



**KING EDWARD VI SCHOOL,
SOUTHAMPTON**

E-Safety Policy

Rationale:	This policy gives detail about how all members of the School community can stay safe online.
Owner:	Assistant Head (Digital Strategy)
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This policy applies to all members of the School community, including staff, pupils, parents and visitors, who have access to and are users of the School IT systems. In this policy 'staff' includes teaching and non-teaching staff, governors, supply staff and regular volunteers. 'Parents' includes pupils' carers and guardians. 'Visitors' includes anyone else who comes to the School, including occasional volunteers.

Digital technologies have become integral to the lives of children and young people, both within the Schools and outside School. These technologies are powerful, which open up new opportunities for everyone. These technologies are fantastic tools for learning and communication that can be used in School to enhance the curriculum, challenge students, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the School community, but it is important that the use of the Internet and ICT is seen as a responsibility and that students, staff and parents use it appropriately and practice good E-Safety. It is important that all members of the School community are aware of the dangers of using the Internet and how they should conduct themselves online.

Both this policy and the Acceptable Use Policies (for staff and students) cover both fixed and mobile Internet devices provided by the School (such as PCs, laptops, webcams, tablets, whiteboards, digital video equipment, etc.); as well as all devices owned by pupils, staff, or visitors and brought onto School premises (personal laptops, tablets, smart phones, wearable technology. etc.).

We know that some adults and young people will use these technologies to harm children. There is a 'duty of care' for any persons working with children, and educating all members of the School community on the risks and responsibilities of E-Safety falls under this duty. It is important that there is a balance between controlling access to the Internet and technology, and allowing freedom to explore and use these tools to their full potential. This policy aims to be an aid in regulating ICT activity in School, and provide a good understanding of appropriate ICT use that members of the School community can use as a reference for their conduct online outside of School hours. E-Safety is a whole-School issue and responsibility. The School will not tolerate cyberbullying against either pupils or staff. This will be treated as seriously as any other type of bullying and will be managed through our anti-bullying policy and procedures. Sending inappropriate, suggestive or abusive messages is forbidden and anyone who is found to have sent a message of such content will be disciplined. For more information on the School's disciplinary sanctions read the School's Pastoral Care, Behaviour and Discipline policy.

1. Roles and responsibility

The Head and Governors will ensure that the E-Safety policy is implemented and compliance with the policy monitored but the day-to-day management of E-Safety in the School is the responsibility of the Assistant Head (Digital Strategy) with Safeguarding aspects managed by the Designated Safeguarding Lead (DSL). They will work closely with the Digital Media & E-learning Coordinator, E-Safety Coordinator, Head of PSHE and senior pastoral and academic staff in this regard.

2. Communicating School policy

All staff are required to confirm they have read the E-Safety policy prior to starting work, and this policy is available on the School intranet for parents, staff, and pupils to access when and as they wish. E-Safety guidelines, are displayed around the School. E-Safety is integrated into the curriculum in any circumstance where the Internet or technology are being used, as well as being specifically addressed in the PSHE curriculum for First to Fourth Years and Sixth Form. Key online safety messages are reinforced as part of a planned programme of assemblies and tutorial activities.

The School is aware and mindful of the non-statutory government guidance document [Teaching online safety in school \(2019\)](#) for maintained schools, and makes use of the recommended framework [Education for a Connected World \(2020\)](#) when formulating its PSHE and E-Safety programs.

Pupils are supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.

Policies are reinforced in section assemblies through pastoral heads and when pupils get it wrong they have a one to one with a member of staff trained in E-Safety. In addition, we deliver internal talks to parents regarding E-Safety.

E-Safety forms a regular part of whole-staff INSET, where updates are delivered and key points reinforced. Key elements of the E-Safety Policy and ICT Acceptable Use Policy are also highlighted and discussed as part of the induction meeting for new staff with the Assistant Head (Digital Strategy) to ensure they have fully understood these policies.

The School provides courses in the use of new digital technologies, digital literacy and online safety. The School website and intranet also provides online safety information for the wider community.

On joining the School, new pupils are required to agree to the Student Code of Conduct and Acceptable Use Policy (AUP) for ICT and staff are directed towards the Staff Code of Conduct and AUP which they are expected to adhere to.

Parents and teachers are invited to an annual talk by external specialists on current online behaviours as part of the PHSE program.

