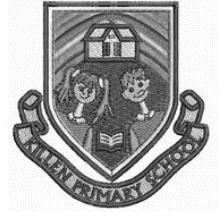# KILLEN PRIMARY SCHOOL

POLICY FOR

E-SAFETY

This policy was reviewed and updated in January 2025

The Governors will monitor the implementation of this policy and evaluate and review regularly.

Kids **P**athway to **S**uccess

Killen Primary School

E-Safety Policy

KPS Ethos statement

We at Killen Primary School believe pupils should have access to a safe, happy, stimulating environment in which they reach their full potential, socially, emotionally and academically. Furthermore, the values of respect, kindness, equality and mutual understanding are the foundations of the school.

KPS Vision

Killen Primary School strives to be a safe, welcoming, child-centred, inclusive school family celebrating success for all. We encourage each child to be confident and develop a sense of responsibility for themselves and respect for others in the community.

This policy is based on and complies with DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools

The above circular states that:

"Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools."

This document sets out the policy and practices for the safe and effective use of the Internet and electronic devices in Killen Primary School. It will be approved by the Board of Governors and available to all parents. The policy and its implementation will be reviewed every three years.

Introduction

In Killen Primary School we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. The school provides pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

Aims: What is e-Safety?

E safety in the school context;

- Is concerned with safeguarding children in the digital word, with an emphasis on learning to understand and use technologies in a positive way;
- Is less about restriction and focuses on education about the risks as well as the benefits so that users feel confident online and when using digital devices;
- Is concerned with supporting pupils to develop safer online behaviours and safer practice when using a range of digital devices, both in and out of school, and
- Is concerned with helping pupils recognise unsafe situations and how to respond to risks appropriately.

ICT is a compulsory cross-curricular element of the Northern Ireland curriculum and the school must ensure acquisition and development by pupils of these skills. The Internet and digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately

1. **Internet Services**

C2K

Classroom 2000 (C2K) is responsible for the provision of Information and Communications Technology (ICT) managed service to all schools in Northern Ireland. It provides a safety service which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse.

The service allows for Improved Websense filtering which gives the school more flexible control. Customised filtering is managed by Mrs McNally (C2K manager), Mrs Goan and Mr Sproule (assistant C2K managers). This customised filtering enables access to more internet sites to enhance teaching and learning, when appropriate. There are a number of agreed locked down sites that can never be overridden by the local school policy.

Internet use is monitored. Access to the Internet via the C2K Education Network is fully adjustable and reports are available to the school principal. The monitoring process alerts the school to breaches of the filtering policy, which are then acted upon.

Some of these safety services that C2K provide include:

- Providing all users with a unique user names and passwords
- Tracking and recording all online activity using the unique user names and passwords
- Scanning all C2k email and attachments for inappropriate content and viruses
- Filters access to web sites
- Providing appropriate curriculum software.

Should the school decide to access online services through service providers other than C2k then we will ensure that effective firewalls, filtering and software monitoring mechanisms are in place.

2.   Code of Safe Practice

 When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. Staff and pupils are made aware that use of the school's ICT resources is a privilege which can be removed.

The school has

a) a Pupil Code of Practice (Appendix 1) and
b) a Staff Code of Safe Practice (Appendix 2)

containing e-Safety rules which makes explicit to all users what is safe and acceptable and what is not.

The scope of the Code covers fixed and mobile Internet; school PCs, laptops, iPads and digital video equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought onto school premises (such as mobile phones, iPads, tablets, Kindles, smart watches and other electronic and smart devices) is subject to the same requirements as technology provided by the school.

Mr Sproule, the ICT Co-ordinator, will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

2.1 Code of Practice for Pupils

The Pupil Code of Practice is issued to parents/guardians at the beginning of the school year. This consent must be obtained before the pupil accesses the Internet.

