



The Diocese of Coventry
Multi Academy Trust

E-Safety Policy

St John's C of E Academy

Updated: March 2025

Review date: March 2027

Changes to policy March 2022:

- P3 Addition of school vision and values
- P3 Supporting documents used to write the policy added
- Change of Internet Safety policy to E-safety policy

No changes required for March 2025 update

St John's Church of England Academy

Primary School

E-Safety Policy

In our school our Christian vision shapes all we do:

VISION

To be an excellent school, embedded in Christian values that develops children into confident, happy citizens and provides a platform to flourish in local, global and Christian communities, both today and in the future

MISSION STATEMENT

We will provide high quality teaching, learning and reflection from the teachings and values of Christianity to serve our community and beyond.

Matthew 5:16

"Let your light shine before others, that they may see your good deeds and glorify your father in heaven."

PUPIL MOTTO

I will shine!

This policy complies has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (July 2014)
- Statutory Guidance on Supporting pupils at school with medical conditions April 2
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2013
- Safeguarding and Child Protection Policy
- Teachers Standards 2012

Effective Practice in Online Safety

Online Safety depends on effective practice in each of the following areas:

- Education for responsible ICT use by staff and pupils
- A comprehensive, agreed and implemented Online Safety Policy
- Secure, filtered broadband
- A school network that complies with the National Education Network standards and specifications

1. Teaching and learning

Internet use will enhance learning

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be shown how to publish and present information to a wider audience.

Pupils will be taught how to evaluate Internet content

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Pupils will be taught the importance of cross-checking information before accepting its accuracy.

Pupils will be taught how to report unpleasant Internet content.

2. Managing Internet Access

Information system security

School ICT systems security will be reviewed regularly. Virus protection will be updated regularly.

Security strategies will be discussed with the MAT and IT support.

Published content and the school web site

Staff or pupil personal contact information will not generally be published. The contact details given online should be the school office, Chair of governors, the SENDCO and members of the Senior Leadership Team.

The website will be managed within school by a designated member of staff. The head teacher will take overall responsibility in ensuring that content is accurate and appropriate.

Content published on websites, will need to be approved by the Headteacher.

Publishing pupil's images and work

Pupils' full names will not be used anywhere on a school Web site or other online space particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils

(where faces can be seen) are published on the school Web site or other online areas.

Social networking and personal publishing

The school will control access to social networking sites and consider how to educate pupils in their safe use.

Newsgroups will be screened and some blocked but children will have access for curriculum purposes.

Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.

Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

Pupils will be advised to use nicknames and avatars when using social networking sites through the curriculum and 'Safer Internet Days'

Managing filtering

The school will work with the Coventry Multi-Academy Trust IT Support to ensure systems to protect pupils are reviewed and improved.

If staff or pupils come across unsuitable on-line materials, the site must be reported to the IT Support.

The Headteacher is alerted to any inappropriate content viewed by pupils through the filtering system. A log of these incidents will be kept and appropriate actions taken. Where individual children are identified, this is logged on CPOMs.

Managing emerging technologies

Emerging technologies will be examined for educational benefit before use in school is allowed.

The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.

Mobile phones will not be used during lessons or formal school time. Pupils and parents are advised that only children in year 6 are allowed to bring mobile phones into school. If mobile phones are brought into school, they need to be switched off and handed to the class teacher at the start of the school day. The sending of abusive or inappropriate text messages or files by Bluetooth/WhatsApp/Text Message/E-mail or any other means is forbidden and will be followed up by DSL.

iPads and Laptops are to be used to support teaching and learning. Programs such as FaceTime and messaging should not be used unless it forms part of a taught lesson.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

3. Policy Decisions

Authorising Internet access

All staff and children must read, agree, and adhere to the E-safety policy and specific guidelines for staff before using any school ICT resource.

Across the school, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.

Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate 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 a computer connected to the school network. Neither the school nor Coventry Multi-Academy Trust, Coventry LA can accept liability for any material accessed, or any consequences of Internet access.

Handling Online Safety complaints

Complaints of Internet misuse will be dealt with by a member of SLT. Any complaint about staff misuse must be referred to the head teacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure (see school's complaints policy).

Pupils and parents will be informed of consequences for pupils misusing the Internet.

Any incidents regarding internet misuse by a child will be logged on CPOMs.

4. Communications Policy

Introducing the Acceptable Use policy to pupils

Pupils will be taught about 'Acceptable Use' of devices, including the use of the internet and will sign an acceptable use agreement.

Pupils will be informed that network and Internet use will be monitored and appropriately followed up.

Online Safety training will be embedded within the Computing program as part of the National Curriculum.

Staff and the Online Safety policy

All staff will be given the academy E-Safety Policy and its importance explained.

Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.

When issues arrive through the filtering system, they are logged and acted upon.

Enlisting parents' and carers' support

Parents and carers attention will be drawn to the academy E-Safety Policy, as and when appropriate.

The school will maintain a list of Online Safety resources for parents/carers.

Parents and carers will be provided with advice on to help them to keep their children safe online.