3. Making use of ICT and the Internet in School

Using ICT and the Internet in School brings many benefits to pupils, staff and parents. The Internet is used in School to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the School's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our students with all the necessary ICT skills that they will need in order to enable them to progress confidently into a professional working environment when they leave School.

In common with other media such as magazines and books some material available via the Internet is unsuitable for pupils. The School will take all reasonable precautions to ensure that users access only appropriate material.

Internet access is filtered for all users to help keep children safe. This includes illegal content (eg. child sexual abuse images), terrorist and extremist 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 School computer or device connected to the School network. The School cannot accept liability for the material accessed, or any consequences of Internet access. Parents are made aware that if their child has a 4G enabled device then they will not be going through the School's filtering system.

Expectations of use of School computers apply to staff and pupils, both in and out of lessons.

4. Learning to evaluate Internet content

With so much information available online it is important that pupils learn how to evaluate Internet content for accuracy and intent. This is approached by the School as part of digital literacy across all subjects in the curriculum. Students will be taught:

- to be critically aware of materials they read, and shown how to validate information before accepting it as accurate;
- to acknowledge the source of information used and to respect copyright. The School will take any intentional acts of plagiarism very seriously, and as such, the School has a Plagiarism Policy, which may be accessed on the School's intranet.

If staff or pupils discover unsuitable sites then they are encouraged to report this to the IT Support team. Any material found by members of the School community that is believed to be unlawful will be reported to the appropriate agencies via the IT Department or a member of the Senior Leadership Team. Regular checks will take place to ensure that filtering services are working effectively.

5. Managing information systems

The School is responsible for reviewing and managing the security of the computers and internal networks as a whole, and takes the protection of School data and personal protection of our School community very seriously. This means protecting the School network, as far as is practicably possible, against viruses, hackers and other external security threats. The security of the School information systems and users will be reviewed regularly by the IT Support team, led by the Network Manager, and virus and malware protection software will be updated regularly. Some safeguards that the School takes to secure our computer systems are as follows:

- The School makes sure that unapproved software is not downloaded and run on any School computers. Files held on the School network are regularly checked for viruses;
- All users are provided with a username and secure password by IT Support who keep an up to date record of users and their usernames. Users are responsible for the security of their username and password and may be required to change this on request.
- Portable media containing School data or programmes will not be taken off-site without specific permission from the Assistant Head (Digital Strategy). Personal data must not be sent over the Internet or taken off the School site unless safely encrypted or otherwise secured.

For more information on data protection within the School please refer to our Data Protection Policy and Privacy Notice, which can be accessed via the School's intranet.

6. Emails and digital communication

The School uses email and other digital communications internally for staff and pupils, and externally for contacting parents, and this is an essential part of School communication. Any digital communication between staff and pupils or parents/carers (email, social media, chat, blogs, VLE etc) must be professional in tone and content. Professional communications are those made through official channels, posted on a School account or using the School name. All professional communications are within the scope of this policy.

School has the right to monitor emails and their contents but will only do so if there is suspicion of inappropriate use.

Students should be aware of the following when using email in School, and will be taught to follow these guidelines through the ICT curriculum and in any instance where email is being used within the curriculum or in class:

- All pupils are provided with a School email account and pupils may only use approved email accounts on the School system.
- Pupils are warned not to reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission. Excessive social emailing can interfere with learning and in these cases will be restricted.
- Pupils should immediately inform a member of staff if they receive any offensive, threatening or unsuitable communications either from within the School or from an external account. They should not attempt to deal with this themselves.

7. Published content and the School website

The School website is viewed as a useful tool for communicating our School ethos and practice to the wider community. It is also a valuable resource for parents, students and staff for keeping up-to-date with School news and events, celebrating whole-School achievements, personal achievements and promoting School projects.

The website is in the public domain, and can be viewed by anybody online. For information on the School using images of children please refer to Appendix 1.

A team of staff, under the leadership of the Assistant Head (Digital Strategy) are responsible for publishing and maintaining the content of the School website. The website will comply with the School's guidelines for publications including respect for intellectual property rights and copyright. Staff and pupils will be made aware of copyright in respect of material taken from the Internet.

Pupils should not publish anything on the Internet involving the School unless permission has been granted by the Assistant Head (Digital Strategy). Likewise, staff should exercise care when publishing material online to ensure that it does not bring the School into disrepute.

