



## E-Safety

### Statement of Practice

**"The internet and e-mail are powerful tools to open up new opportunities for people of all ages. The Government wants everyone to have access to the wealth of cultural, scientific and intellectual material to be found on the internet. But we are equally determined to ensure that pupils are protected from unsuitable material and that they can access appropriate material safely."** (Michael Wills, Minister for Learning and Technology).

New technologies have revolutionised the movement, access and storage of information with important implications for all schools. Use of ever more powerful computers, broadcast media, the Internet, digital recorders of sound and images together with increased opportunities to collaborate and communicate are changing established ideas of when and where learning takes place. At Haslam Park Primary School, we recognise that learning is a lifelong process and that e-learning is an integral part of it. Ensuring that we provide pupils with the skills to make the most of information and communication technologies is an essential part of our curriculum. The school is committed to the continuing development of our ICT infrastructure and embracing new technologies so as to maximise the opportunities for all pupils, staff, parents and the wider community to engage in productive, cooperative and efficient communication and information sharing.

However, as in any other area of life, children are vulnerable and may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal. E-safety seeks to address the issues around using these technologies safely and promote an awareness of the benefits and the risks.

**This policy sets out clearly our expectations on pupils, staff, parents and members of the wider community to ensure best practice.**

Key: Normal text gives contexts and information

*Italic text indicates teaching given to pupils*

**Bold texts indicate key expectation to ensure positive and safe use**

#### Physical Safety:

- All electrical equipment in the school is tested annually to ensure that it is safe to use. **We expect pupils to behave appropriately near electrical sockets and appliances.**
- Computers and other ICT equipment can be easily damaged. *Pupils are taught the correct way to use ICT equipment.* **We expect pupils to respect ICT equipment and take care when handling and using.**

#### Network Safety:

- All users need to log on using a username and password. Pupils log on using usernames made up of the year they began school, which stays with them throughout their school life. All children have a common password. *Pupils are taught that they should only access the network using that particular log in.* **We expect all users to only logon using their username.**

- Each user is given an electronic folder in which to save their work. *Pupils are taught how to save their work into their "pupil drive" area. **We expect pupils to save and keep their work to build up a portfolio of evidence.***
- Access to other users "My documents" areas are restricted by the network. *Pupils are taught not to access another user's work without permission. **We expect pupils to respect the privacy of all other users and to make no attempt to access or interfere with another user's work.***
- On the network there are "shared resource" areas where many different groups of users can save work so that it is available to others. *Pupils are taught how to access and save to these shared resource areas. **We expect pupils to respect the contributions of others, not to delete or alter others' work and to ensure that they only save work to shared areas with permission.***
- Only the network administrators are permitted to install software on to computers. *Pupils are taught that the network or an application may not function properly if programmes are installed. **We expect all users to make no attempt to load or download any programme onto the network.***
- All users of the network can be monitored remotely by the network administrators. *Pupils are taught that their use of the network can be monitored. **We expect all users to understand that their use is subject to monitoring.***

### **Internet Safety:**

- When using a network workstation all access to the Internet is protected by a number of different filters. These filters are designed to prevent accidental or deliberate access to unsuitable materials. In addition, the network administrators can manually add site addresses which are considered to be unacceptable. However, no system is 100% safe and we expect users to behave responsibly. *Pupils are taught that the Internet contains many websites that are useful but that there are also websites that are unpleasant, offensive, not child-friendly or can damage your computer. **We expect pupils to make no attempt to access a website that they know to be unsuitable for children and/or containing offensive language, images, games or other media.***
- Pupils accessing the Internet at home are subject to the controls placed upon them by their parents. However, any home use of the Internet made in connection with the school or school activities; any of its staff, pupils and governors or any partnership organisation will be subject to this policy and any breach dealt with as if the event took place at school. **We expect all members of our school community to behave as positive ambassadors of the school in all school related activities made through the Internet.**
- The school website contains school policies, newsletters and other information. **We expect all persons accessing the school web site to treat the content with respect and make no attempt to reproduce, use or alter any part in any way with malicious intent. No part can be reproduced for commercial reasons without written permission from the school.**