The following key measures have been adopted to ensure pupils do not access any inappropriate material:

- The school's e-Safety code of Practice for Use of the Internet and other digital technologies is made explicit to all pupils;
- E-safety guidelines are displayed prominently in the resource area.
- Pupils and their parents/guardians are asked to sign the Code of Practice sheets;
- Pupils using the Internet will normally be working in highly-visible areas of the school;
- All online activity is for appropriate educational purposes and is supervised
- Pupils will, where appropriate, use sites pre-selected by the teacher and appropriate to their age group;
- Pupils are educated in the safe and effective use of the Internet, through a number of selected websites and programs.

It should be accepted, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances. Use of mobile phones, smart and electronic devices by pupils is not permitted on school premises. (Appendix 5)

2.2 Pupil Sanctions

We believe it is important that the school has a culture under which users understand and accept the need for e-Safety regulations and adopt positive behaviours, rather than one in which attitudes are determined solely by sanctions. Incidents of technology misuse which arise will be dealt with in accordance with the School's Behaviour Policy.

Minor school related incidents (whether in school or out of school) will be dealt with by Mr Sproule and Mrs Goan. This may result in parents being informed and a temporary ban on Internet use. Incidents involving Child Protection issues will be dealt with in accordance with the school's Safe Guarding Child Protection Policy.

Users will understand their responsibilities to report e-safety incidents. They will know and understand that there are clear systems for reporting abuse and understand that the processes must be followed rigorously. Incident reports will be recorded by Mrs Goan for future auditing, monitoring, analysis and for identifying serious issues or patterns of incidents. (Appendix 6) This will allow the school to review and update e-Safety policy and practices.

Use of mobile phones, smart watches and other smart electronic devices by pupils is not permitted on school premises. Pupils are aware that any misuse of mobile phones/smart watches/websites/email should be reported to a member of staff immediately.

2.3 Code of Safe Practice for Staff

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should be on the whole supervised by an adult at all times.

- Staff will make pupils aware of the rules for the safe and effective use of the Internet.

- Websites used by pupils should be checked beforehand by teachers where possible to ensure there is no unsuitable content and that material is age-appropriate

- Deliberate/accidental access to inappropriate materials or any other breaches of the School Code of Practice should be reported immediately to Mr Sproule or Mrs Goan

- In the interests of system security, staff passwords should only be shared with the network manager, Mrs McNally or the assistant C2K managers – Mrs Goan and Mr Sproule.

- Teachers are aware that the C2K system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.

- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.

- Photographs of pupils should, where possible, be taken with school equipment and images stored on a centralised area on the school network, accessible only to teaching staff or under supervision for pupil work.

- School systems may not be used for unauthorised commercial transactions.

- A Staff Safe Code of Conduct, which details sanctions, is signed by all staff. (Appendix 2)

3. Internet Safety Awareness

In Killen PS we believe that, alongside having a written E-Safety policy and Code of Practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication, both inside and outside of school. We see the educational use of the Internet as an

appropriate, effective, safe and essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

3.1 Internet Safety Awareness for pupils

Rules for the Acceptable use of the Internet are discussed with all pupils.

The school takes part in an e-Safety day in February. The PSNI are also invited into school to talk to the children about how to stay safe online. Pupils are also encouraged to enter e-Safety competitions. Information is delivered and reinforced through school posters (for example Appendix 4), the school website and newsletters. E-Safety rules are on display in the resource area. Pupils are made aware of copyright and plagiarism as well as educated on the appropriate use of the Internet and smart, online devices.. Pupils are encouraged to validate the accuracy of information which they research.

3.2 Internet Safety Awareness for Staff

Teachers are the first line of defence in e-Safety; their observation of behaviour is essential in recognising concerns about pupils and in developing trust so that issues are reported. Through our e-Safety policy, the school can ensure that all reasonable actions are taken and measures put in place to protect all users.

The ICT Co-ordinator will keep informed and updated on issues relating to Internet Safety and attend courses when available. This training will be disseminated to all teaching staff, classroom assistants and supervisory assistants. Teachers can download lesson plans, teaching activities and pupils' worksheets by registering with the *Thinkuknow website.* Furthermore, for training and extra resources, Safer Schools NI app for staff will available.

3.3 Internet Awareness for Governors

Mrs Goan keeps Governors updated on e-Safety and e-safety issues.

