GREEN MEADOW PRIMARY SCHOOL

E-Safety policy

Date written: 14th December 2015
Reviewed by Governors: 22nd February 2016
To be reviewed by Governors: February 2017

An Academy,
achieving more,
learning together.

Introduction

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The E-Safety Policy should operate in conjunction with other policies including those for Computing, Anti-bullying, health and safety and Child Protection. The school Computing lead and the designated Senior Leaders for Child Protection share responsibility to ensure the implementation of this policy.

End to End E-Safety

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

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of E-Safety in both administration and curriculum, including secure school network design and use.
- Safe secure broadband including the effective management of filtering systems.

Teaching

Why internet use is important?

- The internet is an essential element in 21st century life for education, business and social interaction. As a school we have a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is 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 the pupils.
- Pupils will be taught what Internet use is acceptable and what is not through our Acceptable User Policy, which is renewed on a yearly basis with the pupils. (See Appendix 1 and 2)
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Staff will educate pupils 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

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the school Computing Lead and Technician.

- Staff should ensure that the use of the Internet derived materials by staff and by 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

Information system security

- The security of the school information systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The school uses broadband with its firewall and filters.

Email

- Pupils may only use approved e-mail accounts on the school system. Children are not allowed access to personal e-mail accounts or chat rooms whilst in school.
- Pupils must immediately tell an adult if they receive an 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.
- E-mails sent to an external organisation should be written carefully and be authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain e-mails is not permitted.

Published content and the school website

- The contact details on the Website should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published/
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Written permission from parents or carers must be obtained before photographs are published on the school Website.
- Pupils' full names will not be used on the Website, particularly in association with photographs.
- Pupils work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

- Social networking sites and newsgroups will be 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. Examples would include real name, address, mobile or landline phone numbers, school, IM address, e-mail address, names of friends, specific interests, clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for primary aged pupils.

Managing filtering

- The school will work in partnership with the service provider to ensure that the filtering systems are as effective as possible.
- If the staff discover unsuitable sites, the URL, time and date must be reported to the Computing Lead.
- Senior staff will ensure that checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school.
- Mobile phones will not be used during lessons or formal school time. All pupil phones are kept at the office during school time. The sending of abusive or inappropriate messages is forbidden.

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

- The school will maintain a current record of all staff and pupils who are granted Internet access
- All staff, including teaching assistants and supply teachers must read and sign the Acceptable User Policy (AUP) before using any school ICT resource.
- Pupils will be asked to sign the Acceptable User Policy after a copy has been sent to parents.

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 Head Teacher will ensure that the E-Safety Policy is implemented and compliance with the policy is monitored.

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 child protection nature must be dealt with in accordance with school child protection procedures.

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Community use of the Internet

- The school will be sensitive to Internet related issues experienced by pupils part of the school, e.g. social networking sites, and offer appropriate advice.
- Families using school computing equipment must sign an AUP consent form prior to use (Family Netbook)

Communications Policy

Introducing the E-safety policy to pupils

- Rules for Internet access will be posted in all rooms.
- Pupils will be informed that Internet use will be monitored.
- Advice on E-Safety will be introduced at an age- appropriate level to raise the awareness and importance of safe and responsible Internet use.

Staff and the E-Safety policy

- All staff will be given the school E-Safety policy and its importance explained
- Staff should be aware the Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parental support
- Parents and carers will receive regular E-safety guidance and a copy of pupils AUP.

Acceptable Computer Usage and Internet Policy for KS1

1 Aims of Policy

- To look after ICT systems and equipment in our school.

- To make sure we are responsible and safe when using ICT equipment in school.

- To use the Internet safely when outside of the school.

2 For My Safety

- I understand that anything I do on the computer may be seen by someone else

- I will not use any other person's username and password.

- I will make sure all messages I send are polite

- I will show my teacher if I get a nasty message

- I will only open pages or games which my teacher says are OK

- I will tell my teacher if anything makes me feel scared or uncomfortable

- I will never tell people about myself online. (My name, phone number, address or about my family).

- I will never agree to meet a stranger.

- I will talk to my teacher before using anything on the internet

- I will not move around the classroom with ipads or laptops unless the teacher tells me to.

3 Treating Others with Respect

- I will not open or delete other user's files without permission.

- I will be polite and friendly when I communicate with others online.

- I will not take pictures or videos of other people without them knowing.

✂---

I understand that if I don't follow this Acceptable Usage Policy then the school may take further action. This may include the school removing my access to the school's network/Internet/email/equipment, contacting my parents or carer and, if necessary, involving the police.

I have read / listened to the Acceptable Computer Usage and Internet Policy and agree to follow its rules

First Name _____   Surname _____

Class   _____   Date   _____/_____/_____

Acceptable Computer Usage and Internet Policy for KS2

1 Aims of Policy

* To protect ICT systems, equipment and users in our school.

* To ensure that we are responsible and safe when using ICT equipment in school.

* To use the Internet safely when outside of the school.

2 For My Safety

* I will not use any other person's username and password.

* I will use the Internet safely and properly.

* I will only click on things and visit websites that my teacher approves.

* I will report any things I don't like, or that make me uncomfortable, to the teacher.

* I will not use social networking sites like Facebook or Twitter during school hours.

* I will never tell people about myself online. This means I won't tell them my full name, mobile number, address or information about my family, even when I am outside school, unless I know them in real life.

* I will never arrange to meet a stranger.

* I know that everything I do on a computer will be seen by an adult.

* I will not move around the classroom when using equipment such as cameras, ipads or laptops unless the teacher tells me.

3 Treating Others with Respect

* I will not access, copy or remove other user's files without permission.

* I will be polite and friendly when I communicate with others online.

* I will not take pictures or videos of other people without them knowing.

* I will not send unkind messages about others on the Internet or by email, even when I am outside of school.

✂--

I understand that if I don't follow this Acceptable Usage Policy then the school may take further action. This may include the school removing my access to the school's network/Internet/email/equipment, contacting my parents or carer and, if necessary, involving the police.

I have read / listened to the Acceptable Computer Usage and Internet Policy and agree to follow its rules

First Name _____   Surname _____

Class   _____   Date   _____/_____/_____

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