



## **Downsview Abridged E-Safety Policy 2016**

This abridged E-Safety policy highlights the main points of the E-Safety Policy. It is strongly recommended that you read the full policy and the appropriate supporting policies to have a full and clear understanding of national requirements.

The policy states roles and responsibilities of the Headteacher, Computing and E-Safety Leader, SLT, Staff, Governors, Children and Parents. E-Safety concerns should be directed towards the Computing and E-Safety Leader who will then take the appropriate course of action as stated by the roles of individuals in the policy.

### **Education and Curriculum**

A broad curriculum has been developed to ensure that pupils attain a clear understanding of all elements of e-safety, appropriate to age. App. 1 breaks down the topics taught across the terms for each year group.

### **Expected conduct and Incident Management**

Staff and pupils sign an acceptable use policy at the beginning of each year (App. 2 and 3). Downsview's Levels of E-Safety and Escalation Process (app. 4) outlines different e-safety scenarios and the correct path to follow in solving these. Incidents will be logged by the Computing and E-Safety Leader or appropriate staff using App. 5.

### **Managing IT and Communication System**

Downsview ensures that the latest security is used to protect the system. Downsview uses LGFL's services to filter sites and reports any concerns to the appropriate authorities.

### **Network management (user access, backup), Cloud Environments and Data security: Management Information System access and Data transfer**

Downsview's systems are protected and secure. Downsview employs technical support to maintain the appropriate systems across the network.

### **Password policy and E-mail**

Passwords are for individual use only except in the case of shared networks (e.g. class laptops). E-Mail is used professionally and should not be used to conduct any personal matters.

### **School website and Social networking**

School website follows DfE's guidance for content on site and ensures that all policies and information is correct and up-to-date. Social networking is not prohibited across the school; it is to share daily news from across the school. Personal social networking carries a risk to the member of staff using it and they should be aware of how they can reduce this risk.