



All Saints Carshalton, Church of England Primary School

Policy for E-Safety (Electronic Safety)

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Agreed by staff - June 2014

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. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. 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 systems.

This e-safety policy considers the use of both fixed and mobile internet, PCs, laptops, webcams, digital video equipment, mobile phones, camera phones, personal digital assistants and portable media players. It will be revised to incorporate new and emerging technologies. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out by the ICT coordinator before use in school is allowed.

The school will ensure that all members of the school community are aware of the e-safety policy and the implications for the individual. E-safety depends on staff, governors, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies.

Internet use will enhance learning:

Instruction in responsible and safe use by pupils will precede Internet access. As part of the curriculum, pupils will be made aware of the guidelines for the acceptable use of the Internet and what is not acceptable. These guidelines for acceptable use will be clearly on display in all areas of the school where Internet access is available. All pupils will be given clear objectives when using the Internet. Where Internet activities are part of the curriculum they will be planned so that they enrich and extend the learning activities. Staff will guide pupils through on-line activities that will support the learning outcomes planned for the age and maturity of the pupils. All websites used for specific activities will have been approved by the school.

Curriculum activities that involve the use of the Internet for gathering information and resources will develop pupil skills in locating and evaluating materials.

Pupils will be taught how to evaluate Internet content:

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Internet access in the school is provided via a broadband link through the SWAN intranet. Filtering appropriate to the age of the pupils is provided as part of this link. An agreement for the provision of a suitable virus protection system has been implemented through the services of Management Information Services (MIS), who monitor and service the school network. This virus protection system is installed on all computers in school and automatically updated regularly. Laptops will only be updated for viruses when they are connected to the network. Children are not permitted to bring or use personal music players, digital cameras, camera phones or any other electronic device in school. Pupil access to the Internet will be by adult demonstration or directly supervised access to specific, approved on-line materials.

Children in Year 6 are permitted to bring mobile phones to school, but they are to be handed to the office at the beginning of the school day and collected at home time. The use of mobile phones will not be permitted during lessons or the school day. Other year groups may only bring in their phones by individual consent from the headteacher and for exceptional circumstances stated clearly in writing by parents.

E-mail:

Curriculum activities that involve the use of e-mail will be through the use of individual webmail accounts that are controlled by Management Information Services. All e-mail communications sent by members of staff that relate to the school will be through authorised, MIS webmail accounts, except in exceptional circumstances. The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.

- 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.
- Online chat rooms and instant messaging services are blocked by the intranet filtering.

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.

Publishing pupil's images and work:

- Photographs that include pupils will be selected carefully and will only feature pupils with parental permission.
- Only first names of pupils will be published and these will never be published in conjunction with photographs.
- School newsletters are published monthly on the school website, but full names are never published alongside photographs of the relevant children.

Social networking and personal publishing:

- The school will block access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering:

- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator immediately.

Procedures for Whole School

Authorising Internet access:

- A consent form, which covers permission to access the Internet, will be issued to parents and carers of each year group during the summer term to cover the forthcoming academic year. This will contain the acceptable use guidelines and details of the school e-safety policy. Parents and carers will be required to sign the consent

form and where appropriate pupils will also be required to sign an acceptance of both the acceptable use guidelines and the e-safety policy.

- Parents of children who arrive mid-year will also be asked to sign this as part of their induction routine. The signed consent form must be returned to the school for pupil access to the Internet to be permitted.
- Pupils will be informed that Internet use will be monitored. Pupil access may be withdrawn if the acceptable use guidelines are not adhered to.
- All members of staff including teachers, supply staff, teaching assistants and support staff, will be provided with access to a copy of the school e-safety policy.
- All staff will need to sign a copy of the Staff Acceptable Use Policy before using any Internet resource in school. Staff will be made aware that Internet traffic can be monitored and traced to the individual user and professional conduct is essential.
- At EYFS, 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. The school cannot accept liability for the material accessed, or any consequences of Internet access. Any pupil who discovers such material must immediately report it to a member of staff.
- 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.

E-Safety Communications

Introducing the e-Safety policy to pupils:

- E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils 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.

Failure to comply:

- Where incidents occur due to non-compliance with the school e-safety policy these will be reported to a delegated senior member of staff. Any issues relating to staff misuse must be referred to the head teacher.
- Should it become necessary to prohibit the use of internet resources for a pupil then parents or carers will be involved so that a partnership approach can be used to resolve any issues.
- This could include practical sessions and suggestions for safe Internet use at home.