At the beginning of each lesson which requires the internet, teachers hold a 5 minute e-safety talk about what good e-safety looks like. *Pupils are taught how to keep safe on the internet and what good conduct looks like. **We expect pupils to follow the e-safety guidelines which are displayed in each classroom.***

### **Email Safety:**

- Currently children do not use email to communicate with each other.
- Some pupils will have their own webmail accounts at home. As these are independent of the school they do not necessarily come with the safeguards that we set for email usage. Therefore we do not permit the use of personalised email accounts by pupils at school or at home for school purposes. *Pupils are taught that using a personalised webmail account in school or for school use is not permitted. **We do not expect pupils to use their own accounts in school.***

### **Digital Images:**

- Digital still and video cameras are used for recording special events as well as being essential tools for everyday learning experiences across the curriculum. As part of pupil induction, parents are asked to sign a consent form for images of their children to be used for school purposes. On the website we never state a child's full name with their image. **The school will happily remove any image of a child on the school website at their parent's request.**

### **E-Bullying:**

- The school takes bullying very seriously and has robust procedures for identifying and dealing with it. E-bullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, family, gender, race, culture, ability, disability, age or religion. *Pupils are taught about bullying as part of the PSHE curriculum.* **We expect all members of our community to communicate with each other with respect and courtesy. Bullying of any type will not be tolerated by the school and will be dealt with under the procedures within the Whole School Policy on Behaviour, including bullying.**

### **Mobile Phones:**

- Pupils are not permitted to have mobile phones upon their person in school. We recognise that our oldest pupils may walk on their own to and from school and parents may wish them to have a mobile phone for emergencies. However we discourage this on security grounds as they are easily lost, damaged or stolen. *Pupils are taught that they shouldn't have a mobile phone on their person in school and that any phone brought in must be handed to the office for the duration of the day.* **We expect pupils not to carry a mobile phone in school.**

### **Other technologies:**

- **Blogging** – Pupils have access to the school's blogging site. Here children can upload best pieces of work, read and comment on each other's work. This is moderated by the E-Safety Co-ordinator before it is published. *Pupils are taught to only upload 'best' pieces of work and to use positive and encouraging language in their comments.* **We expect pupils to use polite and positive language while using the blogging site.**
- **iPads** – Pupils have access to iPads in school and are treated in the same way as the bank of laptops. *Pupils are taught to use APPs that the teacher has asked them to use and not make any changes to the backgrounds.* **We expect the pupils to look after and respect the bank of iPads.**

### **Copyright:**

- Though there are lots of free to use resources on the Internet, the majority of image, sound and music files are covered by copyright laws. Some can be used for educational reasons without permission provided that the source is stated and that they are not made available outside the school. Some cannot be used under any circumstances, this is particularly so for music but can apply to other types of file e.g. photographic images. Care therefore needs to be taken with multi-media work which incorporates anything downloaded from the Internet or any other published source that it is not uploaded onto the school's website or broadcast through any other technology. *Pupils are taught that the people who put their work on the Internet may not always want people to copy or use their work and that they should check whether they have permission.* **We expect all users to respect copyright laws.**
- It is important to know what work is original and when chunks of text have been copied from other sources such as the Internet. *Pupils are taught that they should not present the work of others as their own work. Older pupils are taught about copyright and how to extract or paraphrase information.* **We expect all pupils to read text from the internet and write it in their own words.**

### **Data Protection Act:**

- The Data Protection Act 1998 gives you the right to access information held about you or your child by the school. Further information on the Data Protection Act can be obtained from the Department of Constitutional Affairs – [www.justice.gov.uk](http://www.justice.gov.uk)

- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any web page we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not bring in CDs, DVDs or memory sticks unless asked by a teacher
- We do not use Internet chat rooms.

## Glossary of terms

<b>Email</b>	Text based messages sent through the Internet
<b>Internet</b>	A global network of computers which allow efficient communication from any point to any point
<b>Network</b>	A group of computers linked together and often managed by a server
<b>Blogging</b>	A discussion text written where others can comment on the writing
<b>Server</b>	A computer that controls access to a network of computers and usually stores data for all users

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