3.4 Internet Safety Awareness for parents

The Code of Safe Practice for pupils is sent home at the start of each school year for discussion with their child and parental signature. This e-Safety Policy is available on the school website.

Parents/carers' attention is drawn to the school newsletter and safer schools app where e-Safety messages are given (Appendices 3 and 4). The school organises a talk on Internet safety, usually delivered by the PSNI, usually every three years for parents and the community.

3.5 Community Use of School ICT Resources

If a community event arises, use of personal iPads can be given permission and can be used within the school's filtered policy. They must also agree to the school's Code of Safe Practice policy before participating and only access pre-selected and appropriate websites under the guidance of a tutor.

4. Health and Safety

We have attempted, in so far as is possible, to ensure a safe working environment for pupils and teachers using I.C.T. resources, both in classrooms and the ICT suite, which has been designed in accordance with health and safety guidelines and where pupils are supervised. Guidance is issued to pupils in relation to the safe use of computers, laptops and all smart devices within the school building. Such guidance includes advice concerning correct posture, positioning of screens, etc. We are mindful of certain medical conditions which may be affected by use of such equipment e.g. photosensitive epilepsy.

4.1 Risk Assessments

Life in the 21st century presents dangers including violence, racism and exploitation from which pupils need to be reasonably protected. The school, to the best of its knowledge, has considered all new technologies wisely to ensure that it is fully aware of and can mitigate against the potential risks involved with their use. In so doing, pupils are informed of what to do if they come across inappropriate material or situations online.

4.2 Use of Mobile Phones, Smart Watches and other smart electronical devices.

Most mobile phones have internet connectivity, as do many smart watches and other smart electronic devices such as handheld games consoles.. Please refer to the schools Mobile Phone and Digital Technologies Policy (Appendix 5) on the use of such. Use of mobile phones by pupils is not permitted on school premises

4.3 Digital and Video Images of Pupils

Parental permission, in writing, is sought for every pupil at the beginning of every school year to cover the use of photographs of pupils on the school website, app, in the local press and for displays etc. within school. It is also sought for the filming of our Christmas Show. It is the parent's responsibility to inform school of any changes in circumstances.

4.4 Wireless Networks

The Health Protection Agency has advised that there is no consistent evidence of health effects from radio frequency exposures below guideline levels and therefore no reason why schools and others should not use Wi-Fi (Wireless Fidelity) equipment. Further information on Wi-Fi equipment is available on The Health Protection Agency website.

4.5 Personal Data

The school ensures all staff know and understand their obligations under the Personal Protection Act and comply with these to ensure the safe keeping of personal data, minimising the risk of loss or misuse of personal data. Staff have enhanced password protection, which also contains a number.

4.6 School Website

 Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions.
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

4.7 Storage of images

Digital and video images of pupils are, where possible, taken with school equipment. Images are stored on a centralised area on the school network.

4.8 Social Media

Social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment. Pupils should not be on age inappropriate social networking websites outside of school.

4.9 Cyber Bullying
Staff are made aware that pupils may be subject to cyber bullying via electronic methods of communication both in and out of school. This form of bullying is considered within the schools overall Anti-Bullying policy as well as the e-Safety Policy.
Cyber Bullying can take many different forms and guises including:

- Email – nasty or abusive emails which may include viruses or inappropriate content.

- Instant Messaging (IM) and Chat Rooms – potential to transmit threatening or abusive messages perhaps using a compromised or alias identity.

- Social Networking Sites – typically includes the posting or publication of nasty or upsetting comments on another user's profile.

- Online Gaming – abuse or harassment of someone using online multi-player gaming sites.

- Mobile Phones and communication through other smart devices – examples can include abusive texts, video or photo messages. Sexting occurs in this category, where someone is encouraged to share intimate pictures or videos of themselves and these are subsequently transmitted to other people.

- Abusing Personal Information – may involve the posting of photos, personal information, fake comments and blogs, or pretending to be someone online without that person's permission.

