



E-Safety Policy

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Contents

1. Introduction and overview

- Rationale
- Roles and responsibilities
- How the policy be communicated to staff/pupils/community
- Handling complaints
- Review and Monitoring

2. Education and Curriculum

- Pupil E-Safety Curriculum
- Staff and governor training
- Parent awareness and training

3. Expected Conduct and Incident management

4. Managing the ICT infrastructure

- Passwords policy
- E-mail
- School website
- Social networking
- Video conferencing

5. Equipment and Digital Content

- Personal mobile phones and devices
- Social Media
- The Prevent Duty
- Digital images and video
- Asset disposal

1. Introduction and Overview

The main aim of the School's E-Safety Policy is to promote and safeguard the welfare of all pupils through the implementation of an effective online safety strategy which empowers the School to protect the whole School community from potentially illegal, inappropriate and harmful content or contact; educate the whole School community about their access to and use of technology; establish effective mechanisms to identify, intervene in and escalate concerns where appropriate; and help to promote a whole school culture of openness, safety, equality and protection.

This policy forms part of the Bute House whole-school approach to promoting child safeguarding and well-being, which involves everyone within Bute House and seeks to ensure the best interests of pupils, and is at the forefront of all decisions, systems, processes and policies. This policy refers to the whole school, including EYFS.

This policy should be referred to alongside the following guidance:

- The ISSR
- The Statutory framework for the EYFS
- Education and Skills Act 2008
- Children Act 1989
- Childcare Act 2006
- The Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- The Equality Act 2010
- KCSIE
- DfE Behaviour Guidance
- Teaching online safety in schools (DfE, June 2019)
- Harmful online challenges and online hoaxes (DfE, February 2021)
- Safeguarding children and protecting professionals in early years settings: online safety considerations (UK Council for Internet Safety, February 2019)
- Sharing nudes and semi-nudes: advice for education settings working with children and young people (Department for Digital, Culture, Media & Sport (DfDCMS)
- UK Council for Internet Safety (UKCIS), December 2020.

A brief definition of the following terms should add clarity and aid navigation of this policy:

Governing Body – as the proprietor of the School.

Staff – this includes all those who work for, or on behalf of the School, regardless of their employment status, including contractors, supply staff, volunteers and Governors.

SLT – this is the Senior Leadership Team of the school, comprising of the Head, Deputy Head, Assistant Heads and Director of Finance and Operations.

Technology - When considering the scope of the School's online safety strategy, the School will take a wide and purposive approach to considering what falls within the meaning of technology,

networks and devices used for viewing of exchanging information. These areas will be collectively referred to as 'technology' in this policy.

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Bute House Preparatory School with respect to the use of ICT-based technologies.
- Safeguard and protect the children and staff of Bute House Preparatory School.
- Assist school staff working with children to work safely and responsibly with the internet and other communication technologies, and to monitor their own standards and practice.
- Set clear expectations of behaviour and codes of practice relevant to responsible use of the internet for educational, personal or recreational use.
- Have clear structures to deal with online abuse such as cyberbullying which are cross referenced with other school policies.
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for our school community can be summarised as follows:

Content

- exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language); and substance abuse
- lifestyle websites, for example pro-anorexia/self-harm/suicide sites
- hate sites
- content validation: how to check authenticity and accuracy of online content

Contact

- grooming
- cyber-bullying in all forms
- identity theft and sharing passwords

Conduct

- privacy issues, including disclosure of personal information
- digital footprint and online reputation
- health and well-being (amount of time spent online [internet or gaming])

- sexting (sending and receiving of personally intimate images) also referred to as SGII (self-generated indecent images)
- copyright (little care or consideration for intellectual property and ownership – such as music and film)

Commerce

- Risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Ref: KCSIE 2023

This policy applies to all members of Bute House School (including staff, pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of Bute House.

Bute House will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate E-Safety behaviour that take place out of school.

Roles and responsibilities

The Governing Body has overall responsibility for all matters which are the subject of this policy and is required to ensure that all those with leadership and management responsibilities at the School actively promote the well-being of pupils.

