



Armley Park

Primary School

E-Safety Policy

Reviewed: October 2023





Armley Park Primary School

Online and E-Safety Policy

Armley Park Primary School believes that the safe use of information and communication technologies in schools and education settings brings great benefits. Recognising online safety issues and planning accordingly will help to ensure appropriate, effective and safer use of electronic communications.

Creating an Online Safety Ethos

Aims and policy scope

The internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online.

The purpose of our online safety policy is to:

- I. Clearly identify the key principles expected of all staff with regards to the safe and responsible use technology to ensure that schools remain safe and secure environments.
- II. Safeguard and protect staff online.
- III. Raise awareness regarding the potential risks as well as benefits of technology.
- IV. To enable staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage their own standards and practice when using technology.
- V. Identify clear procedures to use when responding to online safety concerns.

This policy must be read in conjunction with other relevant school policies including (but not limited to) safeguarding and child protection, anti-bullying, behaviour, Acceptable Use Policies, confidentiality, and relevant curriculum policies.

Key Responsibilities

- Developing, owning and promoting the online safety vision and culture, in line with national and local recommendations with appropriate support
- Following Acceptable Use Policies and Procedures.
- To be aware of any online safety incidents and ensure that relevant school staff are notified
- Taking responsibility for keeping data secure

- Having an awareness of a range of different online safety issues and how they may relate to the children in their care.
- Modelling good practice when using new and emerging technologies
- Embedding online safety education in curriculum delivery wherever possible. Identifying individuals of concern and taking appropriate action by following school safeguarding policies and procedures.
- Knowing when and how to escalate online safety issues, internally and externally.
- Maintaining a professional level of conduct in their personal use of technology, both on and off site.

Appropriate and Safe Classroom Use of the Internet and any associated devices

- Internet use is a key feature of educational access and all children will receive age and ability appropriate education to support and enable them to develop strategies to respond to concerns as part of an embedded whole school curriculum.
- Staff must be aware that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.
- Supervision of pupils will be appropriate to their age and ability
- All school owned devices will be used in accordance with the Acceptable Use Policy and with appropriate safety and security measure in place.
- Staff should always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.

General Social Media Use

- All members of staff will be encouraged to engage in social media in a positive, safe and responsible manner at all times.
- Information about safe and responsible use of social media will be communicated clearly and regularly.
- The use of social networking applications during teaching hours for personal use is not permitted.
- Staff are advised not to communicate with or add as 'friends' any current or past children/pupils or current or past pupils' family members via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this should be discussed with the Headteacher.
- Staff will not use personal social media accounts to make contact with pupils or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the Headteacher.
- Information and content that staff have access to as part of their job, including photos and personal information about pupils and their family members, colleagues etc. will not be shared or discussed on personal social media sites.
- All staff are strongly advised to safeguard themselves and their privacy when using social media sites. This will include being aware of location sharing services, setting the privacy levels of their personal sites as strictly as they can, opting out of public listings on social networking sites, logging out of accounts after use and keeping passwords safe and confidential.

- Staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role.

Use of Personal Devices and Mobile Phones

- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden
- Electronic devices of all kinds that are brought in on site are the responsibility of the user at all times. Armley Park Primary School accepts no responsibility for the loss, theft or damage of such items.
- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies. Staff will not use personal devices such as mobile phones, tablets or cameras to take photos or videos of children and will only use work-provided equipment for this purpose.
- Staff should use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.
- Staff should ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school/settings policies.
- Staff personal mobile phones and devices will be switched off during lesson times.

Monitoring

- Monitoring of school owned/provided systems will take place regularly to safeguard all members of the community.
- Any material that is thought to be illegal will be reported to appropriate agencies such as Leeds Safeguarding Unit, CEOP and the Police immediately.

Management of Applications (apps) used to record children's progress

- Only school/setting issued devices will be used for apps that record and store children's personal details, attainment or photographs. Personal mobile phones or devices will not be used to access or upload content to any apps which record and store children's personal details, attainment or images.
- School and personal devices should be appropriately encrypted if taken off site to prevent a data security breach in the event of loss or theft.

**This Online and E-Safety Policy was adopted by Armley Park Primary School on
23/09/2021**

Chair of Governors – Mr B Tummons	
Signature:	
Frequency of review:	2 years
To be reviewed and approved by:	APPS Full Board
Date of next review:	October 2025

REVIEW RECORD

Date of review	Reason for review	Date of next review
23/09/2021	Agreed review schedule.	September 2023
Name:		Signature:

on behalf of APPS Full Board

Date of review	Reason for review	Date of next review
24/10/2023	Agreed review schedule.	October 2025
Name:		Signature:

on behalf of APPS Full Board

Date of review	Reason for review	Date of next review
Name:		Signature:

on behalf of APPS Full Board