St Nicholas and St Laurence of E Primary School
E-SAFETY POLICY

This policy was developed in the Spring Term 2015.
It was approved at the Governors Meeting on 16th January 2015
It will be reviewed in January 2016

This policy is to be read in conjunction with the Safeguarding Policy and Child Protection Procedures.

Why Internet use is important

• The Internet is becoming an essential element throughout daily life for education, business and social interaction.
• The school has a duty to provide students 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.

Internet use will enhance learning

• The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of the 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.

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 will be taught to be critically aware of the materials they read and the importance of cross-checking information before accepting its accuracy.
• Pupils will be taught to report unpleasant Internet content immediately to a member of staff.

Managing Internet Access

Information system security
• School ICT systems capacity and security are reviewed regularly.
• Virus protection is scheduled to be updated daily.
• Security strategies will be discussed with the Chesil partnership technician.
E-mail
• Pupils may only use the approved RM Easymail e-mail accounts on the school system.
• Pupils must immediately tell a member of staff if they receive offensive e-mail.
• Pupils must not reveal their personal details or those of others in e-mail communication, or arrange to meet anyone without specific permission.
• Whole class e-mail addresses will be used by pupils.
• 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.
Published content and the school website
• Staff or pupils personal contact information will not be published.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 will not enable individual pupils to be clearly identified.
• Pupils' full names will not be used on the school website, particularly in association with photographs.
• Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
• Parents are clearly informed of the school policy on image taking and publishing. The school will fully respect the wishes of parents who refuse permission.

Social networking and personal publishing

• The school blocks/filters access to social networking sites.
• Newsgroups are blocked unless a specific use is approved.
• Pupils are advised never to give out personal details of any kind which may identify them or their location.
Managing filtering

• The school will work with Dorset County Council, and SWGfL to ensure systems to protect pupils are subject to regular checks to ensure that filtering methods are appropriate, effective and reasonable.
• If staff or pupils discover an unsuitable site, it must be reported to the ICT Co-ordinator, who will ensure it is then blocked.

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 – Only Year 6 pupils are allowed to bring in a mobile phone, this MUST be handed in at the office for safe keeping.

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 parents must read and sign the 'e-Safety Rules' before pupils are allowed to use the Internet.
• At both Key Stage 1 and Key Stage 2, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
• The school will maintain a current record of all staff and pupils who are granted access to the Internet.
• All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.

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 always possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Dorset County Council can accept liability for the material accessed, or any consequences of Internet access.
Methods to identify, assess and minimise risks will be reviewed regularly.
• The school will audit ICT provision to establish if the e-Safety policy is adequate and that its implementation is appropriate and effective.

Handling e-Safety complaints
• Complaints of Internet misuse will be dealt with by either the Head teacher, ICT Co-ordinator and Chair of Governors.
• Responses to Internet misuse may include:
    • Informing parents/carers
    • Removal of Internet/computer access for a set period
• Any complaint about staff misuse will be referred to the Head teacher.
• Complaints of a child protection nature will be dealt with in accordance with school child protection procedures.

Community use of the Internet
• The school will be sensitive to Internet related issues experienced by pupils outside of school, e.g. social networking sites. Appropriate advice and guidance on safe use will be given to pupils in Key Stage 2.

COMMUNICATIONS POLICY

Introducing the e-Safety policy to pupils
• E-safety rules posters will be positioned in all rooms where computers are used and discussed with the pupils at the start of each school year.
• Pupils will be informed that Internet use will be monitored.
• An e-Safety training programme will be introduced to raise awareness and the importance of safe and responsible Internet use. This will be embedded in the ICT scheme of work and/or the PSHE curriculum.

STAFF AND THE E-SAFETY POLICY

• All staff will be given the School e-Safety Policy and its importance explained.
• Staff will be aware that Internet use can be monitored and traced to the individual user. Discretion and professional conduct is essential.

ENLISTING PARENTS' SUPPORT

• Parents/carers' attention will be drawn to the School e-Safety Policy in newsletters, the school prospectus and on the school website.
• A partnership approach will be encouraged. This could include demonstrations for parents/carers and suggestions for safe home Internet use.
• The school will maintain a list of e-Safety resources for parents/carers.

St Nicholas and St Laurence Primary School
e-Safety Rules

All pupils in our school have opportunities to use computer facilities including Internet access as an essential part of their learning, this is required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil's Agreement

I have read and I understand the school e-Safety Rules.

I will use the computer, network, Internet access and other new technologies in a responsible way at all times.

I know that network and Internet access may be monitored.

Pupil:_____ **Year Group:**_____

Signed: _____

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.

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, and that the school cannot be held responsible for inappropriate access. I agree that the school shall not be held liable for any damages arising from the use of their internet facilities.

Parent/legal guardian: _____Date: ___/___/____

Name of Pupil: _____ Date:___/___/____

Class:_____

Thank you.

Mrs R Winter – ICT Manager.

Please complete, sign and return this agreement to Mrs R Winter – ICT CO-ordinator.

Thank you.

Staff Code of Conduct for ICT

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

➢ I understand that I must not use the school ICT system for illegal purposes (see attached).

➢ I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.

➢ I understand that school information systems may not be used for private purposes without specific permission from the Headteacher.

➢ I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.

➢ I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.

➢ I will not install any software or hardware without permission.

➢ I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.

➢ I will respect copyright and intellectual property rights.

➢ I will report any incidents of concern regarding children's safety to the ICT Coordinator, the Designated Child Protection Coordinator or Headteacher.

➢ There will be **NO** electronic communications with pupils including email, IM and social networking.

➢ I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information 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.

I have read, understood and accept the Staff Code of Conduct for ICT.

Signed: …………………………………… Capitals: ………………………………… Date: …………………………………

Accepted for school: ………………………………………………… Capitals: …………………………………………

The school's ICT system may be used for private purposes following guidelines established by the school.

Illegal usage includes:

➢ Making, producing or distributing indecent images of children.

➢ Grooming.

➢ Making, producing or distributing adult material that breaches the Obscene Publications Act in the UK.

➢ Accessing, downloading or forwarding criminally racist material.

➢ Any activity using technology to cause serious harassment, anxiety, alarm or distress which may be contrary to the Harassment or Malicious Communications Acts.

Unacceptable use includes:

➢ Making, producing or distributing any materials that are in conflict with the ethos of the school. This will include materials that, while not illegal, contain gratuitous sexual or violent content, incite hatred or which encourage the use of illegal drugs.

➢ Use for personal financial gain, gambling, political purposes or advertising is forbidden.

➢ Closed discussion groups can be useful but the use of public chat rooms is not allowed.

Dear Parent,

Internet Permission Form

As part of the school's ICT programme we offer pupils supervised access to the internet. Before being allowed to use the internet, all pupils must obtain parental permission both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the internet will enable pupils to explore thousands of libraries, databases. Whilst our aim for internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

We would be grateful if you could read the enclosed guidance documents and then complete the permission form which follows.

Yours sincerely

Headteacher