



THE MILFORD ACADEMY

E-Safety POLICY

Ratified at Governors 08.02.24

- M** - Motivated
- I** - Independent
- L** - Learning
- F** - Forward Thinking
- O** - Outstanding
- R** - Respect
- D** - Determined

E-Safety Policy

This policy applies to the whole school including EYFS and all teaching and support staff.

Policies and Documents that support the e-Safety Policy in school:

- Safeguarding policy
- Behaviour policy
- ICT Acceptable Use policy
- IT User policy

Teaching and Learning

Why the Internet and digital communications are 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 high-quality Internet access as part of their learning experience in school and prepare them to make safe and effective use out of school
- Internet use is a part of the statutory curriculum and a necessary learning tool for staff and students

Internet use enhances and extends learning

- The school Internet access is designed expressly for student use and includes filtering appropriate to the age of students
- Clear boundaries are set for the appropriate use of the Internet and digital communications and discussed with staff and students
- Students will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation

Students will be taught how to evaluate Internet content

- Students will be educated that the use of Internet derived materials by staff and by students complies with Copyright Law and taught to be critically aware of the materials they read. They will be shown how to validate information before accepting its accuracy

Managing Internet Access Information System Security

- School ICT system security is reviewed regularly
- Virus protection is installed and updated regularly
- KCSIE Sep23 – Filtering and Monitoring Software is up to date – weekly reports sent to Headteacher.

E-mail

- Students may only use approved e-mail accounts on the school system. The email system is 'internal only' so children cannot e-mail outside the school and they will not receive emails from anyone other than students or teachers at Milford.
- Students will be taught to:
 - immediately tell a teacher if they receive offensive e-mail
 - not reveal their personal details or those of others, or arrange to meet anyone without specific permission

Published content and the school website

- Staff or student personal contact information will not be published. Any contact details given online should be those of the school office
- The Headteacher or a nominee will take overall editorial responsibility and ensure that published content is accurate and appropriate

Publishing students' images and work

- Photographs that include students will be selected carefully to reflect positively on the student(s) and the academy.
- Prior consent will have been sought for the use of pupil images
- Students' full names will not be used anywhere on a school website in association with photographs

Social Networking and personal publishing

- The school will control access to social networking sites and consider how to educate students in their safe use. They will be blocked unless a specific use is approved
- Students will be given e-safety guidance on safe Internet use both in and out of school. This will include:
 - never to give out personal details of any kind which may identify them, their friends or their location
 - not to place personal photos on any social network space without considering how the photo could be used now or in the future
 - to only invite known friends and deny access to others when using social networking and instant messaging services
 - Advice around how best to communicate on social media and maintain positive relationships
- Students will be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications

Managing Video-Conferencing

- Should it be necessary, Video calling with between teachers and students may occur. Children will need to have an adult present during the call.
- Children will not be permitted to initiate any video calls

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed

Protecting Personal Data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 & General Data Protection Regulations 2018

Policy Decisions authorising Internet access

- All staff must read and sign the 'Acceptable use policy' before using any school ICT resource
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems
- Students must agree to comply with the 'Acceptable use policy'
- Parents/carers will be asked to sign and return a consent form based on part of the 'Acceptable use policy'
- The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. The school cannot accept liability for any material accessed, or any consequences of internet access, although it will do all that is possible to reduce the risk of inappropriate material being accessed
- The school will do its utmost to ensure that children are safe from terrorist and extremist material when accessing the internet in school

Handling e-safety complaints

- Complaints of internet misuse will be referred to a member of the Senior Leadership Team
- Any complaint about staff misuse will be referred to the Headteacher
- Complaints of a child protection nature must be dealt with in accordance with the school child protection procedures

Communicating e-Safety

Introducing the e-Safety Policy to students

- E-safety will form part of the computing curriculum.
- E-safety will also be addressed as a result of any emerging issues with a class or year group.

- **Staff and the e-Safety Policy**

- All staff will be given a copy of the School's e-safety Policy and its importance explained
- Staff will be informed that network and internet traffic can be monitored and traced to the individual user

Enlisting Parents' and Carers' support

- Parents' and carers' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school website.
- Acceptable Use documents are in all new starters' packs.
- We will share current information from the National College weekly #Wakeupwednesdays.

Reviewed by – Jayne Elston – January 2024
Next review January 2025