

Platt C.E Primary School

E- Safety Policy



Writing and reviewing the e-Safety policy

The e-Safety Policy is part of the School Improvement Plan and relates to other policies including those for ICT, bullying and for child protection.

The school will appoint an e-Safety Coordinator; this will be the ICT leader.

Our e-Safety Policy has been written by the school, building on the Kent e-Safety Policy and government guidance. It has been agreed by senior management and approved by governors.

The e-Safety Policy was revised by: Hannah Walters

Teaching and learning

Why the Internet and digital communications are 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.

Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of 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 shown how to publish and present information to a wider audience.

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.

Managing Internet Access

Information system security

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority (EIS).

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.

Published content and the school website

Staff or pupil personal contact information will not generally be published. The contact details given online will be the school office. The head teacher 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 so that their image is not misused. Where possible, the school will consider using group photographs rather than full-face photos of individual children.
- Pupils full names will not be used anywhere on a school Website or other on-line space, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Work can only be published with the permission of the pupil and parents/carers
- Pupil image file names will not refer to the pupil by name.

- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

Social networking and personal publishing

- The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

Managing filtering

- The school will work with the Kent Community Network, EIS and Becta to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-Safety Coordinator.

Managing videoconferencing & webcam use

- Videoconferencing should use the educational broadband network to ensure quality of service and security.
- Pupils must ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing and webcam use (E.g. Skype) will be appropriately supervised for the pupil's age. Webcams may only be used with the consent of teaching staff and in the presence of teaching staff. At all other times webcams will be disabled/covered.

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.
- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.
- There should be no personal devices in school. However, any child bringing a mobile phone into school (those walking home alone in Year 6) should take it to the school office at morning registration, and collect it from there at the end of the school day.

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 staff must read and sign the „Staff Code of Conduct for ICT“ before using any school ICT resource. (www.kenttrustweb.org.uk/esafety)
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.

- At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form. This is given to parents within their induction pack.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. Neither the school nor KCC can accept liability for any material accessed, or any consequences of Internet access.
- The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and 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 head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures. (The Kent e-Safety Policy has a flowchart of responses to an incident of concern.)
- Pupils and parents will be informed of the complaints procedure (See School Complaints Policy)

Community use of the Internet

- The school will liaise with local organisations to establish a common approach to e-safety.

Communications Policy

Introducing the e-safety policy to pupils

- E-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- A programme of training in e-Safety will be developed, possibly based on the materials from CEOP.
- e-Safety training will be embedded within the ICT scheme of work or the Personal Social and Health Education (PSHE) curriculum.

Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

Enlisting parents' and carers' support

- Parents and carers attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school website.
- The school will maintain a list of e-safety resources for parents/carers. A leaflet produced by *Microsoft* and is called *'Turning it off is not the answer'* will be sent to *new parents*.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school