

ROSEACRE PRIMARY ACADEMY



Ethos Statement

This policy reflects our academy's ethos, which recognises, celebrates and welcomes diversity. We believe that each and every one of us brings something valuable to our community. We aim to develop children's personal qualities and achievements and are committed to giving all of our children every opportunity to achieve the highest standards. This policy helps to ensure that this happens for all children in our academy, regardless of age, disability, religion, gender, sexual orientation, ethnicity, attainment or background.

Rationale

At Roseacre Primary Academy we are committed to maintaining a learning environment, which encourages all children to use technology to enhance their learning. We are committed to encouraging the safe use of all forms of technology by pupils, staff and governors.

The widespread use of social media, particularly social networking sites, necessitates Roseacre Primary Academy to have a policy in place to ensure that appropriate control mechanisms exist to minimise the risks to the academy IT and communication systems and to protect the academy and its reputation.

Aims

- Provide all children, staff, parents and governors with opportunities to broaden their knowledge of e-safety.
- Provide children and staff with the opportunity to learn, communicate, plan and assess work safely, using all forms of computing devices.
- Ensure all children, staff, parents and governors are aware of the risks and responsibilities with regards to safe and appropriate internet and computer usage at Roseacre Primary Academy.
- Ensure the academy's reputation for objectivity, fairness and impartiality is maintained at all times.
- Ensure the academy's information systems are used only for legitimate business purposes.
- Encourage good practice in the use of social media.

ROSEACRE PRIMARY ACADEMY

- Promote effective and innovative use of social media as a means of business communication.
- To promote the academy and the services we provide.
- To enable the academy to circulate and obtain information in direct support of our activities and to support our work related functions.
- To advise parents and children in the safe use of all forms of social media and computing.

The term 'Social Media' is used in a number of different ways but for the purposes of Roseacre Primary Academy Social Media Policy the term is regarded as anything on the internet where content is created and adapted, by people who use the site, to facilitate two-way conversations.

Social media applies to traditional names like Facebook, Myspace, Bebo, LinkedIn, Yammer and Twitter but also includes other platforms which facilitate interaction.

Roseacre Primary Academy recognises the value of social media for engaging with residents, service users, customers and partners. However it is essential that where an employee, using a social media platform, can be clearly identified as an employee of the Organisation he/she acts responsibly and professionally to ensure the Organisation's reputation and integrity is maintained at all times.

It is not the intention of the E-Safety, Social Media and Acceptable Use Policy to restrict the use of social media websites but to maintain the integrity and reputation of the academy and its employees.

Provision

- Although the internet is an unmanaged, open communication tool, it is an essential part of the statutory curriculum and a necessary tool for staff;
- At Roseacre Primary Academy we encourage children and staff to access the internet to enhance teaching and learning, however we have E-Safety rules that clearly link into our behaviour policy
- The internet at Roseacre Primary Academy is filtered through the Local Authority (LA) so that children and staff's access to 'inappropriate' material, websites, social networking sites and or images whilst on the school network is restricted.
- Children are taught and understand the correct procedure if anything inappropriate 'pops up' whilst using the internet, despite the school network is closely filtered to

ROSEACRE PRIMARY ACADEMY

safeguard the children. The internet is expanding on a global scale every day, therefore, on occasion, unknown sites may be accessible.

- The emailing system is provided and filtered by Google Mail, managed by the Local Authority (LA) when used at school or at home.
- Staff use reputable sites for teaching aids and resources such as BBC, Primary Resources, RMEasimaths and TES to allow for a safe, broad, balanced and challenging curriculum.
- Home use of the internet is encouraged for educational purposes, even though it is not filtered; therefore, we provide children with a comprehensive education in e-safety to allow them to continue their learning safely anytime, anywhere. This is planned into our whole curriculum.

Reporting

If e-safety is compromised it is referred to the Computing subject leaders, Child Protection Designated Person or the Headteacher

Children will:

- Sign the Internet and Email Pupil Agreement at the start of each autumn term. This will be issued and updated annually.
- Learn from using ICT and the internet at school.
- Use ICT and the internet in a controlled, safe environment.
- Follow and adhere to the school's Computing rules.
- Switch off the monitor immediately and report to staff any 'inappropriate' content which may appear on the screen whilst at school.
- Only bring mobile technology, such as iPods and hand held games consoles, into school when invited to do so.

Staff will:

- Review and update the E-Safety Social Media and Acceptable Use policy, according to the school's review cycle.
- Discuss any new developments and deal with them accordingly, i.e. staff training, issues arising from LA or cluster meetings, policy review (if required before the renewal date).
- Monitor children whilst using the Internet at all times.
- Report any unsuitable material which hasn't been filtered through the LA to the Computing Subject leader, and school technician or a member of the SLT which in turn will be reported to the LA.
- Display the E-Safety Rules in all Computing areas.

ROSEACRE PRIMARY ACADEMY

- Use school technology for school tasks such as to prepare, plan, deliver and assess the curriculum.
- Ensure pupil data is stored in accordance with data protection.

Parents and Carers will:

- Take responsibility for their child's use of the internet and encourage safe practice whilst at home.
- Support the academy's E-Safety rules and behaviour policy.
- Support the academy by not allowing children to bring mobile technology, such as mobile phones and iPods, into school routinely.

Governors will:

- Ensure that the E-Safety and Acceptable Use policy is discussed and updated according to the school's review cycle.

Publishing pupil's work and images:

- Photographs that include children will be selected carefully and full names are not published.
- Annual permission from parents or carers will be obtained to enable photographs to be published in the media or on the website.
- Photographs of children will only be taken using cameras or school iPads/iPods.

For all other aspects relating to E-safety e.g. Computing Curriculum, Child Protection, SEN, A&T, Behaviour etc., please see the relevant whole school policy.

Success Criteria:

The evaluation of this policy is based on the need for all children to feel safe and secure whilst using all forms of computing, their needs being met and staff being fully informed and compliant.

This policy will be kept electronically on the 'Shared Drive'. A paper master copy will be held by the Headteacher. Parents will be informed of the policy on occasional newsletters and on the school website.

This policy will be reviewed in the spring term 2019.

Signed: *S Boden* Engagement Manager

Date adopted: February 2017