E-Safety Policy
Erdington Academy
Part of Fairfax Multi-Academy Trust
March 2023 to March 2024

Document Owner:	**Mr Halstead – Assistant Principal/DSL**
Ratified By:	**Mr Mallett - Principal**
Date Ratified:	**March 2023**
Review Date:	**March 2024**

Introduction
The Internet is now as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility of placing students in embarrassing, inappropriate and even dangerous situations. Erdington Academy has a policy to help to ensure responsible use and the safety of students.
This e-Safety Policy is built on the following four core principles:

1. Guided Educational Use
Significant educational benefits should result from curriculum internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Curriculum Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful internet use will also reduce the opportunities for activities of dubious worth.

2. Risk Assessment
21st century life presents dangers including violence, racism and exploitation from which children and young people must be protected. At the same time, they must learn to recognise and avoid these risks – to become "internet-wise". Schools must ensure that they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Students need to know how to cope if they come across inappropriate material.

3. Responsibility
Internet safety depends on staff, schools, associates, parents/carers and, where appropriate, the students themselves taking responsibility for the use of internet and other communication technologies such as phones. The balance between educating students to take a responsible approach and the use of regulation and technical solutions must be judged carefully.

4. Regulation
The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation.

Appropriate Strategies
This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding students towards educational activities. Strategies are selected to suit Erdington Academy's situation and their effectiveness is monitored. There are no straightforward or totally effective solutions and staff, parents and the students themselves must remain vigilant.

e-Safety Policy
Who will write and review the policy?
Erdington Academy E-Safety and Acceptable Usage policies have been written by Erdington Academy, using DfE and Ofsted guidance. The Policy has been agreed by the Leadership Team and Associates. It will be reviewed annually.

Purpose and Scope of the Policy

The purpose of internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance Erdington Academy's management information and business administration systems. Internet access is an entitlement for students who show a responsible and mature approach to its use. The internet is an essential element in 21st century life for education, business and social interaction. Erdington Academy has a duty to provide students with quality internet access as part of their learning experience.

Benefits of Internet Use in Education

The benefits of using the internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between students world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for students and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the LA and DfE;
- mentoring of students and providing peer support for them and teachers.

How Will Internet Use Enhance Learning at Erdington Academy'?

- Erdington Academy internet access is designed expressly for student use and will include filtering appropriate to the age of students.
- Students will be taught what internet use is acceptable and what is not and given clear objectives for internet use.
- Internet access will be planned to enrich and extend learning activities. Staff should guide students in online activities that will support the learning outcomes planned for the students' age and maturity.
- Students will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

How Will Students Learn to Evaluate Internet Content?

- If staff or students discover unsuitable sites, the URL (address) and content must be reported to ICT Support or any member of teaching staff.
- Teachers should ensure that the use of internet derived materials by students and colleagues complies with copyright law.
- Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Students will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.
- Training will be available to staff in the evaluation of online materials and methods of developing students' critical attitudes.

Email

- Students may only use approved e-mail accounts on the Erdington Academy system.
- Students must immediately tell a teacher if they receive offensive e-mail.

- Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and teachers need to maintain vigilance during lessons to prevent it.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.
- Teachers will only communicate electronically with students using staff email addresses or through Show My Homework.

How Will Website Content Be Managed?

- The point of contact on the website should be the Erdington Academy address, school e-mail and telephone number. Staff or students' home information will not be published.
- Written permission from parents/carers will be obtained before photographs of students are published on the website.
- The Principal or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website will comply with Erdington Academy's guidelines for publications.
- The copyright of all material must be held by Erdington Academy, or be attributed to the owner where permission to reproduce has been obtained.

Managing Internet Applications

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Authorisation of Internet Access

- Erdington Academy will keep a record of any student whose parents/carers have specifically denied internet or e-mail access.
- By using the internet, students are agreeing to abide by the AUP.
- Parents will be asked to sign and return a form stating that they have read and understood the AUP.

Risk Assessment

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for students. Erdington Academy will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Erdington Academy cannot accept liability for the material accessed, or any consequences of internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Head of Principal will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

Filtering

- All filtering is done by Link2ICT
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that Erdington Academy believes is illegal will be referred to the Internet Watch Foundation and CEOP

Student Induction

- Rules for internet access will be posted in all rooms where computers are used.
- Students will be informed that internet use will be monitored.
- Instruction in responsible and safe use should precede internet access.
- A module on responsible internet use will be included in the PSHE programme covering both school and home use.

Staff Consultation

- All members of staff are governed by the terms of the AUP in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Erdington Academy AUP, and its importance explained.
- Staff should be aware that internet traffic can be monitored and traced to the individual user.
- Staff development in safe and responsible internet use and on the Erdington Academy AUP will be provided as required.

Incidents Regarding Internet Use

- Breaches of the AUP by students will be dealt with in accordance with the Whole School Behaviour Policy.
- Any issue with staff in connection with the AUP must be referred to the Principal.

Parental Support

- Parents'/carers' attention will be drawn to the Erdington Academy AUP via an 'AUP agreement' issued at the start of every academic year.
- A partnership approach with parents/carers will be encouraged. This may include demonstrations, practical sessions and suggestions for safe Internet use at home.

Learning and Teaching

- Aspects of e-Safety are delivered through the school guidance programme

Mobile Phone Usage Policy

- The use of mobile phones, or other electronic devices, in school is not allowed.
- Inappropriate use of mobile phones by students will be dealt with in accordance with the Whole School Behaviour Policy.
- Unauthorised use of mobile phones will result in confiscation by the member of staff, who remains responsible for taking the phone to reception. Parents will be contacted in order to pick the phone up before reception closes.

The scope of this policy links to the following policies:

- Child Protection
- Acceptable Use of ICT Policy
- School Behaviour Policy
- Special Educational Needs and Disabilities Policy
- Attendance Policy
- Code of Conduct for Staff