Whilst cyber-bullying may appear to provide anonymity for the bully, most messages can be traced back to their creator. Pupils will be reminded that cyber-bullying can constitute a criminal offence. While there is no specific legislation for cyber-bullying, the following covers different elements of cyber-bullying behaviour:
Protection from Harassment (NI) Order 1997 http://www.legislation.gov.uk/nisi/1997/1180
Malicious Communications (NI) Order 1988 http://www.legislation.gov.uk/nisi/1988/1849
The Communications Act 2003 http://www.legislation.gov.uk/ukpga/2003/21

Pupils are encouraged to report incidents of cyber-bullying to their parents and the school. If appropriate, the PSNI may be informed to ensure the matter is properly addressed and behaviour ceases. The school will keep records of cyber-bullying incidents (Appendix 6) to monitor the effectiveness of their preventative activities, and to review and ensure consistency in their investigations, support and sanctions.

5. School Website

The school website https://killenps.com/ is used to celebrate pupils' work, promote the school and provide information. The website reflects the school's ethos. Information is accurate, easily accessed and personal security is not compromised.

The following rules apply:
The point of contact on the website is the school address, school e-mail and telephone number.

Staff or pupils' home information will not be published.

Website photographs that include pupils will be selected carefully and only after parental permission has been gained.

Pupils' full names will not be used in association with photographs.

The school's secretary and principal will take overall editorial responsibility and ensure content is accurate and appropriate.

The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

6. Social Media

Community networks, chatrooms, instant messenger systems, online journals, social networks and blogs, enable sharing of resources, ideas, pictures and video amongst users, the majority of which, usually causes no concern. Concern, in relation to inappropriate activities, tends to emanate from use outside school. C2k filters out social networking sites and blocks attempts to circumvent their filters leaving it relatively safe in the school environment.

Safe and responsible use of social media is vitally important. We make staff, pupils and parents aware of the risks associated with the use of social media and encourage responsible use outside school. Information and education is provided for parents through our school newsletter (appendix 4) and at parent and community internet safety meetings. Instances of pupil/staff cyber bullying will be regarded as serious offences and dealt with according to the school's discipline policy and child protection procedures.

7. Safeguarding

Our Designated Teacher and Deputy Designated Teacher are Lynnette Palmer, Charlene Goan and Christine Mitchell.

Parents and carers must set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

All parents have access to and have been given information on downloading The Safer Schools NI App.

It is essential to have and communicate clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns. If parents / carers have any concerns they should phone the school office or contact Mrs Goan using the email address info@killenps.castlederg.ni.sch.uk or cgoan738@c2kni.net.

Information will be treated in confidence and where necessary reported to the appropriate agencies.

8. Monitoring and Self Evaluation

- The school's wider self-evaluation processes (such as for a School Development Plan) address e-safety in the overall ICT and Safeguarding Child Protection Policy reviews. All key stakeholders are part of the self-evaluative review and participate in questionnaires and surveys. This policy will be reviewed and amended in light of evidence provided by monitoring, updated technologies or new DE Guidance.
- *This policy should be read alongside the following:, Positive Behaviour Policy, Safeguarding Child Protection Policy, Anti Bullying Policy, Health and Safety Policy and the ICT Policy.*

Appendix 1: ICT Code of Safe Practice for Pupils

Children should know that they are responsible for making an Acceptable Use of the Internet. They must discuss and agree rules for this Acceptable Use. Parents are also asked to be aware of the code of Acceptable Use and confirm that their children will follow these rules.

- On the network, I will only use my own login username and password.

- I will keep my username and password private.

- I will not access other people's files without their permission.

- I will not change or delete other people's work/files.

- I will ask permission before entering any website, unless my teacher has already approved that site.

- I will use the Internet for research and school purposes only.

- I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and responsible.

- I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail, discussion forums etc.

- When sending e-mail I will not give my name, address or phone number or arrange to meet anyone.

- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

- I will not bring in memory sticks or CD Rom from home to use in school unless I have been given permission by my class teacher.

- I understand that the school may check my computer files/Emails and may monitor the Internet sites that I visit.

- When appropriate, I will always quote the source of any information gained from the Internet i.e. the web address, in the documents I produce.

- I understand that if I deliberately break these rules I could be stopped from using the Internet/E-mail and my parents/cares will be informed.

