e-Safety Policy

School e-Safety Policy:

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

Teaching and Learning:

<u>Why is Internet Use Important?</u>
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 and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access.

Pupils use the Internet outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.

<u>How does Internet benefit Education?</u>
The benefits of using the Internet in education include:
- Access to world-wide educational resources including museums and art galleries;
- Inclusion in the London Grid for Learning which connects all London schools;
- Educational and cultural exchanges between pupils world-wide;
- Access to experts in many fields for pupils and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration across support services and professional associations;
- Improved access to technical support including remote management of networks and automatic system updates;
- Exchange of curriculum and administration data with the Local Authority and DCSF;
- Access to learning wherever and whenever convenient

<u>How can Internet enhance Learning?</u>
- The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils
- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access is planned to enrich and extend learning activities.
- Staff guide pupils in on-line activities that support learning outcomes planned for the pupil's age and maturity.
- Pupils educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Managing Internet Access:

<u>World Wide Web</u>

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

Email
- Pupils may only use approved e-mail accounts on the school system
- 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 with out specific permission.
- E-mail sent to an external organisation is written carefully and authorised before sending, in the same way as a letter written on school headed notepaper.
- The forwarding of chain letters is not permitted.

Published Content and the School Web Site
- The contact details on the website are the school address, e-mail and telephone number. Staff or pupils' personal information will not be published
- The head teacher takes overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupil's Images and Work
- Photographs that include pupils are selected carefully
- Pupils' full names are not use 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.

Social Networking
- School blocks/filters access to social networking sites and newsgroups 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.
- Pupils are advised not to place personal photos on any social network space.
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed on how to block unwanted communications. Pupils are encouraged to invite known friends only and deny access to others.

Filtering
- The school works 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 is reported to the ICT co-ordinator
- The ICT co-ordinator ensures that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Information System Security
- School ICT systems capacity and security is reviewed regularly
- Virus protection is installed and updated regularly

Managing Emerging Technologies
- Emerging technologies are examined for educational benefit and a risk assessment is carried out before use in school is allowed.
- Mobile phones are not to be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden
- Staff will use a school phone where contact with pupils is required.

Protecting Personal Data
- Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions:

Authorising Internet Access
- The school maintains a current record of all staff and pupils who are granted Internet access
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource
- Parents are be informed that pupils are be provided with supervised Internet access

Assessing Risks
- The school takes all reasonable precautions to ensure that uses 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.
- The school audits 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 are dealt with by a senior member of staff
- Any complaint about staff misuse is referred to the head teacher
- Complaints of a child protection nature are dealt with in accordance with school child protection procedures.
- Pupils and parents are informed about the complaints procedure.

Communication of Policy:

Pupils
- Rules for internet access are posted in all networked rooms
- Pupils are informed that Internet use will be monitored

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

Parents
- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school web site.