

BYRON COURT PRIMARY SCHOOL E-SAFETY POLICY

1.0 INTRODUCTION

- 1.1 The E-Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, Anti-Bullying and for Child Protection.
- 1.1 The school will appoint an E-Safety Coordinator. This may be the Designated Child Protection Coordinator as the roles overlap. It is not a technical role.
- 1.2 Our E-Safety Policy has been written by the school, building on the Kent E-Safety Policy and government guidance. It has been agreed by the Leadership Team and approved by governors.
- 1.3 At Byron Court Primary we develop the full potential of all learners to enable them to make a greater contribution to our society.
- 1.4 We are an inclusive school where pupils, parents, staff, governors, the L.A. and local services work in partnership to meet the needs of the community.
- 1.5 We celebrate the positive contribution made by different social, ethnic and linguistic groups.
- 1.6 Whilst there are certain key roles for different members of staff, all staff and pupils have a responsibility to ensure that children are safe when using ICT at school.
- 1.7 The school strives to overcome barriers to ensure all children have equal access to the National Curriculum whatever their language, culture, gender, physical, intellectual or emotional state and socio economic status.

2.0 AIMS

- 2.1 Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- 2.2 The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- 2.3 Pupils will be taught the importance of cross checking information before accepting its accuracy.
- 2.4 Pupils will be taught how to report unpleasant Internet content.

3.0 TEACHING AND LEARNING

- 3.1 The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- 3.2 Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- 3.3 Internet use will enhance learning.
- 3.4 The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

BYRON COURT PRIMARY SCHOOL E-SAFETY POLICY

3.5 Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

3.6 Pupils will be shown how to publish and present information to a wider audience.

3.7 Pupils will be taught how to evaluate Internet content.

4.0 MANAGING INTERNET ACCESS

4.1 See ICT Security Policy

5.0 E-MAIL

5.1 Pupils may only use approved e-mail accounts on the school system.

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

5.3 In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.

5.4 Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

5.5 The school should consider how e-mail from pupils to external bodies is presented and controlled.

5.6 The forwarding of chain letters is not permitted.

6.0 PUBLISHED CONTENT AND THE SCHOOL WEB SITE

6.1 Staff or pupil personal contact information will not generally be published. The contact details given online should be the school office.

6.2 The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

6.3 Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. Consider using group photographs rather than full-face photos of individual children.

6.4 Pupils' full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs.

6.5 Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site or any other media.

6.6 Pupil image file names will not refer to the pupil by name.

6.7 Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

7.0 SOCIAL NETWORKING AND PERSONAL PUBLISHING

7.1 The school will control access to social networking sites, and educate pupils in their safe use.

7.2 Newsgroups will be blocked unless a specific use is approved.

7.3 Pupils will be advised never to give out personal details of any kind, which may identify them, their friends or their location.

BYRON COURT PRIMARY SCHOOL E-SAFETY POLICY

7.4 Ideally pupils would use only moderated social networking sites and will be taught the danger of social networking.

7.5 Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

7.8 E-Safety themed weeks / assemblies will be held on an annual basis.

7.9 The new scheme of work—"Rising Stars" incorporates E-Safety reminders in lessons on a regular basis.

7.10 The school will ensure parents are informed about E-Safety through letters, newsletters and parent workshops when appropriate.

8.0 MANAGING FILTERING

8.1 The school will work with LGFL, Synetrix and Becta to ensure systems to protect pupils are reviewed and improved.

8.2 If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-Safety Coordinator.

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

9.0 MANAGING VIDEOCONFERENCING & WEBCAM USE

9.1 Videoconferencing should use the educational broadband network to ensure quality of service and security.

9.2 Pupils must ask permission from the supervising teacher before making or answering a videoconference call.

9.3 Videoconferencing and webcam use will be appropriately supervised for the pupils' age.

10.0 MANAGING EMERGING TECHNOLOGIES

10.1 Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

10.2 The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.

10.3 Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.

10.4 Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access, which may not include filtering. These machines will not be allowed into school.

10.5 Staff will be issued with a school phone where contact with pupils is required or where mobile phones are used to capture photographs of pupils. Staff will only use school-designated cameras, which will not be taken home.

BYRON COURT PRIMARY SCHOOL E-SAFETY POLICY

- 10.6 The appropriate use of Learning Platforms will be in line with the internet access policy, as the technology becomes available within the school.
- 10.7 Staff will ensure that there are no breaches of copyright regulations, when accessing literature and media through the internet or any other medium.

11.0 PROTECTING PERSONAL DATA

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

12.0 POLICY DECISIONS

- 12.1 All staff must read and sign the Staff Code of Conduct for ICT before using any school ICT resource.
- 12.2 The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- 12.3 At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- 12.4 Parents will be asked to sign and return a consent form.
- 12.5 All children will be asked to sign Acceptable User Agreements on an annual basis and a copy of this will be made for parents to view on the school web-site.

13.0 ASSESSING RISKS

The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. The school cannot accept liability for any material accessed, or any consequences of Internet access.

- 13.1 The school will audit ICT use to establish if the E-Safety Policy is adequate and that the implementation of the E-Safety Policy is appropriate and effective. This will happen annually.

14.0 HANDLING E-SAFETY COMPLAINTS

- 14.1 Complaints of Internet misuse will be dealt with by a senior member of staff.
- 14.2 Any complaint about staff misuse must be referred to the Headteacher.
- 14.3 Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- 14.4 Pupils and parents will be informed of the complaints procedure (see schools complaints policy).
- 14.5 Pupils and parents will be informed of consequences for pupils misusing the Internet.

BYRON COURT PRIMARY SCHOOL E-SAFETY POLICY

15.0 REVIEW

15.1 Date of policy: May 2014

15.2 Date of review: May 2017