



St Peter's Brafferton CE VA Primary School E-Safety Policy

Writing and reviewing the E-safety policy

The E-Safety Policy is part of the School Development Plan and relates to other policies including those for pupil discipline and child protection.

The school's ICT Co-ordinator, Mr David Joy will also act as E-Safety Coordinator. The Governor Link for IT is David Whapples

Our e-Safety Policy has been written by the school, building on the NYCC E-Safety Policy and government guidance. It has been agreed by senior management and approved by governors. The E-Safety Policy and its implementation will be reviewed annually.

Teaching and Learning

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 children 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 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 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

School ICT systems capacity and security will be reviewed regularly.

Virus protection is updated regularly.

Advice on security strategies will be monitored on the School's ICT web page and clarification sought as necessary.

E-mail

Pupils may only use approved e-mail accounts on the school system and email usage should be supervised and monitored by a staff member.

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.

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 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 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 anywhere on the Web site, 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.

Pupil's work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved. Pupils will be advised never to give out personal details of any kind that may identify them or their location.

Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

The school will work with the LA, DCSF and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

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

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing videoconferencing

When this becomes available within the school, videoconferencing will use the educational broadband network to ensure quality of service and security rather than the Internet.

Pupils will be required to gain permission from the supervising teacher before making or answering a videoconference call.

Videoconferencing will be appropriately supervised for the pupils' age.

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 will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden. Pupils are not permitted to bring electronic devices into school.

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 'Acceptable ICT Use Agreement' before using any school ICT resource.

For Key Stage 1, access to the Internet will be by adult demonstration with occasional 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. Neither the school nor NYCC can accept liability for the material accessed, or any consequences of Internet access.

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 head teacher.

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.

Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues

Communications Policy

Introducing the e-safety policy to pupils

E-safety rules will be posted in all classrooms (see Appendices 2 and 3) 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.

Reviewed May 2016

Review Due Date May 2018

School Rules for Class 1

- ✓ I follow my teachers' and parents' instructions.
- ✓ I keep my passwords a secret.
- ✓ I am kind to others and I use kind words.
- ✓ I only upload and write what I want others to see.
- ✓ I can tell my teachers or parents if someone is unkind to me on the internet or mobile phone.
- ✓ I check with my teachers or parents before using a website.
- ✓ I tell my parents or teachers if something worries or upsets me when I am using the internet.

Technology/Internet User Responsibilities for Classes 2 and Class 3

- ✓ I act responsibly by following my teachers' and my parents' instructions when using technology/the internet.
- ✓ I am responsible for keeping my passwords private.
- ✓ I am a responsible user of the internet and I use appropriate language when I add items or send messages.
- ✓ I only upload and write what I want others to see.
- ✓ I act responsibly by telling my teachers if I think that someone else has broken the rules.
- ✓ I check with my teachers or parents before using any website.
- ✓ I am responsible for telling my parents or teachers if I see or read inappropriate material on the internet.

