



Charles Williams Church in Wales Primary School E-Safety Policy Overview - Parent Version

The purpose of this document is to provide you with an overview to the key elements from the school's E-Safety Policy. This document should be read and accompanying form signed. It does not replace the E-Safety Policy and should any issue arise in school then the full E-Safety Policy should be referenced, this can be found in the 'Computing' folder of Google Drive or on the school website.

An up-to-date list of pupils who are not allowed to have images/videos shared online is kept in school and updated regularly. Rhian Thomas is the E-safety coordinator.

Parents / Carers Responsibilities

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, workshops, newsletters, letters, website, local e-Safety campaigns and literature. Parents and carers will be encouraged to support the school in promoting good e-Safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to sections of the website
- their children's personal devices in the school

Education - Parents / Carers

Many parents and carers have only a limited understanding of e-Safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site
- Parents / Carers evenings / workshops
- High profile events / campaigns eg Safer Internet Day
- Reference to the relevant web sites / publications eg <https://hwb.wales.gov.uk/>
www.saferinternet.org.uk/ <http://www.childnet.com/parents-and-carers>

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and students / pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.

- In accordance with guidance from the Information Commissioner’s Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone’s privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, if they have to be taken on personal equipment then they will be deleted immediately after use.
- Parents / carers are welcome to take videos and digital images of their own children, individually and in groups, when supporting school trips, however, these may not be posted on social media sites when fulfilling a supervisory role.
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without Parent/Carer or Teacher permission.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

	Pupils			
	Allow	Someti mes allow	Allowed by certain pupils	Disallow
Mobile phones may be brought to school			X year 6	
Use of mobile phones in lessons				X
Use of mobile phones in social time				X
Taking photos on mobile phones / cameras				X
Use of other mobile devices eg tablets, gaming devices	X			
Use of personal email addresses in school				X
Use of school email for personal emails				X
Use of messaging apps		X When directed		
Use of social media				X
Use of blogs	X			

Other

- The e-safety policy outlines the procedures for the reporting of incidents that may take place. A reporting form is situated in all classes.