff or pupils' home information will not be published.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the Academy website.

### **Managing Email**

- Pupils must immediately tell a teacher if they receive an offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.

### **On Line Communications and Social Networking**

- A number of technologies allow people to communicate other than by using e-mail, chat through the Microsoft service, such as *Messenger* allows pupils to send text messages, voice and web cam video in real time.
- There is also a range of newer services within the genre of *Social Networking Sites* that allow people to upload text, images, sound and video which can then be shared across the whole internet, or with specific friends; examples include Snap Chat and Instagram.
- The ability to post personal information and communicate with friends is hugely appealing to young people, with an increasing number of Key Stage 2 pupils having accessed these services. It is a major concern how pupils use these appropriately and safely.

- Notton House Academy staff have a key role to teach pupils about the importance of E-Safety.

**The three important areas of risk when it comes to e-safety are content, contact, and conduct.**

- Content concerns itself with the material being accessed online, and whether it is harmful, illegal, and/or inappropriate. This can be in a variety of formats, including text, sound, images, or video.
- Contact is related to sort of individuals that children interact with online. This includes how they are being contacted and what is exchanged.
- This leads directly into conduct, which is all about the nature of these exchanges, and whether they are potentially exploitative or harmful.
- Notton House Academy has a whole school approach to E-Safety. A whole school approach can help involve staff, governors, parents and pupils themselves in keeping children and young people safe online.
- The use of personal online devices/mobile phones is only permitted in the Academy during care time and is carefully monitored. Pupils must not bring their online device/mobile phone into the education areas.

### **Mobile Technologies**

Notton House Academy recognises that the continuing development of mobile online technology has increased access to the internet and the dangers this presents. In order to safeguard our pupils, Notton House Academy expects that:

- Pupils will give their mobile phone/device to their care staff at the end of the evening. Residential pupils are given the opportunity to manage their mobile phone safely in care time only. Unsafe use of a mobile phone/device may result in the pupil's mobile phone privileges being restricted.
- Day pupils will hand their mobile phone/device to a member of staff on arrival at check-in. Staff will then lock-away the device in the secure check-in cupboard

Persistent unsafe use of a mobile phone/device will result in the pupil's parents/carer's being asked to keep the device at home.

### **Informing Pupils, Parents and Staff of the E-Safety Policy**

- Rules for internet access will be posted in all rooms where computers are used.
- The e-safety policy will be made available on the school website.
- Instruction on responsible and safe use should precede internet access.
- Pupils will be informed that internet use will be monitored.

- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Academy Internet Policy, and its importance explained.
- All staff must accept the terms of the 'Responsible internet Use' statement before using any internet resource in the Academy.
- Discretion and professional conduct are essential.

#### **4. How will complaints regarding E-Safety be handled?**

- The Academy will take all reasonable precautions to ensure E-Safety.
- However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on an Academy computer or mobile device.
- Notton House Academy cannot accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible interventions, which include:

- interview/ counselling by tutor / Key worker / SLT/ Headteacher;
- informing parents or carers;
- removal of Internet or computer access for a period, (which could ultimately prevent access to files held)
- referral to Police.

Our E-Safety lead acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Headteacher.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with Academy child protection procedures.

Policy Written by Martyn Watkins

To be reviewed: September 2022