



# Lanesfield Primary School

## Digital Safeguarding Policy

### School Vision

At Lanesfield Primary School we both recognise and embrace the challenge that Technology is now an essential part of modern life. We believe that it's our duty to provide our pupils with quality knowledge and skills to be able to use this technology effectively and responsibly as part of their learning.

This digital safe-guarding policy considers the use of both fixed and mobile devices with an appropriate internet connection, PCs, laptops, webcams, digital video equipment, mobile phones, camera phones, personal digital assistants, gaming devices and portable media players. Our policy will be revised to incorporate new and emerging technologies as they appear.

The purpose of the use of technology in our school is to assist the delivery of our whole school aims. We want the best for our learning community. We aspire for our pupils to develop a love of learning that promotes enjoyment, challenge, creativity and purpose. We believe that good quality teaching within a highly stimulating, safe and caring environment will help each and every child at Lanesfield become an independent learner, aspiring to achieve their true potential in the 21<sup>st</sup> century.

Aims of E-Learning at Lanesfield Primary School;

- E-Learning to be presented as a creative and captivating process in which children are encouraged to use their own initiative, imagination, reasoning and investigative skills.
- For our children to appreciate the relevance of ICT in our society and that it is seen as an essential tool for learning, communication, finding information and for controlling and understanding their environment.
- For our children to obtain equal opportunity and appropriate differentiation in order to develop their individual ICT capability, through the incorporation of ICT being planned for using the Wolverhampton e-confident learner framework.
- For our children to learn to work at both an individually and collaborative level.
- For our children to have a heightened interest and awareness of ICT and e-Learning through the interactive displays of their ICT enhanced work in the classrooms and around the school, and the positive attitude of staff towards the use of ICT.

### Equality and inclusion

The encouragement of independent and confident use of technology forms a part of our school ethos. At Lanesfield we believe that the use of technology is a necessary means of delivering 21<sup>st</sup> Century teaching and learning for our pupils. Internet access is an entitlement for all. However, we teach and implement responsible and safe use at all times.

## Technology in a changing world

We are part of a world where technology is integral to the way life is led in the 21<sup>st</sup> Century. The technology available outside school is rapidly increasing. In line with the Gilbert review document 2020 Vision, schools need to increasingly respond to:

- an ethnically and socially diverse society
- far greater access and reliance on technology as a means of conducting daily interactions and transactions
- a knowledge-based economy
- demanding employers, who are clear about the skills their businesses need and value
- complex pathways through education and training, requiring young people to make choices and reach decisions

## Why do learners need to be safe working with technology?

As the uses of online technological resources grow, so has the awareness of risks and potential dangers which arise for their use. At Lanesfield we aim to provide and prepare our learners with the knowledge and skills to thrive and survive in this complex digital world. This policy outlines the safeguarding approach we are following to achieve this.

## Management of Digital Safeguarding

### Clearly stated roles and responsibilities –

- **Head of School**

The Head will ensure that the digital safeguarding policy is implemented and compliance with the policy monitored, and that the appropriate roles (see this section) and responsibilities of the school's digital safeguarding structure is in place. Ensure regular reports of the monitoring outcomes on digital safeguarding are reported to the governing body.

- **Nominated e-Safety coordinator**

There is an identified e-safety coordinator who is responsible for e-safety developments in school and sharing of practice with staff and the wider community.

This person will be in receipt of current training on the latest guidance and procedures and is the main contact for the Local Authority e-Safety networks.

All digital safeguarding incidents within the school need to be reported to this person. They need to keep the log of incidents and with the Head teacher make decisions about how to deal with reported incidents.

The e-Safety co-ordinator at Lanesfield is Miss S Butler.

- **E-Safety governor**

There is an identified e-safety governor who monitors and liaises with the e-safety coordinator and who will report to full governing board as appropriate.

The e-Safety Governor at Lanesfield is Mr Bains.

- **E-Safety responsibility within subject and management roles**

All staff with subject and management roles have a duty to incorporate e-safety principles in their area of responsibility, deputising for any of the above roles where appropriate.

- **Teacher**

All staff understand the need for care and caution when using technology both for academic and social purposes and apply it to teaching and learning situations. They need to work to agreed guidelines (HR or AMA - Updated March 2009) They have a “front line” monitoring and reporting role for incidents.

- **Support Staff**

As for teaching staff, however, given the nature of their role, learners may find it easier to disclose incidents to them. Support staff should be clear of these reporting procedures.