Role	Key Responsibilities
Governors	<ul style="list-style-type: none"> • To ensure that the school follows all current e-safety advice to keep the children and staff safe • To approve the E-Safety Policy and review the effectiveness of the policy • To support the school in encouraging parents and the wider community to become engaged in e-safety activities • To regularly review with the E-Safety Coordinator (including e-safety incident logs) • To ensure that the School has appropriate filtering and monitoring systems in place and to regularly review their effectiveness, in order to demonstrate they are doing all they reasonably can to limit children’s exposure to risks. The school currently utilises Smoothwall for filtering and Senso for monitoring.

Role	Key Responsibilities
<p>Designated Safeguarding Lead (Giles Puckle)</p>	<ul style="list-style-type: none"> ● To take overall responsibility for e-safety provision as part of safeguarding and child protection ● To manage safeguarding incidents involving use of technology in the same way as other safeguarding matters, in accordance with the Safeguarding Policy and procedures ● To liaise with the Network Manager to monitor technology use and practice across the School and assess whether any improvements should be made to ensure the online safety and wellbeing of pupils ● To ensure the school uses an approved, filtered internet service, which complies with current statutory requirements ● To be responsible for ensuring that staff receive suitable training to carry out their e-safety roles and to train other colleagues, as relevant ● To oversee the work of the E-Safety Co-ordinator
<p>Director of Finance and Operations (Emma Bunting)</p>	<ul style="list-style-type: none"> ● To take overall responsibility for data and data security

Role	Key Responsibilities
<p>E-Safety Co-ordinator (Ellen Yap)</p>	<ul style="list-style-type: none"> ● To take day to day responsibility for e-safety issues and has a leading role, alongside the DSL and Governors, in establishing and reviewing the school E-Safety Policy ● To promote an awareness and commitment to e-safeguarding throughout the school community ● To ensure that e-safety education is embedded across the curriculum ● To work with the DSL to liaise with school ICT/Computing technical staff ● To communicate regularly with SLT and the designated Safeguarding Governor to discuss current issues and review incident logs ● To ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident ● To ensure that the e-safety incidents (including details of internet activity and sites visited), along with associated actions, are logged using the appropriate tags on CPOMs ● To carry out relevant risk assessments following e-safety incidents or current issues, including any action taken in response and how effectiveness of provision is evaluated ● To facilitate training and advice for all staff ● Along with the DSL and Governors, to keep the E-Safety Policy up to date and compliant with the law and best practice in e-safety issues, and be aware of the potential for serious child protection issues to arise from: <ul style="list-style-type: none"> ▪ sharing of personal data ▪ access to illegal / inappropriate materials ▪ inappropriate on-line contact with adults / strangers ▪ potential or actual incidents of grooming ▪ cyber-bullying and use of social media
<p>Head of Computing (Alexander Man)</p>	<ul style="list-style-type: none"> ● To oversee the delivery of the e-safety element of the Computing curriculum ● To liaise with the E-Safety Coordinator regularly

Role	Key Responsibilities
<p>Network Manager/technician (Andrew Pitts)</p>	<ul style="list-style-type: none"> ● To report any e-safety related issues that arise, to the E-Safety Coordinator ● To ensure that users may only access the school's networks through an authorised and properly enforced password protection policy, in which passwords are changed annually for pupils and every six weeks for staff ● To ensure that provision exists for virus and security threats (e.g. keeping virus protection up to date) ● To ensure the security of the school ICT system ● To ensure that access controls/encryption exist to protect personal and sensitive information held on school-owned devices ● To ensure the school's policy on web filtering is applied and updated on a regular basis ● To keep up to date with the school's E-Safety Policy and technical information in order to effectively carry out their e-safety role and to inform and update others as relevant ● To regularly monitor the use of the school network/website/remote access/email in order that any misuse or attempted misuse can be reported to the E-Safety Co-ordinator, DSL or Head for investigation ● To ensure appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster ● To keep up-to-date documentation of the school's e-security and technical procedures ● To ensure that all data held on pupils is adequately protected
<p>School Administrator</p>	<ul style="list-style-type: none"> ● To ensure that all data held on pupils on the school office devices have appropriate access controls in place
<p>Teachers</p>	<ul style="list-style-type: none"> ● To embed e-safety issues in all aspects of the curriculum and other school activities ● To supervise and guide pupils carefully when engaged in learning activities involving online technology, including extra-curricular activities if relevant ● To ensure that pupils are fully aware of legal issues relating to electronic content such as copyright laws

