

Goosewell Primary School

E-Safety Policy

This policy will help us achieve the following school aims:

- Learn using a wide and interesting variety of opportunities both within and beyond the school
- Ensure we have a school where everyone has a voice that is listened to.
- Identify and develop a range of life skills and interests.
- Care for everyone's well-being.

E-Safety Policy Aims

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's e-safety policy will operate in conjunction with other policies including those for Safeguarding, Behaviour, Bullying, Use of Photographic and video images of children, Curriculum, Mobile phones, Data Protection and Security.

Good Habits

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

- Responsible ICT use by all staff and pupils; 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 from the South West Grid for Learning including the effective management of content filtering.

The school has an appointed e-Safety coordinator (Sharon Soper).

Why is Internet Use Important?

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 appropriate Internet access

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

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- 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.

How can Internet Use Enhance Learning?

- The student Internet access will be 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 guidelines for Internet use. CEOP and Netsmartz materials may be used for this purpose.
- Internet access is planned to enrich and extend learning activities.
- Staff will guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Authorised Internet Access

- Pupils in Key Stage 1 will only use certain websites chosen by their teacher or teaching assistant and will be supervised at all times.
- In Key Stage 2 Parents will be asked to sign and return a consent form for pupil access which will then be monitored by school staff. Pupils without consent will be given alternative tasks as appropriate.
- Staff will use a range of websites appropriate to the subject and students they are teaching during lessons in classrooms and the ICT suite.

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time and content must be reported to the Deputy Headteacher, who will be able to add the site to the school filter list.
- The School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils will 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 without specific permission.
- Access in school to external personal e-mail accounts may be blocked.
- E-mails sent to external organisations will 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.

Social Networking

- We will block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils are actively encouraged never to give out personal details of any kind which may identify them or anybody else or any location
- Pupils are actively encouraged not to place personal photos of themselves or anybody else on any social network space.
- Pupils are advised on security and actively encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.
- Pupils should be encouraged to invite known friends only and deny access to others.
- Pupils will be shown how to report concerns to CEOP

Filtering

- The school will work in partnership with the Local Authority and the South West Grid for Learning to ensure filtering systems are as effective as possible.

Video Conferencing

- If used videoconferencing will be appropriately supervised for the pupils' age.
- Signed consent will be obtained before any pupil takes part

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 in consultation with external agencies.
- Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Published Content and the School Web Site

- The contact details on the Web site will be limited to the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The ICT Leader or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupils' 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 or Blog, particularly in association with photographs including file names.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor the LA can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use on a regular basis to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

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 Headteacher.
- 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.

Communication of Policy

Pupils

- Pupils will be informed that Internet use will be monitored.
- Termly assemblies will remind pupils about different e-safety issues.
- Rules and guidance about safe internet use will be posted on the wall in the ICT suite and on the gallery.
- At key points during the year, pupils will be talked to /shown DVD clips about issues such as cyber bullying, e-safety and social networking to help them feel safer in our world of emerging technology.

Staff

- All staff will be shown the School e-Safety Policy and its importance explained.
- During lessons staff will teach pupils how to use the internet safely and what to do if anything unexpected happens.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff should not befriend any current or ex students or parents on ANY social networking site
- Staff should never discuss school related topics on any internet based resource

Parents

- Parents' attention will be drawn to the School e-Safety Policy in newsletters and on the school Web site.
- Parents will be prompted not to allow students to use the internet at home without their supervision and made aware of the different types of media which allow unrestricted internet access.
- Parents should be prompted to visit CEOP (Child Exploitation and Online Protection Centre) website <http://www.ceop.police.uk/>
- Parents should be prompted to visit Netsmartz website <http://www.netsmartz.org/>
- Parents should be prompted to try the e-safety quiz at <http://www.nextgenerationlearning.org.uk/AboutUs/E-Safety-Quiz/>

This document has been written by the school, building on the South West Grid for Learning guidance, ensuring that all concerned with its production have taken into account current legislation relating to race, gender, age, ability and disability.

This will ensure that, where possible and within the limits of reasonable adjustment, we meet the needs of every child and adult linked to the life of the school.

