

Randwick C of E Primary School

Resilience

Passion

Success



'Aim High Like the Skylark'

E-Safety and Acceptable Use Policy

January 2020

Randwick C of E Primary School 2019-20

E-Safety and Acceptable Use Policy



- The Headteacher is the designated e-safety coordinator and Designated Safeguarding Lead (DSL).
- All staff and Governors should use school-based email accounts (not Hotmail or others) for school related emailing.
- Do not email school pupils.
- Social networking sites are not accessible via the school network due to filtering by SWGfL(South West Grid for Learning).
- Staff must not become 'friends' with pupils on social networking sites (unless direct family members).
- The school strongly recommends that staff are not 'friends' with parents from school on social networking sites.
- Staff will need to take their mobile phones on trips out of school for the same reason and make sure the school has their up-to-date number so they can be contacted in an emergency.
- Do not give out your personal mobile phone number to students or parents, unless this is necessary on a trip. Parents should be asked to remove staff numbers from their phones on return to school.
- Staff mobile phones must be on silent whilst working with the children and not used for making or receiving calls.
- Staff must take their mobile phones out on duty (ie playtimes or in the playground, including lessons being held outdoors) with them so that they can be contacted and make contact in an emergency (as well as walkie talkies at lunchtimes).
- Staff can use their phones to take images related to school ONLY IF they have the **Earwig** app on their phone. The images are taken via the app and not kept on the phone. Earwig is also on tablets and images can be recorded in this way too.
- Report all inappropriate images / sites that have been found to be accessible on the school network to the ICT subject leader and e-safety coordinator.
- Refer to school whistle-blowing procedures if you believe any staff member is not following these rules.
- Volunteers on school trips should be made aware of the rules regarding photographing children.
- Staff login passwords should not be shared with anyone.

Signed:

Date: