

E-Safety Policy



April 2017

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Designated Governor	

School staff were consulted on this document and it was accepted	8 th May 2017
Approved and ratified by the Governing Body	3 rd June 2017
The policy will be reviewed	11 th May 2019

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1. POLICY STATEMENT

E-Safety encompasses the use of new technologies, internet and electronic communications such as: mobile phones, collaboration tools and personal publishing. The school's e-safety policy will operate in conjunction with other policies including:

- ICT
- Anti-Bullying
- Child Protection
- PSHE Policy
- Data Protection and Security

2. DEFINITION

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 policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband including the effective management of filtering.
- A member of staff being responsible for the implementation and monitoring of this e-safety policy.

3. AIMS

The aims of this policy is to:

- Through consultation with pupils establish the ground rules we have in Hartburn Primary School for using the Internet and electronic communications such as mobile phones, 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.
- Describe how these fit into the wider context of our discipline and PSHE/SEAL policies.
- Demonstrate the methods used to protect children from sites containing pornography, racist or politically extreme views and violence.
- Understand that accessing inappropriate sites accidentally is not something to feel guilty about and that any such incident should be reported to staff immediately.

4. TEACHING & LEARNING

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students 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.
- 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.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- The school ensures that the use of Internet derived materials by staff and pupils complies with copyright law.

5. MANAGING INTERNET ACCESS

- Hartburn's ICT systems capacity and security is reviewed regularly.
- Virus protection is updated regularly.

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.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- E-mail sent to an external organisation must be authorised before sending, in the same way as a letter written on school headed paper.

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 is not published.
- The head teacher has overall editorial responsibility and ensures that content is accurate and appropriate.
- Pupils' full names are not used anywhere on the Web site.
- Written permission from parents or carers must be obtained before photographs of pupils are published on the school Web site.

Social networking and personal publishing

- The school blocks access to social networking sites.
- Pupils are told never to give out personal details of any kind which may identify them
- Pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

- If staff or pupils discover an unsuitable site, it must be reported immediately to the e-Safety Coordinator.
- Senior staff/ICT Coordinator ensure that regular checks are made to ensure that the filtering methods are appropriate and effective

6. POLICY DECISIONS

Authorising Internet access

- All staff read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource

- At Key Stage 2, access to the Internet will be by supervised access to specific, approved on-line materials.

Assessing risks

- The school takes all reasonable precautions to ensure that user's access only appropriate material by using Stockton's filtering system.
- The school audits ICT provision on an annual basis 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 the school's child protection procedures.

7. COMMUNICATIONS

Introducing the e-safety policy to pupils

- E-safety rules are posted alongside each pc within the ICT suite and discussed with the pupils at the start of each year.
- Pupils are informed that network and Internet use will be monitored.
- All Key Stage 2 pupils have access via the Learning Platform to the child exploitation and online protection centre: <http://www.thinkuknow.co.uk/>. This website is also used during e-Safety/PSHE lessons.

Staff and the e-Safety policy

- All staff have copies of the school's e-Safety Policy and know its importance.
- Staff are aware that Internet traffic can be monitored and traced to the individual user.

Key Stage 1

Think then Click

These rules help us to stay safe on the Internet

We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

Key Stage 2

Think then Click

e-Safety

Rules for Key Stage 2

We ask permission before using the Internet.

We only use websites that an adult has chosen.

We tell an adult if we see anything we are uncomfortable with.

We immediately close any webpage we not sure about.

We only e-mail people an adult has approved.

We send e-mails that are polite and friendly.

We never give out personal information or passwords.

We never arrange to meet anyone we don't know.

We do not open e-mails sent by anyone we don't know.

We do not use Internet chat rooms.