

E-Safety Policy



*'Learning for life,
building a firm foundation'*

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Chair of Governors: Catherine Arrowsmith

Policy Statement:

We are committed to teaching an exciting and stimulating ICT curriculum and using ICT effectively in all areas of learning. Adults and children at All Saints School need to use the internet in a safe and positive way. E-Safety encompasses internet technologies and electronic communications such as mobile phones as well as 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.

The E-Safety Policy relates to other policies including those for ICT and for Child Protection - Safeguarding Children from Harm, and Acceptable Use.

The E-Safety Manager will be the named person for Child Protection.

This policy should be read in conjunction with the schools policy on 'Acceptable Use Policy for Internet, Email and ICT.

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 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.

Internet use will enhance learning

The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught by the class teacher what internet use is acceptable and what is not and be given clear objectives for its use before being allowed access. Specific E Safety will be taught to each year group each term.

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

Pupils will be taught how to evaluate internet content

If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to Warwickshire ICT Development Service (a book will be kept by the ICT Manager to log details and these should be passed on to ICT Development Services, as soon as possible - 01926 414100), and the school E-safety Manager.

We will ensure that the use of internet derived materials by staff and pupils complies with copyright law.

Managing Internet Access

Information system security

The security of the school information systems will be reviewed regularly by Warwickshire County Council.

Virus protection will be installed and updated regularly.

The school uses the Warwickshire Broadband with its firewall and filters.

The school provides an addition level of protection through its deployment of Policy Central in partnership with Warwickshire ICT Development Services.

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 without specific permission.

Whole-class or group e-mail addresses will be used for class based use.

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.

Social networking and personal publishing

Social networking sites and newsgroups will be blocked 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. Examples would include real name, address, mobile or landline phone numbers, school, e-mail address, names of friends, specific interests and clubs etc.

Managing filtering

The school will work in partnership with the Warwickshire ICT Development Service to ensure filtering systems are as effective as possible.

If staff or pupils discover unsuitable sites, website addresses, the time and date must be recorded and reported to the school E-Safety Manager or ICT Manager (see above for contact details).

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Authorising Internet access

All users must read and abide by the acceptable User Policy before using any school ICT resource (attached).

At Foundation Stage and Key Stage 1, access to the internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.

Internet use must be for educational purposes only.

Assessing risks

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. 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 WCC can accept liability for the material accessed, or any consequences of internet access.

The head teacher will ensure that the E-Safety Policy and Acceptable User Policy are implemented and compliance with the policy monitored.

Handling e-safety complaints

Complaints about internet misuse by students will be dealt with by the class teacher at the time of the incident and referred to the Head Teacher.

Any complaint about staff misuse must be referred to the head teacher who should use the agreed WCC procedures.

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.

Sanctions within the school discipline policy include:

- discussion with class teacher/senior member of staff;
- informing parents or carers;
- removal of internet or computer access for a period.

Community use of the Internet

The school will liaise with local organisations (after school clubs etc) to establish a common approach to e-safety.

The school will be sensitive to internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

Communications Policy

Introducing the E-Safety Policy to pupils

Rules for internet access will be posted in all networked rooms.

Pupils will be informed that internet use will be monitored.

E Safety is taught every half term before internet access continues for students.

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. Staff should ensure that children understand, at an age appropriate level, about the external monitoring procedure. All staff are responsible for ensuring that pupils use appropriate websites for learning.

Enlisting parents' support

Parents' attention will be drawn to the School E-Safety Policy in newsletters on a termly basis and in the school prospectus and by letter when appropriate.

Permission should be obtained from parents/carers to allow children to use the internet.