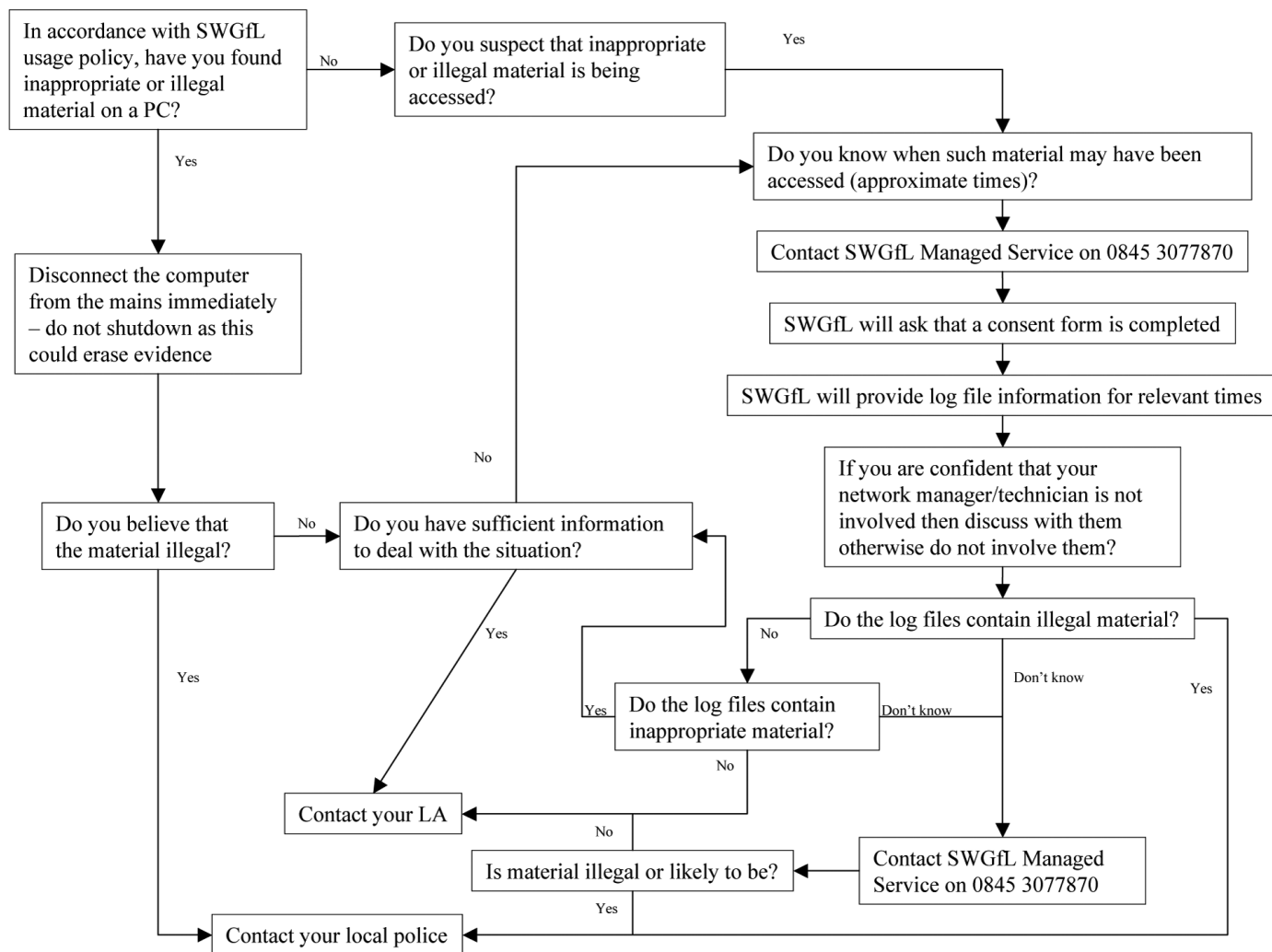
The E-Safety Policy was agreed in November 2011.

Next review: July 2013

Next Review: July 2016

Appendix A

Flowchart for responding to e-safety incidents in school



We are currently reviewing our E-Safety Policy. This current policy continues to be followed by all staff until further notice.