Role	Key Responsibilities
	<ul style="list-style-type: none"> ● To ensure that pupils have no access to mobile phones at school and that mobile phones are handed into the School Administrator on arrival at school
All staff	<ul style="list-style-type: none"> ● To read, understand and help promote the school's E-Safety Policy and guidance ● To read, understand, sign and adhere to the school staff Acceptable Use Policy as stated in the Information and Security policy ● To be aware of e-safety issues related to the use of mobile phones, cameras and hand-held devices and that they monitor their use and implement current school policies with regard to these devices ● To report any suspected misuse or problem to the E-Safety Coordinator ● To maintain an awareness of current e-safety issues and guidance (e.g. through CPD) ● To model safe, responsible and professional behaviours in their own use of technology ● To ensure that any digital communications with pupils should be on a professional level and only through school-based systems, never through personal mechanisms, e.g. email, text, mobile phones etc. ● To ensure that the use of internet derived materials comply with copyright law
Pupils	<ul style="list-style-type: none"> ● To read, understand, sign and adhere to the Acceptable Use Policy (AUP) which is sent to all pupils, annually, in September ● To have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations ● To understand the importance of reporting abuse, misuse or access to inappropriate materials ● To know what action to take if they or someone they know, feels worried or vulnerable when using online technology ● To know and understand school policy on the use of mobile phones, digital cameras and handheld devices

Role	Key Responsibilities
	<ul style="list-style-type: none"> ● To know and understand school policy on taking and using images, and on cyber-bullying ● To understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school ● To take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home ● To ensure that mobile phones are handed into the School Administrator on arrival at school
Parents/carers	<ul style="list-style-type: none"> ● To read and understand the school Pupil Acceptable Use Policy, which will be sent home at the beginning of each new academic year ● To support the school in promoting e-safety and endorse the Pupils' Acceptable Use Policy which includes use of the internet and the school's use of photographic and video images ● To access the school website in accordance with the relevant school Acceptable Use Policy. ● To consult with the school if they have any concerns about their children's use of technology
External groups	<ul style="list-style-type: none"> ● Any external individual/organisation will sign an Acceptable Use Policy prior to using any equipment or the internet within school unsupervised

Communication

The policy will be communicated to staff/pupils/community in the following ways:

- Policy to be posted on the school website and saved on Teacherlink
- Policy to be part of school induction pack for new staff
- Acceptable Use Policy discussed with pupils at the start of each year
- Acceptable Use Policy to be issued to whole school community, usually on entry to the school
- Signed Staff Acceptable Use Policies to be held in personnel files
- Signed Pupil Acceptable Use Policies to be held by E-Safety Coordinator

Concerns about cyberbullying and child protection

- The school will take all reasonable precautions to ensure e-safety. However, owing to the international scale and linked nature of internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. The School cannot accept liability for material accessed, or any consequences of Internet access.
- Staff and pupils are given information about infringements in use and possible sanctions. Actions include:
 - discussion with the counsellor/Phase Lead/E-Safety Coordinator/Head as appropriate;
 - issuing of a sanction or debit, as per the Positive Behaviour Policy
 - informing parents or carers;
 - removal of internet or computer access for a period
- Referral to Police where there is potential criminal activity
- The E-Safety Coordinator acts as the first point of contact for any complaint. Any complaint about staff misuse is referred to the Head.
- Complaints of cyberbullying are dealt with in accordance with our **Anti-Bullying Policy**. Complaints related to child protection are dealt with in accordance with our **Safeguarding (Child Protection) Policy**.

Review and Monitoring

The E-Safety Policy is referenced from within other school policies: ICT and Computing Policy, Child Protection Policy, Anti-Bullying Policy, Information and Security Policy and in the School Development Plan, Behaviour Policy, Wellbeing Policy.

