IRCHESTER COMMUNITY PRIMARY SCHOOL

E-Safety Policy

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's e-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Anti-Bullying, Curriculum, Data Protection and Security.

Good Habits

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.

- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.

- Safe and secure broadband for learning including the effective management of content filtering through the East Midlands Broadband Community (EMBC) gateway.

- National Education Network standards and specifications.

School e-Safety Policy
The ICT Team will liaise with the designated Child Protection Officer as the roles overlap to ensure e-safety procedures are in place.

Our e-safety policy has been written by the ICT Team using the Government guidance. It has been shared with staff, agreed by the Senior Management Team (SMT) and approved by Governors.

The e-Safety policy will be reviewed annually, to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

Why is Internet Use Important?

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access.

Teachers and pupils may use the internet outside school for personal and educational use. In order to ensure their own safety and security it is essential they understand and abide by the school e-Safety rules.

Filtering

The school will work in partnership with the Local Authority, Becta and the EMBC (Internet Service Provider) to ensure filtering systems are as effective as possible.

- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the e-safety coordinator or network manager.
- Social networking sites and newsgroups are blocked for pupil use.

Safety

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.   Pupils will not access the internet unsupervised.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils should be advised not to place personal photos on any social network space.
- Pupils should be advised frequently on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.
- Mobile phones will not be used by pupils in school for personal use. They will not be used by staff during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

<u>E-mail</u>

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Whole class or group e-mail addresses should be used in school
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations 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.

<u>Assessing Risks</u>

The school will take all reasonable precautions to prevent access to inappropriate material (eg. supervision). However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. However, if accessed through the portal (EMBC) we can only state that we are advised it is <u>considered</u> a 'safe' site.

Teaching and Learning within ICPS

- All current staff and pupils are automatically granted Internet access.
- It is advised that all staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a consent form for pupil access.
- Internet access will be planned to enrich and extend learning activities.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Personal Use

It will be possible to access learning platforms through the EMBC site at home, but we would advise parental supervision and regular reminders to follow the safety guidelines as taught in school.

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 or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate

Publishing Pupils' Images and Work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified, unless there is prior parental agreement.
- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Annual written permission from parents or carers will be obtained before photographs of pupils' and their work are published on the school Web site.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

Protecting Personal Data

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

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 as outlined in the school brochure.
- Discussions will be held with the Police to establish procedures for handling potentially illegal issues.

Communication of Policy

Pupils

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored and should not be unsupervised.

Staff

- All staff have access to 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.

Parents

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure, school website and through the e-Safety rules letter.

QUESTIONS
Are we sending e-Safety rules page to send to parents along with a disclaimer to agree to rules

E-Safety Rules– Appendix A

Letter to parents – Appendix B

Staff Acceptable Use Policy – Appendix C

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e-Safety Rules

These e-Safety Rules help to protect pupils and the school staff by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.

- It is a criminal offence to use a computer or network for a purpose not permitted by the school.

- Irresponsible use may result in the loss of network or Internet access.

- Network access must be made via the user's authorised account and password, which must not be given to any other person.

- All network and Internet use must be appropriate to teaching and learning.

- Copyright and intellectual property rights must be respected.

- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.

- Anonymous messages and chain letters are not permitted.

- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.

- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.

- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Edit this poster for display near computers.

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e-Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Parent's Consent for Web Publication of Work and Photographs
I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Signed:	**Date:**

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities. I will ensure adequate supervision and responsible use of internet at home in line with guidance taught in ICPS.

Signed:	**Date:**

Parent's Consent for E-mail Access in school and at home

I have read and understood the school e-Safety rules and give permission for my son/daughter to access school e-mail via the EMBC gateway at school and home.

Signed:	**Date:**

Please print name:

Please complete, sign and return to the school