E-SAFETY POLICY

Agreed at the Full Governing Body Meeting on 11 June 2019

This policy will be reviewed annually

Writing and reviewing the E-safety Policy

The E-Safety Policy relates to other policies including those for ICT and for child protection.

The ICT Co-ordinator will also act as E-Safety Coordinator.

Our E-Safety Policy has been written by the school, building on the SWGfL E-Safety Policy and government guidance. It has been agreed by senior management and approved by governors.

The E-Safety Policy and its implementation will be reviewed annually.

Teaching and Learning

Why internet use is important

The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide children with quality internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

The school's internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils through South West Grid For Learning (SWGfL). Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use. Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be taught how to evaluate internet content

The school will ensure that the use of internet-derived materials by staff and pupils complies with copyright law. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing internet access

Information system security

The school's ICT systems capacity and security will be reviewed regularly.

Virus protection is updated regularly.

Children are made aware of the internet safety steps that are to be taken prior to internet use:
-   Keep your password protected at all times.
-   Only access websites which you have been told/have permission to do so.
-   Never pass on personal information about yourself over the internet.
-   Always tell an adult if you come across something inappropriate on the internet so that it can be recorded and acted upon.

E-mail

Pupils may only use approved e-mail accounts on the school system and email usage should be supervised and monitored by a staff member.

Pupils must immediately tell a teacher if they receive offensive e-mail.

Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

The forwarding of chain letters is not permitted.

Published content and the school web site

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

Photographs that include pupils will be selected carefully.

Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Social networking and personal publishing

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved. Pupils will be advised never to give out personal details of any kind that may identify them or their location.

Pupils will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

The school will work with the LA, SWGfL, DCSF and the internet service provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Coordinator.

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

Pupils' mobile phones are not allowed in school.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions

Authorising internet access

For Key Stage 1, access to the internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The Federation cannot accept liability for the material accessed, or any consequences of internet access.

The school will audit ICT provision to establish if the E-Safety Policy is adequate and that its implementation is effective.

Handling e-safety complaints

Complaints of internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the Headteacher.

Complaints of a child protection nature must be dealt with in accordance with the school's child protection procedures.

Communications Policy

Introducing the e-safety policy to pupils

E-safety rules will be discussed with pupils at the start of each year.

Pupils will be informed that network and internet use will be monitored.

Staff and the E-Safety Policy

All staff will be given the school E-Safety Policy and its importance explained.

Staff should be aware that internet traffic can be monitored. Discretion and professional conduct is essential.

Enlisting parents' support

Parents' attention will be drawn to the school's E-Safety Policy in newsletters (as and when appropriate), the school brochure and on the schools' website.

At school we will:-

Provide a happy, safe, healthy, secure and purposeful environment in which children are motivated to learn and are prepared for life in the 21st Century.

Encourage children to become good, honest citizens, who make a positive contribution to school life within a global society.

Provide pupils with a broad, balanced and relevant curriculum which takes account of their personal needs and interests.

Promote high standards of work and behaviour by creating a 'can do' culture where pupils are encouraged to take calculated risks without fear of failure.

Hold regular consultations with parents to discuss progress and targets

Keep parents and carers informed of any concerns about their children.

Provide a clear procedure for parents to raise issues or concerns on matters relating to their child.

Signed:

_____
(Headteacher)

RULES FOR RESPONSIBLE INTERNET USE

As a family we will:-

Support the school and its policies.

Ensure our child attends school regularly, on time, and properly equipped.

Ensure our child is provided with a healthy, nutritious packed lunch or a school dinner

Support the school's policies on behaviour and discipline.

Attend all appropriate consultation sessions concerning our child's progress.

Notify the school of reasons for absence or circumstances that may affect our child's learning.

Support our child in homework and other learning opportunities.

Endeavour to send our child to school in appropriate school clothing.

Signed:

_____
(Parent(s)/Guardian(s)

Responsible Internet Use

Please sign and return to the school office.

Pupil:

Parent's Consent for Internet Access

I have read and understood the school rules for Responsible Internet Use and give permission for my son/daughter to access the Internet. I understand that the school will take all responsible precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damage arising from the use of the internet.

Signed: **Date:**
Please print name:

RULES FOR RESPONSIBLE INTERNET USE
The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

♦ I will only access the system with my own login and password, which I will keep secret.

♦ I will not access other people's files.

♦ I will only use the computers for schoolwork and homework.

♦ I will not bring in portable data (USB pen drives etc) from outside school unless I have been given permission.

♦ I will ask permission from a member of staff before using the Internet.

♦ I will only e-mail people I know, or my teacher has approved.

♦ The messages I send will be polite and responsible.

♦ I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.

♦ I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.

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

As a pupil at *individual school name* **Primary School I will:-**

Obey the behaviour rules of my class and playground.

Always work to the very best of my ability.

Signed.

_____

(pupil)

Individual school name and logo

Home/School Agreement & Responsible Internet Use