- The Governing Body have overall responsibility for this policy and are responsible for working with the DSL and E-Safety Co-ordinator on document ownership, review and updates.
- The E-Safety Policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school.
- The E-Safety Policy has been written by the school E-Safety Coordinator and is current and appropriate for its intended audience and purpose.
- There is widespread ownership of the policy and it has been agreed by the SLT and approved by Governors. All amendments to the school E-Safety Policy will be discussed in detail with all members of teaching staff.

2. Education and Curriculum

Pupil e-safety curriculum

In accordance with KCSIE, online safety is considered within curriculum planning. The School ensures children are taught how to keep themselves and others safe, including online. Pupils are educated in an age-appropriate manner about the importance of safe and responsible use of technology.

The School recognises that effective education needs to be tailored to the specific needs and vulnerabilities of individual pupils, including those who are victims of abuse, and those with special educational needs and disabilities. This is taken into account when devising and implementing processes and procedures to ensure the online safety of its pupils.

Key components of the e-safety curriculum:

- has a clear, progressive e-safety education programme as part of the Computing curriculum/Wellbeing (PSHE & RSE) curriculum. This covers a range of skills and behaviours appropriate to their age and experience, including:
 - to STOP and THINK before they CLICK
- provides e-safety education in the EYFS using age-appropriate resources;
- to develop a range of strategies to evaluate and verify information before accepting its accuracy;
- to be aware that the author of a website/page may have a particular bias or purpose and to develop skills to recognise what that may be;
- to know how to narrow down or refine a search;
- [for older pupils] to understand how search engines work and to understand that this affects the results they see at the top of the listings;
- to understand acceptable behaviour when using an online environment/email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
- to understand the risks associated with using technology and how to protect themselves and their peers from potential risks;
- to understand the importance of identifying, addressing and reporting inappropriate behaviour, whether on or offline, and the risks of downplaying such behaviour as, for example, 'banter';
- to understand how to respond to harmful online challenges or hoaxes;
- to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;

- to understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
- to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
- to understand why they must not post pictures or videos of others without their permission;
- to know not to download any files – such as music files - without permission;
- to have strategies for dealing with receipt of inappropriate materials;
- [for older pupils] to understand why and how some people will 'groom' young people for sexual reasons;
- to understand the impact of cyberbullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying;
- to know how to report any abuse including cyberbullying; and how to seek help if they experience problems when using the internet and related technologies, i.e. parent or carer, teacher or trusted staff member, or an organisation such as Childline or CEOP;
- to encourage pupils, who use the internet and social media, to be aware of the online risks associated with extremism, radicalisation and terrorism and therefore adjust their behaviours in order to reduce risks and build resilience (see **Safeguarding Policy** for details)
- plans internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas;
- outside speakers running workshops to inform pupils of how to use apps, social media safely, as well as strategies on what to do if they feel uncomfortable or unsafe through digital mediums;
- remind students about their responsibilities through an Acceptable Use Policy which every student signs at the beginning of each academic year
- ensures staff will model safe and responsible behaviour in their own use of technology during lessons. For example, locking workstations when away from their computer, following correct personal mobile phone use guidelines, etc.
- ensures that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights;
- ensures that staff and pupils understand the issues around aspects of the commercial use of the internet, as age appropriate. This may include, risks in pop-ups; buying on-line; on-line gaming.

Staff and governor training

Bute House:

- ensures staff are aware that technology can play a significant part in many safeguarding and wellbeing issues, and that pupils are at risk of abuse online as well as face-to-face. At times, abuse can also take place concurrently online and in a pupil's daily life and this can include child-on-child abuse.
- ensures staff know how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection;
- makes regular training available to staff on e-safety issues and the school's e-safety education program. This includes support in identifying high quality resources for the teaching of technology safety, sharing of images, cyberbullying and dealing with harmful online challenges and hoaxes.
- provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the E-Safety Policy and the school's Acceptable Use Policies;
- ensures all staff are familiar with and understand the E-Safety protocols for identifying and reporting concerns, including safeguarding concerns. This is delivered through new staff induction, staff meetings, Wellbeing department meetings;
- ensures safeguarding training for staff, including online safety training, is integrated, aligned and considered as part of the whole school safeguarding approach;
- ensures all governors are equipped with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures of the School are effective and to support the delivery of a robust whole school approach to safeguarding and child protection. This is delivered through appropriate safeguarding and child protection training, which includes online safety.