Killen Primary School

<u>Acceptable Use Agreement For Pupils</u>

Please complete and return this form to your child's class teacher

Class Teacher	
As a school user of the Internet, I agree to follow the school rules on its' use. I will use the network in a responsible way and observe all the restrictions explained to me by my school.	
Pupil Name (print)	
Pupil Signature	**Date**

Parents Name	
As the parent or legal guardian of the pupil above, I give permission for my son or daughter to use the Internet, including email. I understand that pupils will be held accountable for their own actions. I also understand that some of the materials on the Internet may be unsuitable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information.	
Parents Name (print)	
Parents Signature	**Date**

Appendix 2: ICT Code of Safe Practice for Staff

 Killen Primary School

Acceptable Use Agreement For Staff

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff should sign a copy of this Acceptable Internet Use Statement and return it to the Principal.

- All Internet activity should be appropriate to staff professional activity or the pupils' education

- Access should only be made via the authorised account and password, which should not be made available to any other person

- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received

- Use for personal financial gain, gambling, political purposes or advertising is forbidden

- Copyright of materials must be respected

- Posting anonymous messages and forwarding chain letters is forbidden

- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media

- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden

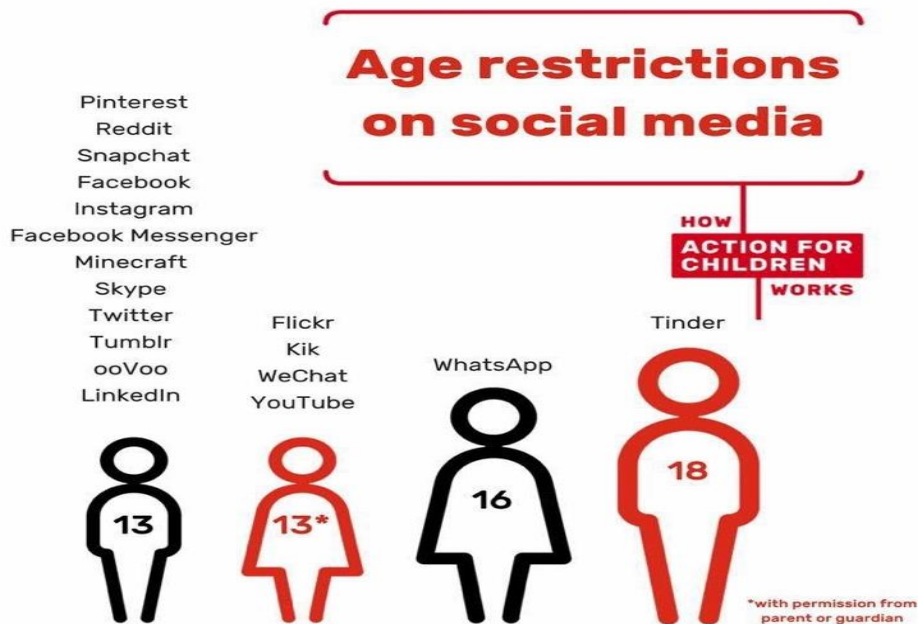| Name	
Date	Signed

Appendix 3:   Internet Access: Additional Advice for Parents

1. A home computer with Internet access should be situated in a location where parents can monitor access to the Internet.
2. Parents should agree with their children suitable days/times for accessing the Internet.
3. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long and what constitutes appropriate use.
4. Parents should get to know the sites their children visit and talk to them about what they are learning.
5. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials. Further information is available from Parents' Information Network (address below).
6. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities.
7. Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name or financial information such as credit card or bank details. In this way they can protect their children and themselves from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
8. Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school, they should immediately inform the school. Further advice for parents is available from the following sources:

- http://www.thinkuknow.co.uk Thinkuknow - a mock cybercafé which uses online role-play to help children from 5 to 16+ explore a range of issues.

- https://saferschoolsni.co.uk/ - a site for you to explore key areas and issues around safe internet usage for your children as well as key links to the school's website.

- http://www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf Aimed at parents and carers, there is a great deal of very clear information about chat rooms, social networking sites, email and much more.

