E–Safety Policy

Introduction

At Si Ri Panya International School we believe that Information and Communications Technology is important to all aspects of learning; for adults and children in both the school and the wider community. Provision should reflect the rapid developments in technology.

ICT in the 21st Century is an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children and adults. Consequently, we need to build in the use of these technologies in order to equip our young people with the skills to access lifelong learning and employment.

All children, whatever their needs, will have access to technologies at school. ICT is a life skill and should not be taught in isolation.

Currently the internet technologies children are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Si Ri Panya International School, we understand the responsibility to educate our pupils on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

This e-safety policy reflects the need to raise awareness of the safety issues associated with information systems and electronic communication as a whole.

Whole school approach

All members of the school community have a responsibility for promoting and supporting safe behaviours in their classrooms and follow school e-safety procedures.

All staff should be familiar with the school's policy including:

- safe use of e-mail
- safe use of the Internet
- safe use of the school network, equipment and data
- safe use of digital images and digital technologies, such as mobile phones and digital cameras
- publication of pupil information/photographs on the school website
- procedures in the event of misuse of technology by any member of the school communit
- their role in providing e-safety education for pupils.

Staff are reminded/updated about e-safety regularly and new staff and families receive information on the school's acceptable use policy as part of their induction.

E-safety in the curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for e-safety guidance to be given to the pupils on a regular and meaningful basis. We continually look for new opportunities to promote e-safety.

- We provide opportunities within the ICT and PSHE curriculum areas to teach about e-safety.
- Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise and as part of the curriculum.
- Pupils are taught about copyright and respecting other people's information, images, etc. through discussion, modelling, and activities as part of the ICT curriculum.
- Pupils are aware of the impact of online bullying through PSHE and are taught how to seek help if they are affected by these issues. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies (cyber bullying)
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum
- Pupils are taught about the risks inherent in using social media, particularly if they are contacted by people they do not know

Managing Internet Access

Children will have supervised access to Internet resources

Staff must preview any recommended sites before use. Particular care must be taken when using search engines with the children as these can return undesirable links.

Raw image searches are discouraged when working with pupils.

If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work.

Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required.

If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the Computing Lead or member of SLT.

E-mail

The use of email within school is an essential means of communication for staff. In the context of school, email should not be considered private. We recognise that pupils need to understand how to style an email in relation to their age.

The school gives staff their own email account, to use for all school business. This is to minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed.

- Under no circumstances should staff contact pupils or parents using personal email addresses.
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes.
- The forwarding of chain letters is not permitted in school.
- Pupils must immediately tell a teacher/ trusted adult if they receive an offensive e-mail.
- All pupils must use appropriate language in e-mails and must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- Staff must inform a member of SLT if they receive an offensive e-mail.

Publishing pupil's images and work

On a child's entry to the school, all parents/guardians will be asked to give permission for their child's photo to be taken and to use their child's work/photos in the following ways:

- on the school web site and other social media or marketing platforms
- general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically.)

Only pupils' first names will be published alongside their image, not their full names.

Social networking and personal publishing

- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time for personal use.
- The sending of abusive or inappropriate text messages is forbidden.

Responding to e-safety incidents/complaints

As a school we 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 a school computer or mobile device. The school cannot accept liability for material accessed, or any consequences of Internet access. Complaints relating to e-safety should be made to a member of the leadership team. Any complaint about staff misuse must be referred to the Head Teacher.

All users are aware of the procedures for reporting accidental access to inappropriate materials. Any breach must be immediately reported.

Deliberate access to inappropriate materials by any user will lead to the incident being logged and, depending on the seriousness of the offence; investigation by the Head Teacher/ immediate suspension, possibly leading to dismissal and involvement of police for very serious offences

- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.

Cyberbullying

Cyberbullying is the use of ICT, particularly mobile phones and the internet, to deliberately upset someone else. The whole school community has a duty to protect all its members and provide a safe, healthy environment.

Preventing Cyberbullying

It is important that we work in partnership with pupils and parents to educate them about Cyberbullying as part of our e-safety curriculum.

They should:

- understand how to use these technologies safely and know about the risks and consequences of misusing them
- know what to do if they or someone they know are being cyber bullied.
- report any problems with Cyberbullying. If they do have a problem, they can talk to the school, parents, the police, the mobile network (for phone) or the Internet Service Provider (ISP) to do something about it.

Additional online advice on how to react to Cyberbullying can be found on

www.kidscape.org and www.wiredsafety.org

Supporting the person being bullied

- Give reassurance that the person has done the right thing by telling someone and inform parents.
- Make sure the person knows not to retaliate or return the message.
- Help the person keep relevant evidence for any investigation (taking screen capture shots, not deleting messages.)
- Check the person knows how to prevent it from happening again e.g. blocking contacts, changing contact details.
- Take action to contain the incident when content has been circulated: remove content, contact the host (social networking site) to get the content taken down, use disciplinary powers to confiscate phones that are being used to cyber bully – ask the pupil who they have sent messages to.

Investigating Incidents

All bullying incidents should be recorded and investigated in the incident log as any other bullying incident. We will then investigate fully as any other bullying incident (refer to Anti Bullying Policy)

Working in Partnership with Parents

Parents/carers are required to consent to images of their child being taken/used in the public domain (e.g., on school website)

- A partnership approach with parents will be encouraged.
- Information about e-safety will be made available to parents.