Parent awareness and training

Bute House runs a rolling programme of advice, guidance and training for parents, including:

- introduction of the Acceptable Use Agreements to new parents, to ensure that principles of e-safe behaviour are made clear.
- information on which systems are in place to filter and monitor their child's online use. On the school network, or when logged into their pupil Google account on the Chromebook at home, this includes Senso and Smoothwall.
- clear information given alongside Home Learning on use of Google Classroom and which sites they will be asked to access.
- clear information is given on online communication via Google Classroom for pupils.

- information leaflets; school newsletters; the school website.
- talks, presentations and practical advice sessions held at school.
- suggestions for safe internet use at home.
- provision of information about national support sites for parents.

3. Expected Conduct and Incident management

Expected conduct

In this school, all users:

- are responsible for using the school ICT systems in accordance with the relevant Acceptable Use Policy (AUP) which they will be expected to sign before being given access to school systems.
- need to understand the importance of misuse or access to inappropriate materials and are aware of the consequences.
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- need to understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety and Staff Behaviour Policy covers their actions out of school, if related to their membership of the school.
- are expected to know and understand school policies on the use of personal mobile phones, digital cameras and hand-held devices. They must also know and understand school policies on the taking of and use of images.

Staff:

- are responsible for reading the school's E-Safety Policy and using the school ICT systems accordingly, including the use of personal mobile phones and hand-held devices.
- must follow the staff code of conduct and Acceptable Use Policy.

Pupils:

- should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- should know and understand that filtering and monitoring software (Smoothwall and Senso) remains active any time they are logged into their school Google account – both in school and at home on their Chromebooks.

Parents/Carers:

- should provide consent for pupils to use the internet, as well as other technologies, as part of the E-Safety Acceptable Use Agreement form at time of their child's entry to the school.

- should know and understand what the 'rules of appropriate use' are and what sanctions result from misuse.
- should support the school's adherence to regulatory e-safety requirements, including not uploading or sharing videos and/or photographs on personal mobile phones or devices, of pupils other than their own children without permission of that child's parent/s.
- are requested to turn off or keep their phones on silent and ensure they remain out of sight of any children until they leave the premises.

Incident Management

In this school:

- auto lock system applies to all staff computers.
- searches and web addresses are monitored and the IT technicians will alert senior staff where there are concerns and prevent further access when new sites that are unblocked are found.
- there is strict monitoring and application of the E-Safety Policy and a differentiated and appropriate range of sanctions, though the attitudes and behaviour of users are generally positive and there is rarely need to apply sanctions.
- all members and its wider community are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes.

In the event of an e-safety incident:

- The concern should be reported to the E-Safety Co-ordinator, who will inform the DSL and Head. If the incident gives rise to an e-safety concern, it should be referred straight to the DSL.
- The E-Safety incident will be logged on CPOMs, using the 'E-Safety' tag and all actions will be recorded.
- The E-Safety Co-ordinator will discuss the matter with the DSL and agree appropriate action, including interviewing the pupil and following the Positive Behaviour Policy if appropriate.
- Where an incident gives rise to a safeguarding concern, the Safeguarding Policy procedures will be followed.
- Where necessary, support is actively sought from other agencies as needed (e.g. CEOP, UK Safer Internet Centre helpline) in dealing with e-safety issues.
- Monitoring and reporting of e-safety incidents via CPOMS takes place and contributes to developments in policy and practice in e-safety within the school.
- Parents/carers are specifically informed of e-safety incidents involving young people for whom they are responsible. Support is offered to the parent in how to talk to their daughter about the incident and, if appropriate, how e-safety rules and filtering software can be utilised at home.

- The Police will be contacted if staff or pupils receive online communication that we consider is particularly disturbing or breaks the law.
- Pupils are able to report any e-safety concerns through the Online Worry box, which can be found through a link on Google Classroom.

Should an incident involve a staff member, this would be passed to the Head who would refer to the staff code of conduct and/or Acceptable Use Policy.

