



*Through wisdom, compassion and endurance, we endeavour to make the best decisions for our children*

# E-SAFETY POLICY

It is Government policy to connect all schools to the Internet. The Internet and e-mail can be used by pupils of all ages, by teachers and by managers and it is intended to ensure that the Internet and e-mail will become a useful educational resource for schools, pupils and teachers. Home Internet and e-mail use is also increasing and it is becoming an important part of learning and communication during leisure time.

However, the Internet is managed by a worldwide collaboration of independent agencies. Without appropriate measures, access to unsuitable materials is possible and security of computer systems could be compromised.

This E-safety Policy has been agreed to ensure that Internet and e-mail use supports the school's educational aims and that the school's responsibilities to pupils and parents are met.

This E-safety Policy is included as part of the school's ICT policy and relates to other policies, in particular those concerning behaviour and for personal, social and health education (PSHCE).

This E-safety Policy will be reviewed on an annual basis.

Reviewed:	July 2019
Next Review:	July 2020

### **1. The Purpose of Internet and e-mail access:**

We are providing Internet and email access in order to:

- Raise educational standards
- Support curriculum development in all subjects
- Support the professional work of staff as its use is now considered an essential professional tool
- Enhance the school's management information and business administration systems
- Enable electronic communication and the exchange of curriculum and administration data with the LA, the examination boards and others

### **2. The educational benefits of using the Internet and e-mail include:**

- Access to world-wide educational resources and information including museums, art galleries, research data, news and current events
- Information and cultural exchanges between pupils world-wide
- Discussion with experts in many fields for pupils and staff
- Access to educational materials and good curriculum practice to support staff professional development
- Communication with advisory and support services, professional associations and colleagues
- Increasing cultural, social and leisure activities in libraries, clubs and at home
- Providing a means of communication between staff & pupils, parents & others in the community
- Obtaining a range of technical support
- Encouraging electronic literacy

### **3. The Internet and e-mail can provide an effective medium for learning where:**

- Internet and e-mail access is planned to enrich and extend learning activities as an integrated aspect of the curriculum
- Pupils can access learning material
- Pupils are given clear objectives for Internet and e-mail use
- Pupils are provided with relevant and suitable web sites. They also increase their awareness of inappropriate web sites.
- Pupils are educated to take responsibility for Internet and e-mail access
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person they claim to be and are taught to validate information before accepting it as true, an important aspect of higher levels of subject teaching
- Pupils are taught to observe copyright when copying materials from the web, and to acknowledge their sources of information
- Access is reviewed to ensure it still meets curriculum needs
- Pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV

### **4. Access to the Internet and e-mail:**

In school, Internet access is regarded as a necessary part of the statutory curriculum. As such, access to the Internet and e-mail will be authorised on the basis of educational need.

Teachers are required to develop good practice in the use of Internet and e-mail as a tool for teaching & learning, specifically:

#### **At our school:**

- Internet and e-mail access will be part of a planned activity
- Internet and e-mail use will be with direct teacher or adult supervision. All children will have school and home access to learning resources via our school website.

- Parents will be informed that pupils will be provided with supervised Internet and e-mail access where it is important to their education and will be asked to sign and return our home-school agreement form

#### **5. Whaddon CofE First School will take all steps to ensure that Internet and e-mail access is appropriate and safe:**

In common with other media such as magazines, books and video, some material available via the Internet and e-mail is unsuitable for pupils. The school will take all reasonable precautions to ensure that such material is inaccessible. This is facilitated by the school taking their Internet access through Buckinghamshire Broadband, which provides secure, filtered internet access for schools. However, due to the international scale and linked nature of information available via the Internet and e-mail, it is not possible to guarantee that particular types of material will never appear on a computer.

However neither the school nor the LEA can accept liability for the material accessed, or any consequences thereof.

#### **6. Responsibilities of the school:**

- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken to protect pupils
- The Headteacher will ensure that the policy is implemented effectively
- Policy and procedures will be reviewed as pupils' Internet and e-mail use expands and their ability to retrieve information develops
- The school have clear procedures, which are known to all staff, for reporting incidents; such as a written log kept of accidental access to unacceptable websites
- If unacceptable websites are identified then Buckinghamshire ICT are informed and they are blocked immediately
- The school will ensure that occasional checks are made on files to monitor compliance with the school's E-safety Policy and pupils will be informed that such checks are made
- The school will ensure that pupils are always supervised when using the Internet and e-mail
- All machines with Internet and e-mail capability are accommodated in public areas and their use is frequently monitored
- The school will check that the sites selected for pupils use are appropriate to the age and maturity of pupils
- Fully tested, approved sites and Internet links are copied to the school intranet
- The school will only use an Internet and e-mail service provider with a proxy server to filter the material available to pupils
- The school will ensure that pupils cannot disable the proxy server or interfere with protection software
- The school will ensure that virus protection is installed and updated regularly
- Any material that the school suspects is illegal will be referred to the appropriate authorities, including the police.
- The school will ensure systems to protect pupils are reviewed and improved regularly
- SMART Rules for the use of the internet and e-mail are posted near computers and clearly visible

