Ascot Heath Infant School
E-Safety Policy 2018
"Confident learners in a happy, safe and secure environment"

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 pupils with quality internet access as part of their learning experience.

- The internet can enhance and develop educational opportunities.

- The internet offers access to enrich and support activities Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils and will enhance the learning experience.

- The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

- 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.

- The school will take all reasonable steps to ensure that the use of internet derived materials by staff and pupils complies with copyright and any other applicable laws.

MANAGING INTERNET ACCESS

Information system security

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

- Virus protection will be updated regularly.

- Security strategies will be discussed with Bracknell Forest.

E-mail

- There is no e-mail facility on the children's, curriculum, computers.

- 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.

- Any direct communication, staff/parent will be via a school email address.

- A standard footer on school emails will be used stating content is private and confidential.

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 Staff or pupils' personal information will not be published.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 headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images

- Photographs of the children will not be used on the school website without signed parental permission.

Social networking and personal publishing

- Pupils and parents will be advised that the use of social network spaces outside school can expose them to hazards or risks. Such sites can offer entertaining and educational benefits but as they are effectively unregulated they can expose children to risks. Parents are advised that if they wish their child to use these sites they select together and the parent supervises the child's use.

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

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

Managing filtering

- The school will work with the LA, DfE 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

- 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. The sending of abusive or inappropriate text messages is forbidden.

- Staff will be advised to use the school phone where contact with a pupil's parent is required.

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

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

- The school will keep a record of all staff who are granted Internet access. The record will be kept up-to-date, for instance a member of staff's access will be withdrawn at the termination of their contract.

- Throughout the school access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Assessing risks

- 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. Neither the school nor BFC can 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 school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.

Community use of the Internet
- The school will liaise with local organisations to establish a common approach to E-safety.

COMMUNICATIONS POLICY

Introducing the E-safety policy to pupils
- E-safety rules will be posted in all classrooms and discussed with the pupils at the start of each year.
- Pupils and parents 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 and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support
- Parents' attention will be drawn to the School E-Safety Policy in newsletters, the school brochure and on the school Web site.
- Parents are encouraged to keep informed about the internet sites their children might visit.
- Parents are recommended to register with www.thinkuknow.co.uk.
- Parents are encouraged to talk to their child about their use of the internet and technology, this dialogue is the key to future safety.
- Families should have a computer "routine", whereby the parent supervises computer usage; the computer is located in a family room with the screen situated where it can be seen.

The E-Safety Policy relates to our Child Protection, ICT and Anti-bullying policies.

The E-Safety leader is the Headteacher, who is also the schools' designated Child Protection Officer.

This policy has been written by the school, building on the Bracknell Forest model policy and government guidance.

Document Management and Control

Initial Issue Date:	September 2010
Last reviewed / Revised: Date of Next Review:	September 2018 September 2020
Reviewed By:	CB/LB
Agreed and Approved:	FGB 24 September 2018
Amendments Made at Last Review:	- Removed reference to Learning Platform - Removed reference to Parents signing a consent form to use Internet - Date added - Line about email footers added