



## **Dame Alice Owen's School**

### **SCHOOL POLICY**

#### **E-SAFETY POLICY**

Agreed by the Governing Body Curriculum Committee  
To be reviewed  
(*reviewed every 2 years*)

February 2016  
Spring 2018

#### **A Supportive eCommunity**

At Dame Alice Owen's we seek to establish a Supportive Community, and this extends to online communications as well as telephone conversations and face - to - face meetings. Our approach is restorative. Where issues arise we seek to support students in:

- Changing their online behaviours where necessary
- Removing/ undoing any online record of their activity and addressing their eFootprint
- Addressing any relationship issues that have arisen from their activity

Where appropriate, sanctions are used, but the focus remains on helping the student to learn and move forward in their behaviour.

#### **eSafety - Roles and Responsibilities**

eSafety is an important aspect of school life.

The named eSafety co-ordinator in this school is Jeni Blaskett, Pastoral Director for Key Stage 3. It is the role of the eSafety co-ordinator, with the support of the Director of ICT, to keep abreast of current issues and relevant guidance available from the DfE and other local and national bodies.

Senior Leadership and governors are updated by the Head/eSafety co-ordinator and all governors have an understanding of the issues and strategies at Dame Alice Owen's school in relation to local and national guidelines and advice.

This policy, supported by the school's acceptable use policy for staff, governors, visitors and students, is to protect the interests and safety of the whole school community. It is linked to other policies as follows: child protection, health and safety, home-school agreements, behaviour and anti-bullying, ICT and the Pastoral Package

## **eSafety in the Curriculum**

ICT and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the students on a regular and meaningful basis. eSafety is embedded within our curriculum and we continually look for new opportunities to promote eSafety.

- The school has a framework for teaching internet skills and eSafety in ICT and through the Effective Form Time sessions in years 7-10
- Educating students about the online risks that they may encounter outside school is done through discreet EFT sessions, for half a term in each year (7-10) and more informally when opportunities arise.
- Students are aware of the relevant legislation when using the Internet, such as data protection and intellectual property.
- Students are taught about copyright, respecting other people's information, safe use of images and other important areas through discussion, modeling and appropriate activities.
- Students are aware of the impact of online behaviour and know how to seek help if they are affected by any form of online bullying. Students are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/carer, teacher or trusted staff member, or an organisation such as Cybermentors, Childline or the Child Exploitation and Online Protection Centre report abuse button.
- Students are aware of the notnice@damealiceowens.herts.sch.uk email address to which they can send (anonymously if they wish) any information about online behaviour. This is then monitored daily during term time by the pastoral team.
- Students are taught critically to evaluate materials and learn good online searching skills through cross curricular teacher models, discussions and via the ICT curriculum.

## **eSafety Skills Development for Staff**

- Our staff receive regular information and training on eSafety through staff meetings, Inset and briefings.
- New staff receive information on the school's acceptable use policy as part of their induction.
- All staff are made aware of their individual responsibilities relating to the safeguarding of children within the context of eSafety and know what to do in the event of misuse of technology by any member of the school community.
- All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas.
- Advice is available for all staff to access in the pastoral toolkit filed under policies on the VLE.

## **Managing the School eSafety Messages**

- We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used.

- eSafety guidance is offered in the school homework diaries.
- The key eSafety advice is promoted widely through school displays, newsletters, class activities, assemblies etc.

### **Involving parents**

- Year 7 parents are invited to an online behaviour evening as part of the transition process, in which the school's approach to these issues is set out.
- Wherever appropriate, issues are shared with families so that home and school can work together in establishing a supportive eCommunity.
- Literature that can be offered to parents is kept on the shared staff area, for colleagues to forward.

### **Incident Reporting, eSafety Incident Log & Infringements**

All eSafety concerns or issues are reported as soon as practically possible to the relevant Pastoral Manager, or to Pam Perrett, Assistant Head, if there is an immediate safeguarding concern.

Pam Perrett  
February 2016