Blessed Robert Widmerpool Catholic Voluntary Academy
E-Safety Policy

> But whoever listens to me will dwell secure and will be at ease, without dread of disaster.
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> Proverbs 1:33

E-Safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, collaboration tools, social media 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.

This policy reflects the need to raise awareness of the safety issues associated with electronic communications as a whole.

Learning and Teaching

The school's internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.

Why Internet use is important?

- 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 necessary tool for staff and pupils
- Internet use enhances learning
- Pupils learn rules for safe internet use -what is acceptable, what is not and how to stay safe online
- Pupils learn effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation
- Pupils learn to evaluate Internet content
- Internet-derived materials by staff and pupils comply with copyright law as far as possible.
- Pupils learn to be critically aware of the materials they read and are shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security

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

- Security strategies are discussed with the Academy Trust and Frogbox Ltd.
- E-mail
- Pupils may only use approved e-mail accounts on the school system
- Pupils must immediately tell a teacher if they receive offensive e-mail
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper
- The forwarding of chain letters is not permitted

Managing Filtering

- The school works with Our Lady of Lourdes Multi Academy Trust and the Internet Service Provider to implement a robust filtering and monitoring systems to ensure online safety for all pupils. Filtering helps block access to inappropriate or harmful content by using age-appropriate filters. Monitoring tools allow staff to review student activity online, ensuring responsible use of technology.
- If staff or pupils discover an unsuitable site, it must be reported to the Data Manager and/or IT Coordinator
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Our school Access to websites is restricted to approved educational resources, and any attempts to bypass filters are logged and addressed. These measures protect students from exposure to unsuitable material and help maintain a secure learning environment.

The School Blog

- The school blog makes a significant and valuable contribution to the life of the School Community by
- Promoting the school
- Providing information to prospective parents and teachers, the wider community and the world
- Acting as a communication channel between teachers, parents, pupils and school management
- Improving pupil learning
- Developing partnership between home and school
- Providing a purposeful writing opportunity for a wider audience
- Celebrating and sharing achievements and events

Safeguarding

The safety of children and other users is of paramount importance.

- Images of children will only be displayed alongside their first name only
- Mainly group photographs with two or more children are used
- Children will only be shown in photos where they are suitably dressed.

- Personal details of children, staff and governors, such as home addresses, surnames, telephone numbers, school e-mail addresses, etc. will not be released via school.

- The school blog is monitored regularly and blog posts which compromise the safety of children are removed immediately.

Privacy

- Adults have the right to refuse permission to publish their image on the published site.
- Parents have the right to refuse permission for their child's work and/or image to be published on the published site or extranet.
- Those wishing to exercise this right should complete and return the permission slip to the Headteacher, expressing these wishes in the Autumn Term. Permission is sought annually.

Monitoring

The class teacher will check material before it is uploaded to ensure that it is suitable and complies with the record of objections held by the Headteacher and with copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed.
The web pages are regularly reviewed for accuracy and updated as required. This review occurs at least termly. It is the responsibility of the Site Administrator, working with the SLT.

Maintenance and Editing

At least two people should be able to maintain and edit the site, and they must pass on their knowledge to a successor at the end of a term in office.

Social Networking and Personal Publishing

- Teaching will focus on developing children’s understanding of social media website including privacy settings
- Class teachers are familiar with all forms of social networking and support children with queries as and where necessary
- The school promotes a ‘telling-school’ culture to ensure that children will readily seek help and advice about their action on line and digital footprint
- The school will block access to certain social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location, including their surname.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing Online Reputation

- Students are taught about the lasting impact of their online actions, and we emphasize the importance of managing their digital footprint. We encourage students to think carefully before posting content on social media, WhatsApp, or gaming platforms that could have negative consequences in the future.

- The school holds workshops and discussions to guide students in maintaining a positive online presence, which reflects their personal and academic values.
- Regular monitoring is conducted to ensure that the school's own social media and website content is aligned with our values and provides a safe, respectful environment for students and staff.

