



Knavesmire Primary School

E-safety Policy

Introduction

At Knavesmire Primary School we believe that the internet is a powerful way to enhance and broaden a child's education. Teaching and learning in every subject in the curriculum can make vital use of web-based material.

However, we also know that the Internet allows access to a great deal of entertainment, information and communication which is not related to school-based learning that children may want to explore and investigate.

This exploration is not necessarily harmful, but if unsupervised and unmonitored can result in children encountering material not appropriate for their age or things which may upset or confuse them, or put them in a vulnerable position.

As a school we recommend that Key Stage 1 and 2 children should always have a responsible adult with them when online.

Children all need to understand the internet and how they can use it positively, safely and to their benefit. As your child's parent or carer you are in the ideal position to help them learn how to avoid potential problems and get the most out of the internet. With this in mind, we have collected a range of helpful resources to help you develop your child's understanding, skill and confidence (see resources on website).

Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies in order to enrich their learning.

Scope

This policy applies to all pupils, all teaching staff, all support staff, all governors and all volunteers.

Aims

Our aims are to ensure that all pupils, including those with special educational needs:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely. Internet use will support, extend and enhance learning:

Pupils

Pupils will be given clear objectives for internet use.

Web content will be subject to age-appropriate filters.

Internet use will be embedded in the curriculum.

Pupils will develop an understanding of the uses, importance and limitations of the internet including:

How to effectively use the internet for research purposes.

How to evaluate information on the internet.

How to report inappropriate web content.

How to use the internet to enhance learning experiences

Having opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Website

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 head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work:

Photographs that include pupils will be selected carefully and always checked for permission from parents. Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Use of mobile phones by pupils:

The use of mobile phones by pupils is not permitted on the school premises. Any mobile phones can be confiscated by school staff if they have reason to think that they are being used to compromise the wellbeing and safety of others (Education and Inspections Act 2006, Sections 90, 91 and 94). Please see our mobile phone policy for more information.

Systems Security:

ICT systems security will be regularly reviewed with support from Vital. The school will work with Vital to ensure that appropriate filtering is in place. Pupils will report any inappropriate content accessed to the e-safety co-ordinator.

E-safety rules will be posted in each room where a computer is used and these will be discussed with children.

Pupils will be informed that internet and Learning Platform use will be monitored.

Communication of the e-safety policy to staff:

The e-safety and acceptable use policies will be given to all new members of staff as part of the staff handbook.

The e-safety and acceptable use policies will be discussed with, and signed by, all staff.

Staff will be informed that internet and Learning Platform use will be monitored.

Communication of the e-safety policy to parents/carers:

The acceptable use policies will be available in the on the school website.

Parents will be asked to sign a home-school agreement when their children join the school.

This will include acceptable use policies relating to the internet, Learning Platform and other

digital technologies. The school will communicate and publicise e-safety issues to parents through the school letters and website.

E-safety Complaints:

Instances of pupil internet or Learning Platform misuse should be reported to, and will be dealt with by, the e-safety co-ordinator or headteacher.

Instances of staff internet or Learning Platform misuse should be reported to, and will be dealt with by, the headteacher. Pupils and parents will be informed of the consequences of internet and/or Learning Platform misuse. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Whole-School Responsibilities for Internet Safety:

Responsible for e-safety issues within the school is the responsibility of SLT and computing curriculum lead.

Ensure that developments at Local Authority level are communicated to staff.

Ensure that the Governing Body are informed of any e-safety issues and policy updates.

Ensure that appropriate funding is allocated to support e-safety activities throughout the school.

Review

E-Safety will be reviewed as part of the regular review of child protection and health and safety policies. Support the headteacher and/or designated e-safety co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment. Ensure that appropriate funding is authorised for e-safety solutions, training and other activities as recommended by the headteacher and/or designated e-safety coordinator (as part of the wider remit of the Governing Body with regards to school budgets).

Teaching and Support Staff

- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Embed e-safety education in curriculum delivery.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within & outside school.
- Take responsibility for their professional development in this area.

Wider School Community:

As a school we aim to encourage:

This group includes non-teaching staff, volunteers, student teachers and other adults using school internet, Learning Platform or other technologies.

- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.

- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Parents and Carers

As a school we aim to encourage:

Contribution to the development of e-safety policies.

Read acceptable use policies and encourage their children to adhere to them.

- Adhere to acceptable use policies when using the school internet and/or Learning Platform.
- Discuss e-safety issues with their children, support the school in its e-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the school if they suspect, or have identified, that their child is conducting or encountering any concerning behaviours online.