(i) Policy and guidance of safe use of children's photographs and work

Photographs, video and pupils' work bring our School to life, showcase our students' talents, and add interest to publications, both online and in print, that represent the School. However, the School acknowledges the importance of having safety precautions in place to prevent the misuse of such material.

For information about how the School handles the use of images of children, please see the School's Taking, Storing and Using Images of Children policy, which can be found as Appendix 1.

(ii) Social networking, social media and personal publishing

Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programmes. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are most vulnerable to being contacted by a dangerous person. It is important that we educate students so that they can make their own informed decisions and take responsibility for their conduct online.

Social media sites have many benefits, however both staff and students should be aware of how they present themselves online. Students are taught through the ICT curriculum and PSHE about the risks and responsibility of uploading personal information and the difficulty of taking it down completely once it is out in such a public place. The School follows general rules on the use of social media and social networking sites in School:

- Pupils are educated on the dangers of social networking sites and how to use them in safe and productive ways. Pupils are advised never to give out personal details of any kind which may identify them or their location. They are all made fully aware of the School's code of conduct regarding the use of ICT and technologies and behaviour online.
- Any sites that are to be used in class will be checked by the teacher in charge prior to the lesson to ensure that the site is age-appropriate and safe for use.
- Official School blogs created by students/year groups/School clubs as part of the School curriculum will be moderated by a member of staff, and need to be authorised in advance by the Assistant Head (Digital Strategy).
- Pupils and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. The School expects all staff and pupils to remember that they are representing the School at all times and must act appropriately.
- Safe and professional behaviour of staff online will be discussed at staff induction and guidance is provided through the Staff ICT Code of Conduct and AUP.
- Staff are advised not to accept friend requests from former students, however, if these are accepted they should understand the potential risks they put themselves in.

8. Mobile phones and personal devices

Mobile phones and other personal devices are now an important part of everyone's life and have considerable value, particularly in relation to individual safety. Whilst these devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are that:

- they can make pupils and staff more vulnerable to cyberbullying;
- they can be used to access inappropriate Internet material;
- they can be a distraction in the classroom;
- they are valuable items that could be stolen, damaged, or lost;
- they can have integrated cameras, which can lead to child protection, bullying and data protection issues.

The School's expectation is that mobile devices will be used responsibly at all times and certain measures are taken to ensure that students adhere to this expectation. Some of these are outlined below. Students must only use these devices in lessons under the direction of the teacher.

- Mobile phones/devices can be confiscated by a member of staff, and the device can be searched by nominated senior members of staff if there is reason to believe that there may be evidence of harmful or inappropriate use on the device.
- Mobile phones must be switched off/silent during School lessons or any other formal School activities. Lower School pupils are expected to have their mobile phones switched off and in their blazers throughout the duration of the School day.

- Individual students are responsible for their own phones and other mobile devices and should ensure that they take care of them at all times. The normal disciplinary procedures apply in the event of damage to another student's property.
- Headphones must not be worn during lessons unless permission is given by the teacher.
- Students must not use these devices to broadcast music unless permission to do so has been given.
- Students must ensure that files stored do not contain violent or pornographic images or other material that is likely to cause offence. In very serious cases the police may be contacted.
- In an emergency, parents/guardians should phone the School, not attempt to contact the student directly via their mobile phone.
- The use of mobile phones by students on School trips is at the discretion of the trip leader.

It should be noted that power supplies for these devices must not be brought to School, as all electrical devices used in the School must be PAT tested.

(i) **Mobile phone or personal device misuse**

For all mobile technologies, filtering will be applied to the Internet connection when using the School wifi network, and attempts to bypass this are not permitted. Video, audio and photographic recording must not take place without the consent of student(s) and teacher(s). Consent must be explicit, not implied.

Pupils

- Pupils who breach School policy relating to the use of personal devices will be disciplined in line with the School's Pastoral Care, Behaviour and Discipline Policy. Their mobile phone may be confiscated. In the event of confiscation, the member of staff will make arrangements for its return, which would normally be at the end of the School day.
- Pupils are under no circumstances allowed to bring mobile phones or personal devices into examination rooms with them. If a pupil is found with a mobile phone in their possession it will be confiscated. The breach of rules will be reported to the appropriate examining body and may result in the pupil being prohibited from taking that examination.

Staff

- Staff are strongly advised not to use their own personal devices to contact pupils or parents either in or out of School time.
- The School expects staff to lead by example. Personal mobile phones should be switched off or on silent during School hours.
- Any breach of School policy may result in disciplinary action against that member of staff.