- **School Council representatives**

As responsible members of the each class, the school council includes items of e- Safety on the agenda. Our representatives help to monitor at a learner level the appropriate use of technology within our school.

## Procedures

- Mrs Slater is the designated person for Child Protection/ Safeguarding. Miss Butler is the e-safety coordinator. Any incidents regarding e-Safety issues should be brought to Mrs Slater in the first instance and Miss Butler, in her absence. These incidents will be logged within Mrs Slater’s secure site for safeguarding.
- In circumstances where support is required in dealing with issues, the LA will be contacted for advice. Dr D Whyley (Head teacher consultant) 5297
- All staff are required to sign an agreement within the Safeguarding Update Booklet to state that they are aware of Safeguarding procedures at Lanesfield.
- Staff are given termly updates, as they are received, on e-Safety at staff meetings or in memos as appropriate. Staff meetings are opportunities for training to be given to all staff. The Head teacher and e-Safety co-ordinator will attend relevant training and disseminate to staff as required.
- The Head teacher and e- Safety coordinator will monitor all matters related to e-Safety and in turn will report to the e- Safety Governor.

## Risks and acceptable Behaviours

- Pupils, staff and Governors are required to read, agree to and sign Acceptable Use documents which specify how the internet should be used appropriately and safely. Wolverhampton LA filters internet access in schools. ONLY sites accessed through this filter should be used for school purposes.
- Appropriate passwords should be set on all teacher laptops, in case laptops are mislaid or stole, to prevent other users being able to access files. Personal details should not be stored on staff laptops.
- Any data or files which relate to children or staff in school SHOULD NOT be stored on memory sticks or within the hard drive of school laptops. Use either the Learning Platform or school server for this information.
- E-mail accounts are available for every member of staff working at Lanesfield. These should be used for work based information sharing only and are not private accounts. Staff are advised NOT to share their email addresses with children. Use the public Learning Platform for communicating with children. (discussion sites, class sites etc)
- The Learning Platform provides a 'safe' area in which to store children's work, photos, discussions etc. All staff must ensure that this policy, together with the AUP's are followed in order to use the Learning Platform appropriately
- Only software and hardware purchased by the school should be used in conjunction with school laptops
- Current photographs, video and sound recordings should be saved on the Learning Platform. Once they are out of date, they should be moved to the school server.
- All staff are asked not to use copyrighted material in presentations, web pages or sites.
- Staff are advised not to use social networking sites unless they have FULL privacy settings in operation. Staff should NOT have any pupils or their families as 'friends'. Guidelines for Facebook style sites are available in the e-Learning subject site on Engage. Children are encouraged NOT to use social networking sites at all. Pupils are encouraged to use the monitored Lanesfield Learning Platform for any online discussions. Incidents of cyber bullying are dealt with by the Head teacher and or e- safety co-ordinator
- Pupils are not allowed to bring mobile phones into school. If a child does bring a phone into school, it will be removed from them by the teacher/head teacher until the end of the day. Parents should be informed. Staff are asked to ONLY use mobile phones during break times and in a private place in school.

## Physical and technical security (see attached appendix)

- Firewall provision (see appendix)
- Filtering provision (see appendix)
- Antivirus software (see appendix)

- All staff and pupils have passwords to access laptops and the Learning Platform. They should not be shared with anyone else.
- Class teachers should monitor class sites on a regular basis. Discussion boards are monitored by LP Plus and schools are alerted to any misuse.
- Staff should not leave school hardware in cars.
- An inventory is maintained in school for all technology items. This is maintained by the ICT technician in school.

## Impact of the Digital Safeguarding Policy

- Awareness of Learner access (Risk) via the ICT@home survey (see appendix)
- Usage monitoring reports from the learning platform are maintained by the e-learning subject leader
- Monthly monitoring of incident log/worry box are made by the head teacher
- Internal monitoring of internet /network activity is made by the e-learning subject leader
- Minutes of school council are kept in the school council folder.

## Links to other school policies/school documents

- Reference in school Aims
- Reference in SEF/ SRF
- Reference in SIP /Strategic ICT plan
- Curriculum plans
- Reference in other school policies
- QTS
- School handbook

## Resources

- Outline of resources needed to train and support Workforce
- Outline of resources needed to train and support Learners
- Outline of resources needed to train and support Families/Governors

This policy was created in February 2012

It was adopted by Governors in February 2012

To be reviewed Spring Term 2013