The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

5. Acceptable Use Policies

Part of the apparatus for promoting Online Safety is a set of acceptable usage policies, hereby known as AUP's.

AUP Guidance notes for learners in KS1

I want to feel safe all the time. I agree that I will:

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable or make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give a phone number to anyone who is not a friend in real life
- only email people I know or if my teacher agree
- talk to my teacher before using anything on the internet
- not telling people about myself online (I will not tell them my name, nor anything about my home, family or pets)
- not load photographs of myself onto the computer unless directed by a member of staff
- never agree to meet a stranger
- not to join social networking sites that are not age appropriate

Anything I do on the computer may be seen by someone else

AUP Guidance notes for learners in KS2

When I am using the computer or other technologies, I want to feel safe all the time. I agree that I will:

- always keep my passwords a secret
- only visit sites which are appropriate to my work at the time
- work in collaboration only with friends and I will deny access to others
- tell a responsible adult straight away if anything makes me feel scared or

uncomfortable online

- make sure all messages I send are respectful and not cause upset or harm to others
- show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend
- only email people I know or those approved by a responsible adult
- only use email which has been provided by school for school use
- talk to a responsible adult before joining chat rooms or networking sites
- always keep my personal details private. (My name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult and my parents before I show photographs of myself
- never meet an online friend
- not open emails from people I don't know
- always ask for advice from a member of staff if I am unsure about the use of computers
- not to join social networking sites that are not age appropriate
- I know that once I post a message or an item on the internet then it is completely out of my control
- I know that anything I write or say or any website that I visit may be being viewed by a responsible adult

AUP Guidance notes for staff

I agree that I will not:

visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

I agree that I will:

- only use, move and share personal data securely
- respect the school network security
- implement the school's policy on the use of technology and digital literacy including the skills of knowledge location, retrieval and evaluation, the recognition of bias, unreliability and validity of sources
- respect the copyright and intellectual property rights of others
- only use approved email accounts
- only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified on a public facing site.
- only give permission to pupils to communicate online with trusted users.
- use the ICT facilities sensibly, professionally, lawfully, consistent with my duties and with respect for pupils and colleagues.
- not use or share my personal (home) accounts/data (eg Facebook, email, ebay etc) with pupils or parents
- set strong passwords which I will not share and will change regularly (a strong password is one which uses a combination of letters, numbers and other permitted signs).
- report unsuitable content and/or ICT misuse to the named Online Safety officer
- promote any supplied Online Safety guidance appropriately.
- not keep any images of pupils on any form of communications technology which belongs to me personally

I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

I agree that I will not:

- visit Internet sites, make, post, download, upload or pass on material, remarks, proposals or comments that contain or relate to:
- pornography (including child pornography)
- promoting discrimination of any kind
- promoting violence or bullying
- promoting racial or religious hatred
 - promoting illegal acts
- breach any Local Authority/School policies, e.g. gambling
- do anything which exposes others to danger
- any other information which may be offensive to others
- forward chain letters
- breach copyright law
- use personal digital recording equipment including cameras, phones or other devices for taking/transferring images of pupils or staff without permission
- store images or other files off site without permission from the head teacher or their delegated representative.

Dear Pupil

AUP Guidance notes for learners in KS1

I want to feel safe all the time.

I agree that I will:

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable or make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give a phone number to anyone who is not a friend in real life
- only email people I know or if my teacher agree
- talk to my teacher before using anything on the internet
- not telling people about myself online (I will not tell them my name, nor anything about my home, family or pets)
- not load photographs of myself onto the computer unless directed by a member of staff
- never agree to meet a stranger
- use social media sites thoughtfully and responsibly

Anything I do on the computer may be seen by someone else.

Name.....Class

SignedDate

Dear Pupil / Parent

AUP Guidance notes for learners in KS2

When I am using the computer or other technologies, I want to feel safe all the time.

I agree that I will:

When I am using the computer or other technologies, I want to feel safe all the time. I agree that I will:

- always keep my passwords a secret
- only visit sites which are appropriate to my work at the time
- work in collaboration only with friends and I will deny access to others
- tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- make sure all messages I send are respectful and not cause upset or harm to others
- show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend
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- always check with a responsible adult and my parents before I show photographs of myself
- never meet an online friend
- not open emails from people I don't know
- always ask for advice from a member of staff if I am unsure about the use of computers
- not to join social networking sites that are not age appropriate
- I know that once I post a message or an item on the internet then it is completely out of my control
- I know that anything I write or say or any website that I visit may be being viewed by a responsible adult

Child's Name..... Class

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- ***I am aware of the CEOP report button and know when to use it.***
- ***I know that everything I do on computer equipment provided by school is being monitored by the school filtering system. The filtering system blocks inappropriate content, including extremist content. I understand that the filtering system utilises a bank of inappropriate words and phrases and if these***

are used then a report is generated and sent to the Headteacher and designated school safeguarding staff.

- **I have read and understand the top tips from the Anti--Bullying Alliance on staying safe online.**
- **I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.**

Child's Signature Date

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I confirm that I have read and discussed the Online Safety guidelines and information with my child.

Parent's Signature Date