- http://www.parentscentre.gov.uk/usingcomputersandtheinternet A very comprehensive site aimed at parents and carers. Includes many articles and external links to other helpful sites.

- http://www.bbc.co.uk/webwise Includes an 'Internet for Beginners' course and a tool for answering your internet related questions.

- http://www.kidsmart.org.uk/ Explains the SMART rules for safe internet use and lots more besides.

- http://www.ceop.gov.uk/ The government's Child Exploitation and Online Protection Centre (CEOP)

- http://www.parents.vodafone.com Vodafone's site is designed to help parents and carers develop an understanding of their child's internet use

- **Appendix 4.**

INTERNET SAFETY

Age restrictions on social media

Pinterest
Reddit
Snapchat
Facebook
Instagram
Facebook Messenger
Minecraft
Skype
Twitter
Tumblr
ooVoo
LinkedIn
13

Flickr
Kik
WeChat
YouTube
13*

WhatsApp
16

Tinder
18

HOW **ACTION FOR CHILDREN** WORKS

*with permission from parent or guardian

Procedures are in place in school to ensure children are safe on line in school. I urge you as parents to take responsibility to ensure **parental controls** are in place **alongside supervision** when children are using **ALL** devices that are linked to the world wide web. Please talk to your child/ren about their online activity. Know what apps they are using and be fully aware of the potential risks. Go to www.getsafeonline.org and www.childnet.com for lots of useful advice and information on how to stay safe online.

Appendix 5: Mobile Phones and other Electronic Devices Rationale

Killen Primary School accepts that some parents/guardians give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Killen Primary School therefore has established the following Acceptable Use Policy for Mobile Phones and Related Technologies (smart watches). The policy provides teachers, pupils, parents/guardians with guidelines and instructions for their appropriate use during school hours.

This policy also applies to students during school excursions and extra-curricular activities.

- Killen Primary School **strongly discourages** pupils from bringing mobile phones to school.

- The school takes no responsibility for mobile phones or such devices. These are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

- If pupils bring mobile phones to school, the device should be switched off and given to the class teacher to keep in a drawer at their desk until the end of the school day. We have no secure facility to store these items, so the school takes no responsibility for loss or damage.

- Should parents need to contact pupils during the school day, or vice versa, this should be done following the usual school procedures: via the school office.

- Where a pupil is found by a member of staff to be using a mobile phone during the school day, the phone may be taken from the pupil and handed to the child's teacher. The mobile phone will be stored in the school office until the end of the day. The pupil must arrange for their parents/guardians to collect confiscated equipment from the School Office during normal working hours.

- Phones must NEVER be used to photograph other children within the school. There may be children in school whose parents have opted for 'no photographs' in the consent forms.

- If a pupil uses a mobile phone inappropriately (e.g. Phone calls on the school premises, to send inappropriate texts or to send inappropriate photographs/video footage of either pupils or teachers), this will be regarded as a serious offence and the Principal will decide on appropriate disciplinary action in line with the school's Positive Behaviour Policy.

- It should be noted that it is a **criminal offence** to use a mobile phone to menace, harass or offend another person. The Principal may consider it appropriate to refer any such matter to the PSNI.

- If images (photographic or video) of other pupils or teachers have been taken, the phone will not be returned to the pupil until the pupil, in the presence of a member of staff or the child's parent/guardian has removed the images. A member of school staff will always contact a parent/guardian before asking a child to delete material from their mobile phone.

- A member of school staff will contact parents/guardians in all cases where inappropriate photographs /video/audio footage has been found.

RELATED TECHNOLOGIES

- The procedures applying to the inappropriate use of mobile phones, apply equally to the inappropriate use of related technologies with similar capabilities, e.g. messaging, recording (audio & video), photography etc.

EXEMPTIONS

- Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances. Pupils may be allowed to use these technologies under the specific guidance of their teacher on a specific day, e.g. the last day of term.

CONCLUSION

- This policy will be reviewed in 2027 or amended in advance of this timescale as appropriate in line with appropriate guidance/legislation.

Appendix 6 : E Safety Incident Log Sheet

Date	Time of incident	Person (s) involved	Details of incident	Action to be taken (staff signature)