(ii) **iPad aspects**

In the Lower and Upper School, pupils are required to have iPads for use in lessons:

- Students are expected to have the iPad in all classes. Inappropriate use of the iPad will be dealt with through the School's normal disciplinary procedures.
- In all classes students must meet their teachers' expectations in line with the iPad etiquette guidance.
- Social media and messaging are not to be accessed during class time unless as part of a directed teaching activity.

9. Cyberbullying

Cyberbullying, as with any other form of bullying, is taken very seriously by the School. Information about specific strategies to prevent and tackle bullying are set out in the School's Anti-Bullying policy. The anonymity that can come with using the Internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of the School community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published, and the service provider may be contacted to do this if they refuse or are unable to remove it. They may have their Internet access suspended in School.

More information can be accessed from non-statutory Department of Education advice: [Cyberbullying: Advice for headteachers and school staff \(2014\)](#) and [Advice for parents and carers on cyberbullying \(2014\)](#).

10. Sexting and Upskirting

These issues will be dealt with as Child Protection concerns by the DSL. Full details of how the Schools manages the issues of sexting and upskirting can be found in the School's Child Protection policy.

11. Managing emerging technologies

Technology is progressing rapidly and new technologies are emerging all the time. The School will risk-assess any new technologies before they are allowed in School, and will consider any educational benefits that they might have. The School strives to keep up-to-date with new technologies and is prepared to quickly develop appropriate strategies for dealing with new technological developments and to ensure, with regular reviews and audits, that the technical infrastructure is secure and is not open to misuse or malicious attack.

12. Protecting personal data

Information on how the School collects, manages and processes data can be found in the School's Data Protection Policy and the Privacy Notice, which can be accessed via the School's intranet.

Appendix 1:

Taking, Storing and Using Images of Children

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the Internet. However, staff, parents/carers, and pupils need to be aware of the risks associated with publishing digital images on the Internet. Such images may provide avenues for cyberbullying and safeguarding concerns to take place. Digital images may remain available on the Internet forever and may cause harm or embarrassment to individuals in the short or longer term.

1. This Policy

- This Policy is intended to provide information to pupils and their parents, carers or guardians (referred to in this policy as "parents") about how images of pupils are normally used by King Edward VI School and Stroud School ("the School"). It also covers the School's approach to the use of cameras and filming equipment at School events and on School premises by parents and pupils themselves, and the media.
- It applies in addition to the School's terms and parent contract, and any other information the School may provide about a particular use of pupil images, including e.g. signage about the use of CCTV; and more general information about the use of pupils' personal data (e.g. the School's Privacy Notice).

2. General points to be aware of

- Certain uses of images are necessary for the ordinary running of the School; other uses are in the legitimate interests of the School and its community and unlikely to cause any negative impact on children. The School is entitled lawfully to process such images and to take decisions about how to use them, subject to any reasonable objections raised.
- Parents who accepted a place for their child at the School prior to September 2020 were invited to indicate that they agree to the School using images of him/her as set out in this policy, by completing the consent form on the Parent Portal. Parents who accepted a place for their child at the School after September 2020 were and are made aware of the School's use of images of their child on the basis of legitimate interest, and given the opportunity to object to such use. However, parents should be aware of the fact that certain uses of their child's images may be necessary or unavoidable (for example if they are included incidentally in CCTV or a photograph).
- We hope parents will feel able to support the School in using pupil images to celebrate the achievements of pupils, sporting and academic; to promote the work of the School; and for important administrative purposes such as identification and security.
- Any parent who wishes to limit the use of images of a pupil for whom they are responsible should contact the Data Protection Lead in writing or by completing the consent form available on the Parent Portal. The School will respect the wishes of parents/carers (and indeed pupils themselves) wherever reasonably possible, and in accordance with this policy.
- Parents should be aware that, from around the age of 12 and upwards, the law recognises pupils' own rights to have a say in how their personal information is used – including images.
- The welfare of the child is always the highest priority for the School. Pupils are encouraged to tell a member of staff if they are concerned or uncomfortable with any photographs that are taken of them or they are being asked to participate in. Children may not be approached or photographed while in School or doing School activities without the School's permission.