4. Managing the ICT infrastructure

Passwords - see **Information Security Policy** for details

E-mail - see **Information Security Policy** for details

School website – see **Information Security Policy** for details

Social networking - see **Information Security Policy** for details

Video Conferencing - see **Information Security Policy** for details

CCTV - see **Information Security Policy** for details

5. Equipment and Digital Content

Personal mobile phones and mobile devices

- Personal mobile phones brought into school are entirely at the staff member, pupils' & parents' or visitors' own risk. Bute House accepts no responsibility for the loss, theft or damage of any phone or handheld device brought into school.
- Staff members may use their personal mobile phones during school break times but never in the presence of children and preferably in the Staff Room. All visitors are requested to turn off or keep their phones on silent and ensure they remain out of sight of any children until they leave the premises.
- The recording, taking and sharing of images, video and audio on any personal mobile phone is to be avoided; except where it has been explicitly agreed otherwise by the Head. All mobile phone use is to be open to scrutiny and the Head is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.
- Bute House reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand-held devices may be searched at any time as part of routine monitoring.
- Where parents or students need to contact each other during the school day, they should do so only through the School Office's telephone. If a staff member is expecting a personal call they may leave their phone with the school office to answer on their behalf, or seek specific permission to use their phone other than their break times.

Students' use of personal devices

- When students sign the Acceptable Use Policy, it is recommended to parents that they set ground rules for use of personal devices in a similar manner to the AUP.
- The school acknowledges that outside of the school setting, pupils may have unlimited and unrestricted access to the internet and mobile phone networks when not using school devices with filtering and monitoring software. The school encourages parents to monitor technology use and check that filtering systems are in place.
- Bute House strongly advises that student mobile phones should not be brought into school. Only Year 6 pupils who are making their own way to and from school are permitted to bring a phone to school. When in school, these pupils are required to turn off and hand in their mobile phone to the school office and collect it at the end of the day. Pupils should not wear smart watches which have internet or mobile network access.
- If a student breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office and parents will be informed. The Positive Behaviour Policy would be followed to address this breach.
- If a pupil needs to contact her parents or carers, they will be allowed to use a school phone. Parents should not contact their child via their mobile phone during the school day, but instead contact the school office.
- Students are given advice about how to protect their phone numbers, by only giving them to trusted friends and family members. Students will be given guidance and advice about safe and appropriate use of mobile phones and personally-owned devices, and will be made aware of boundaries and consequences e.g not sharing login details for apps or social media.
- Students must turn off cellular data if bringing a device into school, e.g. a kindle.
- Cyber-bullying by pupils via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

Staff use of personal devices

- Staff are not permitted to use their personal mobile phone numbers for contacting children, young people or their families within or outside of the setting in a professional capacity.
- Staff will be issued with a school phone where contact with students, parents or carers is required.
- Mobile phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices must not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.

- If a member of staff breaches the school's policy on personal device use, then disciplinary action may be taken.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting students or parents, then a school mobile phone will be provided and used. In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes.

Social Media

Social media is an increasingly influential part of life particularly for young people. It has been identified as an important tool in the sharing of extreme material and extremist groups are actively using social media to inform, share propaganda, radicalise and recruit for their cause. Social media safeguarding is an important element of protecting young people from extremist narratives and *Prevent* can play an active part in this process.

In this school:

- Social networking sites will be blocked using a suitable filtering system (Smoothwall) to block inappropriate content, including extremist content where possible.
- Parents and pupils will be provided with information on the safe use of the internet, through assemblies, workshops, talks and regular publications.
- Where staff, students or visitors find unblocked extremist content they must report it to the Designated Safeguarding Lead and the E-Safety Co-ordinator/DDSL, or in their absence, a senior member of staff.