#### **7. Responsibilities of staff and pupils:**

- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the ICT Administrator. These websites are then immediately blocked by the provider
- School will ensure that pupils are told what to do should they encounter any material that makes them feel uncomfortable
- Staff will teach children e-safety using the 'Think u Know' website and SMART rules as part of their scheme of work

- Pupils will be informed that checks can be made on files held on the system
- Pupils using the Internet and e-mail will be supervised appropriately
- Responsible Use of the Internet and e-mail Agreement is part of our home-school agreement signed by all on entry to our school.
- Pupils will be encouraged to take collective responsibility for acceptable use of the Internet and e-mail in school
- Pupils and staff will not download software onto the school system without the prior permission of the ICT Administrator. This includes software and shareware available on the Internet.
- Staff must not upload comments or photographs onto any social media website that is linked to school without the expressed permission of the headteacher.

#### **8. The management of e-mail in school:**

- E-mail is regarded as an essential means of communication and school will monitor its use and content
- Communication using e-mail is for appropriate educational use and not for private or personal messages
- The language and content of e-mails should be of an appropriate level expected of any written work and should ensure that the good name of the school is maintained
- Staff and pupils should be aware that all e-mail on the school system is regarded as public and as such will be monitored
- Pupils will only be given e-mail access for educational activities through a secure account
- Where pupils are given individual e-mail accounts these are only granted where a high level of trust can be assumed for its responsible use.

#### **9. Publishing material on the school's website:**

- The school will maintain editorial responsibility for any school-initiated website to ensure that content is accurate and quality of presentation is maintained
- The school will maintain the integrity of the school website by ensuring that responsibility for uploading material is never handed over to pupils and that passwords are protected
- The website will comply with the school's guidelines for publications
- Pupils will be taught to publish for a wide range of audiences which might include governors, parents or younger children
- All material must be the author's own work or should credit any other work included, clearly stating the author's identity or status, and not break copyright
- The point of contact on the website will be the school address, e-mail and telephone number. Home information or individuals' e-mail addresses will not be published

#### **10. Procedure for dealing with complaints and breaches of conduct:**

- Any complaints or breaches of conduct will be dealt with promptly
- Responsibility for handling incidents will be given to a senior member of staff
- Pupils and parents will be informed of the procedure
- Parents and pupils will need to work in partnership with staff to resolve any issues arising
- The facts of the case will need to be established, for instance to ascertain whether the issue has arisen through home Internet and e-mail use or through contacts outside school
- There may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies
- Sanctions for irresponsible use will be linked to the school's Behaviour Policy and will consist of one/all of the following actions (depending on circumstances):
  - Discussion with Class teacher/Head Teacher
  - Letter home /discussion to inform parent or carer

- Further consequences such as withdrawal of Internet and e-mail privileges

#### **11. Informing staff, pupils and parents:**

- All staff supervising Internet and e-mail use will be given appropriate training
- Parents' attention will be drawn to the Policy through the school website
- Parents and pupils will sign a Responsible Use of the Internet and e-mail agreement
- Responsible Internet and email use is included in the curriculum covering both school and home use

#### **12. Security of School systems**

- Security strategies will be considered by the ICT co-ordinator/Administrator and reviewed regularly
- Care will be taken when transmitting personal data over the Internet and the protection of personal data on computers, laptops and memory devices.
- Virus protection will be installed and updated regularly. This is provided and maintained by Bucks CC ICT

#### **13. Use of hand held technology (Personal phones and School tablets)**

- Members of staff can bring in their own personal mobile device into school. They are to be used outside of class time ( break or lunchtimes) although they may be used for educational purposes
- No pupils are permitted to bring in phones or any other hand held electronic devices unless pre-arranged as a special event.
- All staff sign an agreement form for their ipad which details the responsibility they have for the device and how it is to be used in school.

#### **14. Use of digital and video images**

- When using digital images, staff should inform, and educate pupils about the risks associated with the taking, use, sharing publication and distribution of images. In particular, they should recognise the risk attached to publishing their own images on the internet, e.g. on social networking
- Pupils must not take, use, share, publish or distribute images of others without their permission

### **Curriculum E – Safety**

- E safety is planned into the curriculum across all year groups and is regularly revisited
- Resources on the CEOP' Think U Know' website is a basis for our E-safety.
- Key E-Safety messages are reinforced through a half-termly assembly input and informal conversations when the opportunity arises.
- All teaching staff receive advice, training and guidance when required, on an ongoing basis.
- We support the e-safety curriculum with pupils and parents.
- We reference parents to the 'Think u Know' website to support their understanding.

### **Appendix**

Pupils 4 SMART rules

# Our eSafety Top Tips!

1

People you don't know are strangers. They're not always who they say they are.



2

Be nice to people like you would on the playground.



3

Keep your personal information private.



4

If you ever get that 'uh oh' feeling, tell a grown-up you trust.

