Benthal Primary School

E- Safety: Use of digital and social media policy

Agreed by	Chair of Governors
Approval Date	November 2022
Review Date	Autumn 2025

E-Safety: Use of Digital and Social Media Policy

The use of digital media and all aspects of the internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality digital and internet access as part of the learning experience.

Computing knowledge, skills and how to keep safe when online is part of the statutory curriculum and a necessary tool for pupils and staff alike. The education of pupils in the effective and safe use of internet research, appropriate retrieval and the evaluation of the research including the use of digital and social media is crucial in safeguarding our pupils.

Our Policy statement

In this school:

Social Media

- We do not condone children under the age of 13 using **Facebook, Twitter or Instagram**, although we regularly teach children how to **'stay safe online,'** knowing that some children have **supervised access to these sites at home** – and our desire is to keep our pupils safe.

- We only **promote the legal and age** appropriate use of Facebook, Twitter, Instagram, Snap Chat and all social networking sites including You Tube.

- All staff are responsible in ensuring that they manage any personal social media pages that they might have through the **use of appropriate settings**. This is to ensure that personal information is kept private and also to minimise exposure to parents and pupils.

- The school **blocks/filters access to social networking sites or newsgroups** unless there is a specific approved educational purpose.

Staying Safe Online

- Where children may have access to social networking and online gaming sites at home, we insist that online communication with peers and others is respectful and safe**. We recognise 'Cyber Bullying,' as a form of 'Bullying,'** and will treat it accordingly, in line with our 'Anti-Bullying Policy.'

- Pupils are advised to be very careful about placing any **personal photos on any 'social' online network space**. They are taught to understand the need to **maintain privacy settings** so as not to make public, personal information.

- Pupils are taught that they **should not post images or videos of others without their permission**. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location, such as house number, street name or school. We teach them about **the need to keep their data secure** and what to do if they are subject to bullying or abuse.

- Pupils are taught about how **images can be manipulated** in their e-Safety education programme and also taught to consider how to **publish for a wide range of audiences** which might include governors, parents or younger children as part of their Computing scheme of work.

Use of Devices

- Staff also know that the use of **personal mobile phones during lesson times**, in the corridors and during lunch and break time supervision, is strictly forbidden. Staff must not use their personal phones or other personal portable electronic devices to take pictures or videos of school children.

- **Pupil mobile phones are not permitted in school,** although there may be rare exceptions, which must be approved by the Head-teacher. Where it is deemed as exceptional circumstances, any mobiles brought in are stored in the main school office.

- Recordings and photos of trips and visits as well as class assemblies and other school performances are **always recorded using the school's i-pad or camera**. Parents are always reminded that any photos or recordings of their children taken on the school site or off site (Sports Day) should be for their **own personal** use and not shared with third parties.

Data Protection

- **We do not identify pupils in online** photographic materials or include the full names of pupils in the credits of any published school produced video materials and /or DVDs.

- Where the school has bought into **third party data software**, such as Tapestry, Marvellous Me and Skills Builders there are **privacy notices and all data is password protected.**

Data Storage

- Digital images /video of pupils are stored in a private teachers' shared images folder on the network and images are deleted at the end of the year – unless an item is specifically kept for a key school publication. **For now we do not use the 'CLOUD' to store any information.** *(This however will be under review.)*

- *Where teachers need to carry information about pupils on their USB for the purpose of writing reports these **USBs are password protected**.*

Partnerships with Parents

- We gain **parental / carer permission** for use of **digital photographs** or video involving their child as part of the school agreement form when their child joins the school.

- We also **support parents by sharing information and guidance** through our e-safety leaflet for parents (see the school's website).

School Website:
- The Headteacher takes overall editorial responsibility to ensure that the School's website content is accurate and the quality of presentation is maintained.
- Uploading of information is restricted to our website authorisers: The Head teacher, SMT or any person authorised by the Head teacher.
- The school website complies with the school's guidelines for publications.
- Most material is the school's own work; where other work is published or linked to, we credit the sources used and state clearly the author's identity or status.
- The point of contact on the web site is the school address, telephone number and we use a general email contact address, e.g. office@benthal.hackney.sch.uk. Home information or individual e-mail identities will not be published.

- Photographs published on the website do not have full names attached.
- We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website.
- We expect teachers using school approved blogs or wikis to password protect them and run from the school website. These passwords should be held in a file in the school office.

CCTV:
- We have CCTV in the school as part of our site surveillance for staff and student safety. We will not reveal any recordings (*retained by the Support Provider for 28 days*), without permission except where disclosed to the Police as part of a criminal investigation.

Staff Protection:

- All staff are to be mindful of the use of copyright material and visual information which may also be subject to copyright or be potentially harmful. Staff must practice due diligence in carrying out research prior to using any web based or other content in school which requires a separate liscence.

- It is the duty of the Governing Board of Benthal to ensure that the school, Head Teacher and all staff are protected against any form of online abuse from pupils or parent/carers past or present. If a member of staff or the school is being targeted or harassed through social media or online gaming apps they need to inform the Head teacher immediately.

- If a member of staff is being targeted by the use of racist, sexist, homophobic or generally critical and/or the use of any form of derogatory language this will be reported to the police, the borough and to the appropriate online body to ensure removal of said language immediately.

- If the school or the integrity of a member of staff is brought into disrepute the police will be informed.

- The Head will meet with the pupil's parents/carers to make them aware of the issue and the action to be taken, whilst the Chair will meet with parents/carers that are posting the comments if the police advise to do so. The school will take further action accordingly in order to safeguard staff.