The Prevent Duty (see also Safeguarding Policy)

- We ensure that children are safe, as far as possible, from terrorist, extremist and radicalisation material when accessing the internet in school.
- Suitable filtering is in place to ensure that children are safe from terrorist, extremist and radicalisation material when accessing the internet in school.
- Pupils' will be equipped to stay safe online, both in school and outside of school.
- Internet safety will be integral to school's Computing curriculum and is also embedded in Wellbeing (PSHE & RSE).
- All staff are aware of the risks posed by online activity of extremist and terrorist groups, and know how to deal with it accordingly.
- Arrangements to respond to pupils who may be targeted or influenced to participate in radicalism or extremism is of a high priority.
- The Acceptable Use Policy (AUP) for staff, pupils and parents, and visitors, refers to preventing radicalisation and related extremist content.

- Staff are required to report any online terrorist related material visit: www.gov.uk/report-terrorism (see **Child Protection Policy** for more details)

Digital images and video

- Under the Data Protection Act 1988, at the start of each academic year, parental consent to the taking and use of photographs and videos will be updated for each pupil.
- Consent for External Media in Public Areas: Photographic images and videos of pupils will appear on the public area of the school's website, marketing literature, social media channels, and carefully selected organisations with granted consent for External Media in Public Areas. Names will never be identifiable on images and videos published.
- Consent for Media in Private Areas: Photographic images and videos of pupils will appear on the password-protected Parent Area of the school's website, display and boards within the school, weekly newsletters (Bute Bulletin) and annual yearbook (Bute Tribute). Names will never be identifiable on images and videos published.
- Social Media Accounts: Bute House has public Twitter, Facebook, LinkedIn, YouTube and Instagram feeds accessible by the general public.

Use of Images

- No images of pupils, staff or parents should be published onto Bute House's social media feeds and public area of the website without the written consent of parents/carers. The agreement to consent of use of images on social media is included in the consent form signed annually and recorded on SIMS. Staff must not identify by name children featured in photographs, or allow personally identifying information to be published on school social media accounts or public area of the school's website.
- All names will be blurred completely or cropped if possible
- Children who do not have consent for Media in Public Areas and/or Media in Private Areas will be asked not to participate in photography for these areas, where possible. If they are visible, they will be cropped out of the photo or their face will be masked by either blurring or a covering image.
- Care will be taken to ensure that children's images are used appropriately. If the children appear in anything other than their full school uniform, e.g. swimming costumes, the photo will be cropped appropriately.
- Bute House will post digital content onto their YouTube channel for their channel subscribers and links to videos may be shared with teachers, pupils and parents. Videos will not contain any children or staff that have not provided the appropriate consent nor any children's names. The YouTube channel is open to subscribers but these are monitored closely.
- Regarding the use of hashtags within the school's social media platforms – (Facebook, Twitter, LinkedIn and Instagram at the time of writing). As far as possible, hashtags should be used which are relevant to the post specifically, however, a mixture of local and generic hashtags is

acceptable. Hashtags should be kept to a minimum of one to two per post to make a relevant connection to the post. Hashtags should be researched to discover their appropriateness to extend the reach of the post and to ensure as far as possible that the hashtag does not link to inappropriate posts/tweets.

- Staff sign the school's Acceptable Use Policy (AUP) and this includes a clause on the use of mobile phones/ personal equipment for taking pictures of pupils.
- Only school cameras or school mobile phones can be used to take photographs of pupils
- Photographs are stored on computers which are password protected.
- In their e-safety education programme, pupils are taught about how images can be manipulated and are 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.
- 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 personal information, public.
- 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.
- Parents are allowed to take photos or videos of their children at school events for their own personal use. They must not upload them onto social media sites (if they have other children in them), without the permission of that child's parents.
- Other visitors to school (e.g., theatre groups or workshop providers) are not to photograph or film pupils without the parents' permission.

Record keeping

Bute House manages all records created in line with this policy in accordance with our Information Security Policy. All serious incidents concerning e-safety are logged on CPOMs. We recognise these records often contain personal data. The use of any personal data is in accordance with the data protection law and the school's Information Security Policy.

Asset disposal - see [Information Security Policy](#) for details

Details of all school-owned hardware will be recorded in a hardware inventory.

Details of all school-owned software will be recorded in a software inventory.

All redundant equipment that may have held personal data will have the storage media forensically wiped if sending to third party companies. Alternatively, if the storage media has failed, it will be physically destroyed. The school will only use authorised companies who will supply a written guarantee that this will happen.