St Thomas CE School E- Safety Policy

St Thomas CE School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

E- safety at school.

We want the children to feel safe when they are using laptops and devices at school. They have access to laptops and iPads on a daily basis.

Laptops and devices.

- ★ Children should not be staring at a screen for more than 30 minutes without a break.

- ★ Children are not allowed to unplug chargers from the trolleys or sockets in the classroom.

- ★ Children must not walk around school with the lid of a laptop open.

- ★ Laptops are to be kept clean and in good working order, if a laptop is not working properly this should be reported to either Miss Stubbs or Mr Kirk.
  Internet
  ★ Children in KS1 must only use the internet when it can be closely monitored by a teacher/ESO and only visit websites approved by the teacher.

- ★ Children in KS2 must ask a teacher/ESO before using the internet and only use it when a teacher/ESO is in the same room.

- ★ If a child does access a website that is unsuitable, this must reported to their teacher.

- ★ Laptops and ipads are not to be used during lunchtime, as there are no teachers to monitor how they are being use.

E- Safety education
Every September there will be a dedicated 'E-Safety ' week at school. Children will be taught across the school (age appropriate) about keeping safe on line.

- - Messaging

- - Email

- - Posting pictures of themselves on social media sites.

- - Sites that are not appropriate and what to do if they access an inappropriate site.

- - Facebook rules- no children under 13.

- - Cyber bullying.

- - Sharing or not sharing information - passwords, personal details. Parents will be sent leaflets and given suggestions of sites to visit about E- Safety.
Displays around the school will be evidence of the children's knowledge.

Google Docs
All children in Key stage 2 will have a google docs account.
Children will be taught not to share their passwords or personal details and the reasons why.

- Sumdog - changing and keeping passwords safe, to stop 'hacking' of accounts and problems with coins.

Websites /Facebook

Photographs of children will not be displayed on the closed Facebook site due to GDPR and the right to be forgotten clause.

Parental permission will be sought at the beginning of the academic year re photographs of the children on websites, media etc. This information is available to staff on Arbor and can be changed at will be parents.

Staff

★Teachers and those working in the school will be expected to follow the confidentiality policy.
★Teachers will be advised not to use Facebook as a means to contact parents or be friends with parents online.

★Emails should not breach confidentiality or data protection policies.

Children

★Pupils will be taught that it is ok to tell a trusted adult if they are upset by something they see online.

★Pupils will be taught to tell a trusted adult if they feel threatened by an email, text or message they receive whether it is at home or school.

Parents

★Leaflets will be sent to parents encouraging them to be aware of what their children are accessing.
★Parents will be encouraged to share with the school any concerns that have and contact the school if they feel cyber bullying is taking place.
★Parents will be asked to fill a consent form in at the beginning of the school year concerning their child being photographed for social media sites.

We want our school to be a safe and happy place and we want children to be able to access their devices without fear. We want children to be able to be good citizens and understand the etiquette of cyber space. We want the children to feel confident that there is someone they can confide in if they feel their safety has been compromised.

Mr C Kirk, January 2022 To be reviewed January 2025