



E-Safety Procedure

(To be used in conjunction with Nugent's Central Office Policy)

Nugent House School

Updated: October 2019

Review: September 2020

E-Safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate our pupils about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The E-Safety Policy has been revised to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole.

The E-Safety Policy will operate in conjunction with other policies including those for Anti-Bullying and Child Protection & Safeguarding

End to End E-Safety

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of E-Safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband and the effective management of E-Safety Specific blocks are updated daily.
- National Education Network standards and specifications.
<http://www.nen.gov.uk/esafety>

E-Safety Policy

Why internet use is important?

The internet is an essential element in 21st century life for education, business and social interaction. Nugent House School has a duty to provide pupils with quality internet access as part of their learning experience.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Teaching and Learning

- Internet use will enhance learning:
- School internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what type internet use is acceptable and what is not and given clear objectives for internet use.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught how to evaluate internet content:

- Nugent House School will ensure that the use of internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security:

- Nugent House Schools IT systems capacity and security are reviewed regularly
- Filtering is via E-Safety and managed Nugent IT Support
- Virus protection is installed and updated regularly by Nugent
- Security strategies are discussed at Nugent regularly

Publishing Pupils Images and Work:

Photographs that include pupils will be selected carefully; used only with parental, carers or pupil's written permission and will not enable individual pupils to be clearly identified.

Pupils full names will not be used anywhere on the Website, particularly in association with photographs.

Social Networking and Personal Publishing:

- Nugent House School reserves the right to block/filter access to social networking sites where appropriate.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils must not place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

Managing Filtering:

Nugent House School ensure systems to protect pupils are reviewed and improved through use of E-Safety and managed by E-safe and IT Support. If staff or pupils discover an unsuitable site, it must be reported to IT Support and the Head Teacher.

The Senior Leadership Team will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing Video Conferencing and Webcam

As yet video conferencing is not used at Nugent House School owing to restrictions with the speed of our internet connection; however, the following actions are identified as part of our safeguarding within our E-Safety policy:

Managing Emerging Technologies:

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in Nugent House School is permitted.

Mobile phones will not be used during lessons or formal School time. The sending of abusive or inappropriate text messages is forbidden.

Staff personal mobile phones should not be carried. All telephone contact to parents/carers is logged appropriately.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Authorising Internet Access:

All staff must read the ICT policy for employees (located in the staff handbook) before using any Nugent House School ICT resource, and sign a 'safe use' agreement.

All staff and students are granted access to Nugent House School ICT systems.

Pupils must accept internet access individually by agreeing to comply with the Responsible Internet Use Statement.

Parents will be asked to agree to the above on pupils admission.

If staff inadvertently accesses a site which is unsuitable they must report this immediately to IT Support and the Head Teacher

Assessing Risks:

Nugent House 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 isn't possible to guarantee that unsuitable material will not appear on a school computer. Nugent

House School cannot accept liability for the material accessed, or any consequences of internet access.

Nugent House School will audit IT use to establish if the E-Safety Policy is adequate and that the implementation of the E-Safety Policy is appropriate.

Handling E-Safety Complaints:

Complaints of internet misuse will be dealt with by a member of the Senior Leadership Team.

Any complaint about staff misuse must be referred to the Head Teacher.

Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

Pupils and parents will be informed of the complaints procedure.

Advice will be sought from our local police as required to establish procedures for handling potentially illegal issues.

Introducing the E-Safety Policy to Pupils

E-Safety rules will be posted in all networked rooms and discussed during induction.

Students will be informed that network and internet use will be monitored.

Staff and the E-Safety Policy:

All staff will be asked to read the E-Safety Policy.

Staff should be aware that internet traffic can be monitored and traced to the individual user discretion and professional conduct is essential.

Staff that manage filtering systems or monitor IT use will be supervised by the Senior Leadership Team, and have clear procedures for reporting issues.

Enlisting Parent/Carer Support

Parents/Carers attention will be drawn to Nugent House School's E-Safety Policy on admission. When a student is found to access inappropriate sites the parent/carer will be informed in writing.

The E-Safety co-ordinator should relay all concerns to the Head Teacher on the day.

Our E-Safety Policy has been written by Nugent, building on government guidance. It has been agreed by the Senior Leadership Team.

The E-Safety Policy and its implementation will be reviewed annually.

