St. Joseph's RC Primary School Mossley

E-Safety Policy

The internet provides instant access to a wealth of up to date information and many other resources which are not available by any other means.

Use of e-equipment allows children to use these resources to advance their learning.

However, there are possible dangers inherent in the use of this.

Possible dangers

Children might inadvertently access content of an unsavoury, distressing or offensive nature on the Internet or receive inappropriate or distasteful emails.

Children might receive unwanted or inappropriate messages from unknown senders via email or via files sent by Bluetooth etc. They might also be exposed to abuse, harassment or 'cyber-bullying' via email, text or instant messaging, in chat rooms or on social-networking websites.

Chat rooms can provide cover for unscrupulous individuals to groom children.

Benefits

However, the use of e-features will provide our children with important skills for the 21st century and ensure they are equipped with skills for the future.

- The Internet provides instant access to a wealth of up-to-date information and resources from across the world, which would not be otherwise available.

- The Internet helps to improve children's reading and research skills.

- Email, Instant Messaging and Social Networking helps to foster and develop good social and communication skills.

This policy therefore is designed to maximise these benefits and mitigate any possible adverse effects of such use in school.

Procedures for Use of a Shared School Network

- Users must access the school network using their own logons and passwords. These must not be disclosed or shared.

- Users must respect confidentiality and attempts should not be made to access another individual's personal folder on the network without permission.

- Software should not be installed, nor programmes downloaded from the Internet, without prior permission from the person responsible for managing the network.

- Removable media (e.g. pen drives / memory sticks, CD-ROMs and floppy disks) must be scanned for viruses before being used on a machine connected to the network.

- Machines must never be left 'logged on' and unattended. If a machine is to be left for a short while, it must be 'locked.' (Ctrl+alt+del followed by 'lock computer').

- Machines must be 'logged off' correctly after use.

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Procedures for Use of the Internet and Email

- All users must sign an Acceptable Use Agreement before access to the Internet and email is permitted in the establishment.

- Parental or carer consent is needed in order for children to be allowed to use the Internet or email.

- Users must access the Internet and email using their own logon / password and not those of another individual. Passwords must remain confidential and no attempt should be made to access another user's email account.

- The Internet and email must only be used for professional or educational purposes.

- Children must be supervised at all times when using the Internet and email.

- Procedures for Safe Internet use and sanctions applicable if rules are broken will be clearly displayed beside every computer with access to the Internet.

Accidental access to inappropriate material.

Any abusive or racist material is to be reported without delay to the person responsible for E-Safety (the ICT Coordinator or Head Teacher) and a note of the offending website address (URL) taken so that it can be blocked.

Internet and email filtering software is installed to restrict access, as far as possible, to inappropriate or offensive content and to reduce the receipt of 'spam,' junk or unwanted correspondence. This is to be reviewed and updated regularly.

- Internet and email use will be monitored regularly in accordance with the Data Protection Act.

- Email addresses assigned to individuals will not be in a form which makes them easily identifiable to others.

- Users must not disclose any information of a personal nature in an email or on the Internet. This includes mobile and home phone numbers, addresses, or anything else which might allow them to be identified.

- All emails sent should be courteous and the formality and tone of the language used appropriate to the reader. No strong or racist language will be tolerated.

- All emails sent from a school email account will carry a standard disclaimer disassociating the school and the Local Authority with the views expressed therein.

- Bullying, harassment or abuse of any kind via email will not be tolerated.

  If users are bullied, or offensive emails are received, this must be reported immediately to a trusted adult or member of staff within the school. Emails received should not be deleted, but kept for investigation purposes.

- Anti-virus software is used on all machines and this is regularly updated to ensure its effectiveness.

- Users must seek permission before downloading any files from the Internet.

- All users will be made aware of Copyright law and will acknowledge the source of any text, information or images copied from the Internet.

- Sanctions, appropriate to the case, will be imposed on any users who break this code

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Procedures for Use of Instant Messaging (IM), Chat and Weblogs

- The use of Instant Messaging (e.g. MSN messenger) is **NOT** permitted in school by anyone.

- Use of Social Networking websites, such as Bebo, MySpace, Facebook, Habbo, and Piczo is **NOT** permitted in school by staff or pupils.

- Staff are strongly advised not to allow access to current or former pupils on such sites.

- Staff must **NOT** upload school photographs or information to such sites.

- Children and staff must **NOT** access public or unregulated chat rooms.

  However, Children and staff are permitted to join in forums which are moderated and hosted by a respectable organisation or to access regulated chat rooms by direct permission of the Head teacher or ICT coordinator.

Procedures for Use of Cameras, Video Equipment and Webcams

- Permission must be obtained from parents/carers before photographs or video footage can be taken.

- Photographs or video footage will be downloaded immediately and saved into a designated folder. This will be 'password-protected' and accessible only to authorised members of staff.

- Any photographs or video footage stored must be deleted immediately once no longer needed.

- Children should not accept files sent via, for example, Bluetooth to their mobile phones by an unknown individual. If they do, and the content received is upsetting or makes them feel uncomfortable, they should pass this on to a trusted adult straightaway. (Note: Phones not permitted in school).

- Video conferencing equipment and webcams must be switched off (disconnected) when not in use.

- Webcams must not be used for personal communication and should only be used with an adult present.

- Children and staff must conduct themselves in a polite and respectful manner when representing the school in a video conference or when corresponding via a webcam. The tone and formality of the language used must be appropriate to the audience and situation.

Procedures to ensure safety of the school's website

The school has designated members of staff to be responsible for approving all content and images to be uploaded onto its website prior to it being published.

- The school website should be subject to frequent checks to ensure that no material has been inadvertently posted, which might put children or staff at risk.

- Copyright and intellectual property rights must be respected.

- Permission must be obtained from parents or carers before any images of children can be uploaded onto the school website.

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- Names must not be used to identify individuals portrayed in images uploaded onto the school website. Similarly, if a child or member of staff is mentioned on the website, photographs which might enable this individual to be identified must not appear.

- When photographs to be used on the website are saved, names of individuals portrayed therein should not be used as file names.

- the school website must be monitored regularly to check that no personal information or inappropriate or offensive material has been posted.

Procedures for using mobile phones and Tablets

Mobile phones and tablets are not needed in school by children. Any brought to school must be left with the Head teacher.

- Staff should switch mobile phones off at teaching times, assembly times and during staff meetings and Inset days.

- The taking of still pictures or video footage without the subject's permission is not ethical. Any such instances should be reported to the Head Teacher who will initiate an investigation about purpose and outcomes.

- Everyone should report any unsavoury or malicious calls or emails received.

    It is very easy for individuals to access inappropriate websites and content via mobile phones and tablets nowadays but as they will **NOT** be in use at St. Joseph's this problem should not occur.

- Games consoles are not provided in school; No child is allowed to bring one into school and use it.

- portable media players (e.g. iPods) are not permitted in school.

Sanctions to be imposed if procedures are not followed

- Letters will be sent home to parents or carers (if applicable).

- Users may be suspended from using the school's computers, Internet or email, etc. for a given period of time / indefinitely.

- Details may be passed on to the police in more serious cases.

- Legal action may be taken in extreme circumstances.

Concluding Statement

The procedures in this policy will be subject to ongoing review and modification in order to keep up with advances in the technology coming into the school and that this policy will not remain static.

It may be that staff children might wish to use an emerging technology for which there are currently no procedures in place. It is therefore advisable to state that the use of any emerging technologies will be permitted upon completion and approval of a risk assessment, which will be used to inform future policy updates.

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