Responsible Use of WhatsApp, AI, Social Media, and Gaming Platforms

- **WhatsApp:** While WhatsApp is a widely used communication tool, the school discourages its use for direct student-to-student communication. The school provides secure, age-appropriate communication channels for educational purposes. Parents are encouraged to monitor any use of WhatsApp or similar messaging apps outside of school
- **AI Tools:** The school may use educational AI tools in the classroom to support learning activities, but we ensure these tools are safe and appropriate for younger students. We teach students how to use AI responsibly and remind them that AI should never be used to cheat or bypass school rules.
- **Social Media**: The school discourages the use of social media by students at this age. We recommend that primary school students avoid using platforms such as Facebook, Instagram, or Twitter. If students do use social media, we encourage parents to ensure it is age-appropriate and closely monitor usage.
- **Gaming Platforms:** While online gaming can be a fun and educational activity, we remind students to engage in age-appropriate games and limit their gaming time. Parents should monitor their child's gaming content and ensure they play in safe, regulated environments. The school encourages games that promote learning and positive interactions.

Emerging Technologies

Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Pupils are not permitted to bring mobile phones into school. If this happens the phone will be confiscated and returned at the end of the school day. Persistent offenders regarding this school rule will have their phone confiscated until a parent / guardian is able to collect it. The sending of abusive or inappropriate text messages and images outside of school is forbidden. Inappropriate or slanderous comments made by children and/or parents are forbidden. Legal action will be sought if this occurs.

Protecting Personal Data

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

Policy Decisions

Authorising Internet Access

- The Data Manager keeps a record of all staff and pupils who are granted internet access. These details are collated through the school office. The record is regularly updated to ensure accuracy (eg where member of staff leaves or a pupil's access withdrawn).
- Parents are asked to sign and return a consent form. Upon a non-return of the form it is assumed that the parent has granted permission for internet use.

Assessing Risks

The school takes 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 a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

The school will audit IT provision to establish that the e-safety policy is adequate and its implementation is effective.

Handling e-Safety Complaints

Complaints of internet misuse will be dealt with by the class teacher in the first instance and then reported to the Headteacher if necessary. Any complaint about staff misuse must be referred to the Headteacher who has a duty to report such incidents to the governing body.

Complaints of a child protection nature must be dealt with in accordance with school Safeguarding procedures. Pupils and parents will be informed of the complaints procedure. This is displayed on the school blog.

Communications Policy

Introducing the e-safety policy to pupils

- E-safety rules are posted in the Computer Lab and discussed with the pupils at the start of each year.
- Pupils are informed that network and internet use will be monitored.

Staff and the e-Safety Policy

All staff are fully aware of the School e-Safety Policy and its importance.

Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting Support of Parents

Parents' attention will be drawn to the School e-Safety Policy in newsletters and on the school blog.

Reviewing the e-Safety Policy

The e-Safety Policy is part of whole school development and relates to other policies including those for IT, Anti-Bullying and Safeguarding. Our e-Safety Policy has been written by the school, building on Safeguarding and government guidance. It has been agreed by SLT and approved by governors. The e-Safety Policy and its implementation will be reviewed annually.

Review Date September 2026

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Rules for Responsible Internet Use

The school has installed computers with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers/iPads:

- I will access the computer system when permission to use the internet has been given by the teacher or adult;

- I will not access other people's files;

- I will not bring in usb sticks or CDs from outside school and try to use them on the school computers unless virus checked/approved by the IT Manager.

Using the Internet:

- I will report any unpleasant material to my teacher or adult immediately because this will help protect other pupils and myself;

- I understand that the school may check my computer files and may monitor the internet sites I visit;

- I will not complete and send forms without permission from my teacher;

- I will not give my full name, my home address or telephone number when completing forms.

Using e-mail

- All e-mail is monitored by the IT Manager.

- Inappropriate use of e-mail will be dealt with by the Class Teacher and may result in the use of e-mail at school being removed from the pupil involved.

Review date: September 2026