



E-safety Policy 2025-27

To be reviewed: two yearly, unless the need arises,



'Aim ever higher'

Together we learn and grow

Philippians 4:13 "I can do all this through him who gives me strength"

Preface:

The purpose of Internet access at Leigh Church of England Academy is to raise educational standards, to support the professional work of staff and to enhance the Academy's management information and business administration systems. Access to the Internet is a necessary tool for staff and is an entitlement for children.

SECTION ONE: OVERVIEW

Much of these aims apply equally to the 'virtual world' that children and young people will encounter whenever they use ICT in its various forms. For example, we know that the internet has been used for grooming children and young people with the ultimate aim of exploiting them sexually; we know that ICT can offer new weapons for bullies, who may torment their victims via websites or text messages; and we know that children and young people have been exposed to inappropriate content when online which can sometimes lead to their involvement in crime and anti-social behaviour.

It is the duty of Leigh Church of England Academy to ensure that every child in our care is safe and the same principles should apply to the 'virtual' or digital world as would be applied to the Academy's physical buildings.

1. Current digital technologies

ICT in the 21st 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 Academy and, more importantly in many cases, used outside of Academy include:

- The internet
- Telephone text messaging
- Instant messaging often using simple web cameras
- Social networking sites (Facebook)
- Video broadcasting sites (YouTube)
- Chat rooms
- Blogs
- Podcasting
- Gaming sites
- Music download sites
- File sharing/torrent sites
- Mobile phones with camera and videos
- Games consoles with internet communication
- Tablets and smart phones with e-mail and web functionality.
- Virtual Learning Environments (VLE's)

2. Safety Risks

The risks can be summarized under the following headings as identified in Becta's report "Safeguarding Children in Digital World" (2006)



2.1 E- Content

- Exposure to age-inappropriate material – pornography, etc.
- Exposure to inaccurate or misleading information
- Exposure to socially unacceptable material, such as that inciting violence, hate or intolerance.

2.2 E-Contact

- Grooming using digital communication leading to sexual assault.

2.3 E-Commerce

- Exposure of minors to inappropriate commercial advertising
- Exposure to online gambling
- Commercial and financial scams.

2.4 E-Culture

- Bullying via mobile phones/social networking/websites or other forms of digital communication including untruthful, hurtful and abusive comments or imagery
- intended to denigrate or humiliate another
- Illegal downloading of copyrighted materials, i.e. music and films.

3. Strategies to minimize e-safety risks:

- E-Safety classroom guidelines
- E-Safety taught to pupils in key stage 2 as part of the ICT curriculum
- Guidance on tackling cyber bullying through learning mentors
- Filtering systems to prevent access to inappropriate material internal
- Child protection issues reported to the Executive Head Teacher and Designated Safeguarding Lead who are responsible for Child Protection
- E-Safety concerns are reported direct to the E-safety Lead and, where appropriate, the Executive Head Teacher and Designated Safeguarding Lead.
- SENSO monitoring and filtering system in place.

How does the Academy educate and support parents and whole Academy community with online safety?

- All staff working within the Academy will receive regular E-Safety training to ensure that they understand the importance of being aware of the potential safeguarding issues when using the internet.
- All children will participate in Safer Internet Day activities to raise their awareness of how to use the internet appropriately and of the consequences of misuse. This will be embedded within the whole Academy curriculum.
- All parents will be asked to complete a permission form prior to their child's start date to gain parental consent for photographs/videos for inclusion on the Academy website.



How complaints regarding E- will be handled:

The Academy will take all reasonable precautions to ensure E -Safety. However, owing to the global scale and linked nature of internet content, the wide availability of mobile and digital technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on an Academy computer or mobile device. Neither the Academy nor the Local Authority can accept liability for material accessed, or any consequences of internet access.

SECTION TWO: STAFF/PUPIL USAGE POLICY:

1.Pupil:

The computer network is owned by the Academy and is made available to pupils to further their education. The Academy's Computer and Internet Acceptable Use Policy has been drawn up to protect everyone and failure to comply with this policy will result in pupils not being able to use Academy computers.

Use of the Academy computer system:

- I will use the Academy's computers for Academy related study purposes only
- I will only use my own username and password and I will keep my password secret
- I will not eat or drink near a computer
- I will treat the Academy computers and computer equipment with care and respect, and I accept that I will be expected to pay for any damage caused by careless use or deliberate abuse
- I will not attempt to install any software or re-arrange the hardware
- I understand that the Academy will check my files and monitor the sites I visit

Use of the internet:

- Unless I have specific permission in a specific lesson for a reason decided by a member of staff- I will not enter chat rooms, play internet games or access social networking sites
- I will use the internet to help me with me with my Academy work. I will only enter sites that I have a teacher's permission to enter
- I will access or attempt to download content which would be deemed inappropriate or offensive
- I will also ensure that I behave responsibly when using Frog and that I use it appropriately at all times (whether posting status updates, messaging, emailing or making use of forums)
- I will not give out any personal information [like my mobile number, address] online I will not arrange to meet anyone that I do not know.

Some staff or pupils may use mobile devices which are 3/4/5G enabled and which can therefore access online content which cannot monitored or restricted through the Academy's filtering system



The following principle applies in this case:

- I understand that the Academy's rules regarding the accessing of inappropriate material apply regardless of whether I am using the internet provided via the Academy service or mobile data provided via a 3rd party.

I accept that if I break any of these rules I may be stopped from using the Academy's computers I accept that if I break any of these rules I may be stopped from using the Academy's computers I accept that if I break any of these rules I may be stopped from using the Academy's computers I accept that if I break any of these rules I may be stopped from using the Academy's computers

2. Staff Usage Policies

These are divided into two key areas:

- Staff use of laptops
- Staffs use of Academy computer

Staff Laptop use:

- General usage is covered by the Laptop agreement Laptop agreement Laptop agreement Laptop agreement.
- Staff who have not been issued with an Academy laptop and who use personal ICT equipment in Academy, are expected to abide by the guidelines of the above policies

In addition to this:

- Staff should understand the pupil policy and ensure that this upheld when they are responsible for pupils using ICT
- Staff should ensure that they monitor pupils use of ICT

Staff usage of Academy computers:

Teaching staff are responsible for the behaviour of pupils whilst using Academy computers. All colleagues are expected to be vigilant and ensure that pupils are fully supervised at all time. Specific rules for usage are provided below, but these can be summarised simply with the expectation that staff should leave Academy PC's in the condition that they would expect to find them.

PLEASE ENSURE THAT:

- No equipment is altered, reconfigured or disconnected for any purpose – for instance, LCD projectors
- Before printing pupils have:
 - Checked their work o Used "Print Preview" to ensure that the work print as expected
 - Selected the correct printer for the room
 - Ensure that their name is on their work
- Headphones (if used) are disconnected and returned. None should be left out at the end of the lesson and pupils are on no account allowed to take them out of the room
- Pupils are logged off at the end of the lesson
- Chairs are left behind desks at the end of the lesson



All materials/equipment used, such as folders, textbooks, exercise books, worksheets) are cleared away at the end of the lesson

- All pupils are carefully monitored at all times and any damage/misuse is reported