3. Use of Pupil Images in School Publications

- Unless the relevant pupil or his or her parent has requested otherwise, the School will use images of its pupils to keep the School community updated on the activities of the School, and for marketing and promotional purposes, including:
 - on internal displays (including clips of moving images) on digital and conventional notice boards within the School premises.
 - in communications with the School community (parents, pupils, staff, Governors and alumni) including by email, on the School's intranet, and by post.
 - on the School's website and, where appropriate, via the School's social media channels, e.g. Twitter, Instagram and Facebook. Such images would not normally be accompanied by the pupil's full name without permission.
 - in the School's prospectus, and in online, press, and other external advertisements for the School. Such external advertising would not normally include pupil's names (and in some circumstances the School will seek the parent or pupil's specific consent, depending on the nature of the image or the use).
- The source of these images will predominantly be the School's staff (who are subject to policies and rules regarding how and when to take such images), or a professional photographer used for marketing and promotional purposes, or occasionally pupils. The School will only use images of pupils in suitable dress and the images will be stored securely and centrally. Photographs of activities which may pose a greater risk of potential misuse (for example, swimming activities), will focus more on the sport than the pupils (i.e. a student in a swimming pool, rather than standing by the side in a swimsuit).

4. Use of Pupil Images for Identification and Security

- All pupils are photographed on entering the School and, thereafter, at suitable intervals, for the purposes of internal identification. These photographs identify the pupil by name, year group, house and tutor group.
- CCTV is in use on School premises, and will sometimes capture images of pupils. Images captured on the School's CCTV system are used in accordance with the Privacy Notice and CCTV Policy.

5. Use of Pupil Images in the Media

- We do not routinely inform parents when the media visit the School to film or otherwise record an event or activity. However, often for media organised events, the organiser will themselves have a consent form which parents will need to sign in order for their child to be able to participate.
- Where an individual child or group of children are the primary focus of the media recording, we would normally seek in advance the consent of the parent and/or pupil as appropriate depending on their age.

6. Security of Pupil Images

- Professional photographers and the media are accompanied at all times by a member of staff when on school premises. The School uses only reputable professional photographers and makes every effort to ensure that any images of pupils are held by them securely, responsibly and in accordance with the School's instructions. Any photographers that are commissioned by the School will be fully briefed on appropriateness in terms of content and behaviour, will wear identification at all times, and will not have unsupervised access to the pupils.

- The School takes appropriate technical and organisational security measures to ensure that images of pupils held by the School are kept securely on school systems, and protected from loss or misuse.
- All staff are given guidance on this policy, and on the importance of ensuring that images of pupils are made and used responsibly, only for School purposes, and in accordance with School policies and the law.
- Staff should use School equipment to store photos or videos being taken as part of the curriculum or in a professional capacity. Where circumstances dictate that personal devices need to be used, images must be transferred to School systems and deleted from personal storage at the earliest opportunity. Staff should also be aware of the risk of these images automatically being uploaded to cloud storage, and should ensure they are deleted from this as well.

7. Use of Cameras and Filming Equipment (including mobile phones) by Parents

- Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in School events, subject to the following guidelines, which the School expects all parents to follow:
 - When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; the School therefore asks that it is not used at indoor events.
 - Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of that pupil's parents.
 - Parents are reminded that such images are for personal use only (as defined by the Information Commissioner's Office). Images which may, expressly or not, identify other pupils should not be made accessible to others via the Internet (for example on social media), or published in any other way.
 - Parents are reminded that copyright issues may prevent the School from permitting the filming or recording of some plays and concerts. The School will always print a reminder in the programme of events where issues of copyright apply.
 - Parents may not film or take photographs in changing rooms or backstage during School productions, nor in any other circumstances in which photography or filming may embarrass or upset pupils.
- The School reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.
- The School often records plays and concerts or engages a professional photographer or film company to do so, in which case CD, DVD or digital copies may be made available to parents for purchase. These recordings (or extracts thereof) are often also used in promotional material, as outlined elsewhere in this policy and in the Privacy Notice.

8. Use of Cameras and Filming Equipment by Pupils

- All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.
- The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by pupils in a manner that may offend or cause upset.

- The misuse of images, cameras or filming equipment in a way that breaches this Policy, or the School's Anti-Bullying Policy, E-Safety Policy, IT Acceptable Use Policy for Pupils, Child Protection Policy or the School Regulations is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

9. **Complaints of misuse of photographs or video**

Parents should follow standard School complaints procedure if they have a concern or complaint regarding the misuse of School photographs. Please refer to our complaints policy for more information on the steps to take when making a complaint. Any issues or sanctions will be dealt with in line with School policy.