



## **E-Safety Policy**

*May 2014*

## **1. Why is internet use important?**

- ◆ The purpose of the internet use in school is to raise educational standards, to promote pupil achievement, well being and to support the professional work of staff and to enhance the school's management and administration systems.
- ◆ Internet use is part of the statutory curriculum and a necessary tool for staff and pupils.
- ◆ The internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

## **2. How does the internet benefit education?**

- ◆ Access to the world -wide educational resources including museums and art galleries,
- ◆ Educational and cultural exchanges between pupils wide world,
- ◆ Access to experts in many fields for pupils and staffs,
- ◆ Staff professional development through access to national developments, educational materials and good curriculum practice,
- ◆ Exchange of curriculum and administration with the LEA and Department for Children, Schools and Families.

### **2.2 How will the internet enhance learning?**

- ◆ The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the pupils.
- ◆ Staff should guide pupils in online activities that will support the learning outcomes planned for the pupils' age and maturity.
- ◆ Pupils will learn appropriate internet use, what is and what is not appropriate use, 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.

## **3. How will Internet access be authorized?**

- ◆ The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up to date, for instance a member of staff may leave or a pupil's access be withdrawn.
- ◆ Pupils will not be issued individual email accounts, but will be authorised to use a group/class email address under supervision.
- ◆ At Key Stage 1, access to the internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- ◆ All pupils will be supervised when accessing the internet in the ICT Suite and on all other computers in the school.

#### **4. How will filtering be managed?**

- ◆ The ICT Co-ordinator will review termly the popular permitted and banned sites accessed by the school and follow up accordingly.
- ◆ The ICT Co-ordinator and Headteacher will manage the permitting and banning of additional web sites identified by the school to be of use or of risk.
- ◆ The school will work in partnership with parents, The Department for Children and Education or Wiltshire County Council, DfES and the SWGFL to ensure systems to protect pupils are reviewed and improved.
- ◆ If staff or pupils discover unsuitable sites, the URL(address) and content must be reported to the Internet Service Provider (SWGFL) via the ICT Co-ordinator.

#### **5. How will the risks be assessed?**

- ◆ In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. 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 contact, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Wiltshire County Council can accept liability for the material accessed, or any consequences of internet access.
- ◆ The Headteacher will ensure that the E-Safety policy is implemented and compliance with the policy monitored.

#### **6. Managing Content**

- ◆ If staff or pupils discover unsuitable sites, the URL(address) and content must be reported to the South West Grid for Learning: 0870 9081708 or email: [abuse@swgfl.org.uk](mailto:abuse@swgfl.org.uk) via the ICT Co-ordinator.
- ◆ Schools should ensure that the use of material derived from the internet 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.
- ◆ Pupils will be taught about the use of the Hector the Protector' safety button which is installed on all computers in the ICT suite.

#### **6.2 ICT system security**

- ◆ The school ICT systems will be reviewed regularly with regard to security.
- ◆ Virus protection will be installed and updated regularly, daily if possible.
- ◆ Security strategies will be discussed with the LEA
- ◆ Files held on the school network will be regularly checked.
- ◆ Passwords for all ICT systems including those for internet based activity will be held by the ICT Co-ordinator

### **6.3 How should web site content be managed?**

- ◆ The point of contact on the web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- ◆ Web site photographs that include pupils will be selected carefully and checked against permission lists held by the school office. Titles will be non-specific e.g. 'Year 6 Residential' and will not include the surnames of pupils.
- ◆ Pupils' full names will not be used anywhere on the web site, first names and year group only.
- ◆ Written permission from parents or carers will be obtained before photographs are published on the school web site.
- ◆ The ICT Co-ordinator and Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **7. Communication**

### **7.1 How will e-mail be managed?**

- ◆ Pupils may only use approved e-mail accounts on the school system.
- ◆ Pupils must immediately tell a teacher if they receive offensive e-mail.
- ◆ Pupils must not reveal details of themselves or other in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- ◆ Whole class or group e-mail addresses should be used at Key Stage 2 and below.
- ◆ Pupils should use e-mail in an acceptable way as outlined in the schools Responsible Internet use Policy.
- ◆ E-mail sent to an external organisation should be written carefully and authorized before sending, in the same way as letter written on school headed paper.

### **7.2 On-line Communications**

- ◆ Pupils will not be allowed access to public or unregulated chat rooms.
- ◆ Children should use only regulated chat environments. This use will be supervised and the importance of chat room safety emphasized.

### **7.3 Mobile technologies**

- ◆ Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- ◆ Mobile phones will not be used during lessons or formal school time, unless there is a specific education reason. The sending of abusive or inappropriate text messages is forbidden.

## **8. How will the policy be introduced to pupils?**

- ◆ Rules for internet access will be posted in all rooms where computers are used. Extra Kidsmart information will be posted in the ICT suite.
- ◆ Pupils will be informed that internet use will be monitored.
- ◆ Instruction in responsible and safe use should precede internet access.
- ◆ The teaching of e-safety will be part of the curriculum for all pupils.

## **9. Parents and E-Safety**

- ◆ Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school web site.
- ◆ A partnership approach with parents will be encouraged. This will include demonstrations, practical sessions and suggestions for safe Internet use at home.
- ◆ Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
- ◆ Interested parents will be referred to organisations such as Childnet International, PIN, Parents Online and NCH Action for Children.
- ◆ All parents will receive support information as and when available.

## **10. Consulting Staff**

- ◆ All staff must accept the terms of the 'Responsible Internet Use' statement before using any internet resource in school.
- ◆ All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- ◆ Staff should be aware that internet traffic is monitored and reported by the SWGFL and can be traced to the individual user. Discretion and professional conduct is essential.
- ◆ The monitoring of Internet use is a sensitive matter. Staff that operate monitoring procedures will be supervised by the Headteacher.

## **11. How will complaints regarding the internet use be handled?**

- ◆ Responsibility for handling incidents will be delegated to a senior member of staff.
- ◆ Any complaint about staff misuse must be referred to the Headteacher.

As a church school the use of the internet will not be contrary to our commitment to our Christian ethos.