E-SAFETY POLICY

PURPOSE

With the introduction of the Chromebooks as the main technological source of learning and ever increasing risks of using the internet, Wingate School believes that parents, staff and students need clear and concise guidelines concerning the safe use of the internet both in and out of school. The partnership of responsibility between the school and parents is critical in the success of protecting our children as far as reasonably practicable from the ever increasing potential risks using the internet.

- **Designated Senior Person -Mr C Macrae, Head of Wingate School**
- **Assistant Senior person – Mrs J Thompson, Bursar**
- **Technical Assistance - Mr S Basford, Head of ICT**

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and students learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times. The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately is therefore an important factor of the duty of care that we have as a school. The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote student achievement.

Safeguards in Place:

- School based firewall which filters websites and their content. This is a continuous process of development

- Google Classroom online firewall as part of the G-Suit package. This also restricts access to websites, certain words and phrases in searches, access to student friendly video's on Youtube.com

- Tracking of students activity on the internet with school if required

- The firewall prevents access to social network sites

- Protocols which prevent students creating additional user accounts which may circumnavigate safety protocols and devices

- Protocols which prevent the download of apps or software other than those available in the Google Apps for learning or school authorised apps

- Restricting students access to student only areas of the wireless system by passwords and protocols

- Students are unable to send or receive emails outside of the wingateschool.com domain i.e. only teachers and other students

These safety protocols are in place when students are using their Chromebooks. However, when using a mobile phone, unless a student accesses the internet through the school wifi, these safeguards are not in place. The use of mobile phones in school is discussed later. If your child is using their Chromebook on a home network or wireless system away from school, there are still

some safety features in place. Though if your child uses the Chrome explorer to surf the net from their Chromebook, there are only safeguards if **you** have put them in place.

Online threats to your child:

The use of these technologies can put young people at risk, using any device capable of connecting to the internet, some of the dangers they may face include:
- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- The sharing / distribution of personal images with or without an individual's consent or knowledge such as sexting or revenge messages
- Inappropriate communication / contact with others, including strangers e.g. internet games with online opponents
- Cyber-bullying particularly on social networks
- Access to unsuitable video / internet games
- The risk of radicalisation
- Loss of privacy through shared locations
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files

E-Safety has been a large part of our education at Wingate for some time and will continue to be so. It is taught within the PSHE programme, we have regular Assemblies, there are E-safety posters around the school and in some rooms which are regularly updated. E-safety issues are regularly discussed by staff and management.

Use of Mobile Phones in School:

As per the Behaviour and Discipline Policy and numerous messages to parents and students: use of mobile phones is **banned in school**. Now students have a Chromebook, there is absolutely **no need** for a student to use a mobile in or out of lessons. The following procedures must be followed:
- If your child is unwell, they tell a teacher who will send them to the sick room to be assessed. Should it be deemed that your child is to go home, then you will be contacted by the Office
- Should you have an urgent message for your child, contact the office and the message will be relayed to your child
- Each bus supervisor has a list of your contact numbers so you can be contact in the event of an issue or emergency

Sanctions: As per the school Behaviour and Discipline Policy which can be found on the school website.

If you feel your child needs a device to contact you after school: the phone should be switched off in your child's bag for the duration of the day. Wingate School accepts no responsibility for your child having a mobile phone or electronic device (other than their Chromebook) in school.

Misuse of Chromebooks:
In School:
Any attempt to breach the implemented safety features above, will be considered as a deliberate attempt to misuse their device. The following sanctions will be employed (and are also incorporated in the Behaviour and Discipline Policy):
- First level Action: Dealt with the class teacher

Continued misuse:

- 1st Sanction: Mr Basford will explain the potential dangers of their actions and will check their device for any potential issues
- 2nd Sanction: The students account will be frozen for a period of time to enforce the seriousness of their actions, Mr Macrae informed and informs the students parents
- 3rd Sanction: Dealt with by Mr Macrae, parents called into school

Out of School:

Wingate school takes the e-safety of students seriously.

Where bullying outside school (such as online or via text) is reported to the school, it will be investigated and acted on. Students can report this to any member of staff. If senior school staff feel that an offence may have been committed they should seek assistance from the police.

- All incidents of cyberbullying reported to the school will be recorded on a Incident Report Form
- Students, staff and parents/carers will be advised to keep a record of the bullying as evidence
- The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, contacting the service provider and the police if necessary

Advice to parents:

Presently, Google Apps for Learning does not provide a parental blocking or firewall app. I have discussed this with G-Suite administrators and they are working on the production of one. I will advise you when this is available. However, there are lots of downloadable parental control software packages such as "Netnanny" available but these cannot be downloaded onto the Chromebook.

Some strategies:

- Be aware where and when your child accesses the internet at home
- "Child Line" offers lots of online advice
- Consult advice from organisations such as "Internet Matters" – internetnetmatters.org This organisation gives free and impartial advice for parents for students of all ages
- All parents of the Junior & Senior Schools have been sent the advice booklet or the booklet in poster form from "Internet matters", this is also available on the school website
- For students 13+ there is an online, moderated site called "MeeTwo" - meetwo.co.uk Young children can download the app which has different areas of issues where they can get advice and support from peers and experts. You child has been told about both of the above
- **Communication is the key**. Discuss with your child issues surrounding internet safety
  - Agree certain house rules – time on line for example
  - Encourage your child to share the content of their phone with you
  - Make your child use their Chromebook where you can see the screen
  - Encourage your child to show you their classrooms and this will help you see their class work – and any homework tasks
- For their mobile phone, teach them to have the courage to "turn it off"!
- Encourage them to be responsible and immediately share any online problems with you

Mr Colin Macrae
Head of Wingate School

Policy to be reviewed September 2017