

# **Botley C of E (Controlled) Primary School** **e-Safety Policy**



This policy should be read in conjunction with the Computing, Behaviour, Staff Acceptable Use of ICT, Anti-Bullying, AI policies, the Child Protection and the Safeguarding policies and the Staff Code of Conduct.

## **1.0 RATIONALE**

At Botley C of E Primary School we believe that children learn best where they are able to experience new things and be able to take a greater control in their own learning. Using available technologies enables pupils to prepare for the rest of their lives, feel a sense of achievement and independence, and strengthens both links within the school community and between home and school. The purpose of Internet use in school is to raise educational standards, to promote individual achievement, to support the professional work of staff and to enhance the school's management functions.

The Internet is part of the statutory curriculum and a necessary tool for learning. The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Individuals use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security. This is particularly important when undertaking remote learning from home.

However, with new technologies there is a responsibility to act appropriately and correctly when communicating with others. All users at Botley Primary School should know how to behave appropriately and know what to do if they experience any thing they do not feel safe with.

## **2.0 AIMS**

- 2.1 To ensure individuals can make use of technologies to supplement and enrich their school life in a safe environment, both at school and at home;
- 2.2 To ensure individuals understand the benefits, responsibilities and dangers of using the Internet;
- 2.3 To enable individuals to explore the issues surrounding cyber citizenship within a safe and monitored environment;
- 2.4 To ensure individuals know what to do if they experience anything online they feel uncomfortable with;
- 2.5 To ensure staff and other adults understand their responsibilities towards e-Safety, both in school and when working remotely.

## **3.0 PRINCIPLES**

- 3.1 The school will provide each user with a secure environment where they can access appropriate materials which are either created or selected by other school members for them;

- 3.2 The school will provide the Hampshire County Council filtered Internet access for all users in school;
- 3.3 To ensure teachers steer pupils towards appropriate websites and use technology in a safe and appropriate way;
- 3.4 All adults and children using Botley Primary School computer equipment have a responsibility for e-Safety;
- 3.5 Staff will be aware of the Prevent Strategy and consider this when teaching children how and when to report their concerns about what they see online.

#### **4.0 PROCEDURES**

- 4.1 Teachers should plan and prepare appropriate lessons and activities that ensure pupils use the Internet and new technologies in a safe environment; for example, pupils may undertake a search within a website such as [bbc.co.uk/schools](http://bbc.co.uk/schools) or from a prepared list. However, opportunity should be taken with more 'open' searches to discuss the risks and procedures if something inappropriate is found.
- 4.2 Pupils should be taught e-Safety as part of the curriculum and opportunities taken to discuss issues if they arise. This should occur during focussed Computing lessons, as part of other curriculum areas (e.g. PSHE) and worship. Their understanding should also include appropriate use of online technologies (including telephone applications).
- 4.3 Children need to tell an adult if they discover anything that they are not comfortable with, including images and ideas related to radicalisation
- 4.4 In school, children are NOT permitted to use the Internet without adult supervision.
- 4.5 A procedure for reporting inappropriate use / discovery of inappropriate material is in place.
- 4.6 Teaching staff will be regularly trained on e-safety issues, including those issues in relation to the Prevent Strategy
- 4.7 Policies and procedures will be reviewed regularly to take account of changes in technologies.
- 4.8 Opportunities will be provided and information regularly shared in order to support parents with developing their understanding of e-safety in order to enable them to adequately and effectively protect their children.

#### **4.9 Staff and Pupil electronic communications**

- 4.9.1 Staff and pupils need to understand that the use of the school's network is a privilege that can be removed should a good reason arise. The school may monitor all network and Internet use in order to ensure child safety.
- 4.9.2 All users are expected to use to the generally accepted rules of electronic etiquette, as illustrated in Appendix 1

#### **4.10 Misuse**

- 4.10.1 Botley C of E Primary School takes misuse of new technologies by any member of the school community seriously and will deal with any incidents.
- 4.10.2 All incidents of reported misuse will be investigated.
- 4.10.3 Offences will be dealt with according to the level of the offence in line with school discipline for pupils and guidelines for staff disciplinary procedures. If the offence is a breach of criminal law, the police will be contacted and all evidence will be preserved to the best of the school's ability.
- 4.10.4 Other appropriate agencies may be contacted.

4.10.5 If the offence is committed by a person not employed by Botley C of E Primary School who has access to the network the Headteacher will deal with the offence according to best practice.

#### **4.11 Specific Areas of Misuse**

4.11.1 Areas of misuse include;

- Receiving inappropriate content,
- Harmful sexual behavior,
- Predation and grooming,
- Requests for personal information,
- Viewing inappropriate sites,
- Bullying and threats towards others,
- Online gambling,
- Publishing derogatory, racist or sexually explicit material,
- Publishing personal information,
- Hacking and security breaches,
- Corruption or misuse of data.
- Exposure to ideas/images related to radicalisation

4.11.2 Staff should not contact children using electronic methods.

#### **4.12 Password Security**

4.12.1 Each individual is responsible for the security and use of their Usernames and passwords within school. No user is allowed to use the account, Username or password of any other user. No user should disclose their Username or password to anyone else.

4.12.2 The Administrator / technical support team have access to all accounts but will only access an account in exceptional circumstances such as technical support or breach of best practice and will seek permission where practicable.

#### **4.13 School Website**

4.13.1 Images and names of children will only appear on the school website if parents have given permission for their child's image or name to be used. Such information will be published in line with Hampshire County Council guidelines.

4.13.2 For children who have left the school from July 2019 any images of them on the school website will be removed once they leave the school, on an annual basis.

#### **4.14 Remote learning**

4.14.1 When undertaking remote learning with children using technology, staff will follow and adhere to the school's guidelines for 'Undertaking Streamed Lessons'. (Appendix 2)

4.14.2 When participating in remote learning using technology, children must follow and adhere to the school's guidelines for 'Participating in Streamed Lessons'. (Appendix 2)

4.14.3 Any incidents where staff or children have not adhered to these guidelines will be reported to the DSL or Deputy DSLs. These matters will be dealt with following the school's safeguarding procedures.

The overarching rationale, aims and principles of this Policy have been reviewed and agreed by the School's Governing Body.

Signed

*R. Nichols*

Date: 18.06.25

*Chair of the Whole Governing Body*

**Date of Next Review:** June 2026

Review Date	Changes made in addition to review and renewal date changes	Changes
05.06.25	No	-

## Appendix 1

### Generally accepted rules of electronic etiquette

- Be polite.
- Use appropriate language.
- Do not use abusive language in your messages to others.
- Do not reveal the address, phone number or other personal details of yourself or other users.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Illegal activities are strictly forbidden.
- Note that e-mail is not guaranteed to be private.
- System administrators may monitor and have access to network usage.
- Messages relating to or in support of illegal activities may be reported to the authorities.



Botley C of E Primary School  
Guidelines for Undertaking Live Streamed Teaching Sessions

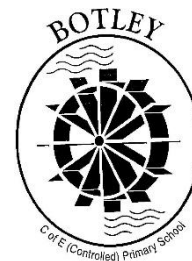
When undertaking remote live stream teaching sessions it is important that the following guidelines are adhered to by all members of staff.

- Do not record sessions without parental permission. Recordings of online sessions are defined as protected under current legislation and cannot be collected, stored or retrieved without parental permission, or in any other way that does not comply fully with the requirements of the General Data Protection Regulation (GDPR). The consequences of a GDPR breach are potentially very significant.
- Do not let pupil's record online teaching sessions. Pupils and/or others present in the home may seek to record an online video session (e.g. on a phone) even if the record function is disabled on the platform, meaning that the school and the teacher are not in control of how that session is used. Seek to ensure that this is not happening.
- Teachers will need to consider when it may be appropriate to use the chat function to communicate with individual pupils, rather than responding to the whole class, e.g. providing prompts or support to a pupil who is struggling with a particular task or activity that other pupils have understood or are completing.
- Parents should not interrupt live lessons. If this happens please inform SLT immediately. Such incidents take control of the lesson away from the teacher, shift the focus away from teaching and learning and potentially undermine the professional status of the teacher.
- Only the expected and invited pupils should participate in the lesson and that it is unacceptable for a parent, sibling or other person to interrupt or seek to participate in the lesson. If this happens please inform SLT immediately.
- Arrangements are in place to protect children and young people where there are safeguarding concerns. Teachers who become aware of child protection concerns during live remote lessons should follow the school's established safeguarding procedures.
- The personal contact details of members of staff, such as telephone numbers or email addresses must not be shared with pupils at any time.
- Where it is identified as necessary for a pupil to be engaged with on an individual basis, it will be important to ensure that their parent is present. Live streaming should not involve one-to-one contact with pupils.

- Teachers can blank out or distort their backgrounds if they so wish.
- Ensure pupils are clear about the behaviour expected of them during live streamed sessions, e.g. taking turns to speak and not interrupting teachers or other pupils. Teachers are able to mute pupil's microphones and remove pupils from the session. Please inform SLT immediately if a child is removed from a streamed lesson.
- Live streams will not be monitored by SLT for the purposes of performance management/appraisal.
- There is no expectation that live streaming will take place outside the working day.
- Parents have been given guidelines for their children accessing live streamed learning.

## Appendix 3

### Botley C of E Primary School Guidelines for Participating in Live Streamed Teaching Sessions



Please ensure that you adhere to the following guidelines when your child is participating in remote live stream teaching sessions.

- Please do not record or take screen grabs from online teaching sessions.
- Parents should not interrupt live lessons.
- Only the invited children should participate in the lesson. Parents, siblings or other person must not interrupt or seek to participate in the lesson.
- Please do not ask for the personal contact details of members of staff, such as telephone numbers or email addresses as these will not be shared.
- Children must be appropriately and fully dressed for online teaching sessions. They must not still be in their nightwear.
- If your child needs to be seen on an individual basis, it is important to ensure that you as parent are also present. Live streaming should not involve one-to-one contact with pupils.
- Parents should blank out or distort their backgrounds or ensure that no personal details about their children can be identified.
- Any background choices must be appropriate and cannot be used to impact on the learning that is taking place.
- Excellent behaviour is expected of all children at all times. They must be polite, take it in turns, listen carefully and stay focussed on their teacher. If there are issues with behaviour teachers may remove children from sessions.
- If a teacher has any concern about the behaviour of children or parents during a live streamed teaching session they will raise this with a member of the school's Senior Leadership Team who will follow up on this immediately.
- As with normal teaching, if the teacher has any safeguarding concerns it is their duty to report these to the school's Designated Safeguarding lead.
- Any parental concerns about live streamed teaching should be passed directly to the Headteacher.