



“Together We Can Make a Difference”

e-safety Policy

Date of review: Summer 2017

New review date: Summer 2018

Teaching and Learning

Why Internet and digital communications are 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 curriculum and a necessary tool for staff and pupils and the school Internet access is provided by Cheshire East Council and includes filtering appropriate to the age of pupils.

At Bexton Primary:

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet
- Pupils will be shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content

- The school will seek to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content to their class teacher.

Managing Internet Access

Information system security

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the IT provider.

E-mail

- Staff should use their school email address for any school correspondence.
- Pupils do not need to use their email in school.
- Pupils will be taught not to reveal personal details of themselves or others in e-mail communication outside of school, or arrange to meet anyone without specific permission, and of the dangers associated with such behaviour.

Published content and the 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 Staff or pupils personal information will not be published.
- The Head teacher and the School Business Manager will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing photographs, images and work

- Written permission from parents/carers will be obtained for the taking and publishing of photographs or video.
- Photographs that include pupils will be selected carefully and full names will be avoided on the Web site or learning platform, as appropriate, including in blogs, forums or wikis, particularly in association with photographs.
- Parents will be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

Social networking and personal publishing on the school learning platform

- Pupils will not have access to social networking sites at school, but the school will educate pupils in their safe use e.g. use of passwords.
- They will be advised never to give out personal details of any kind which may identify them, anybody else or their location.
- Pupils must not place personal photos on any social network space provided in the school learning platform without permission.

- Pupils, parents and staff will be advised on the safe use of social network spaces.
- Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering

- Children will be encouraged by teachers to use safe search websites for searching information such as <http://www.safesearchkids.com/>
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the ICT technician through the ICT book held in the front office.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing videoconferencing

- Any videoconferencing will take place in the structured context of lessons at this school.
- Videoconferencing will be appropriately supervised for the pupils' age.

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.

Other devices

- Mobile phones and associated cameras will not be used during lessons or formal school time except as part of an educational activity.
- The sending of abusive, offensive or inappropriate material is forbidden (See Anti-bullying policy).
- Staff should not share personal telephone numbers with pupils and parents, unless they are personal friends or need the number for a school visit.
- E-readers/Kindles are permitted in school for use in supervised reading sessions.

Protecting personal data

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

Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- Parents will be asked to sign and return a consent form.

Pupils must agree to comply with the Responsible Internet Use statement before being granted Internet access.

- Any person not directly employed by the school will be asked to sign an 'acceptable use of school IT resources' form before being allowed to access the Internet on the school site.

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.

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 head teacher.
- Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

Community use of the Internet

All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.

Communications Policy

Introducing the E-safety policy to pupils

- Staff will deliver the e-safety half termly lessons taken from the Knowsley scheme of work on staff share: <R:\Curriculum 2014\CURRICULUM 2014\ICT Scheme of work Knowsley\eSafety.zip>
- Staff will take part in promoting Safer Internet Day each year, using the Knowsley scheme of work. The ICT co ordinator will promote this day and remind staff, giving tips, advice and resources to share.
- Appropriate elements of the E-safety policy will be shared with pupils.
- E-safety rules will be discussed by class teachers.
- Pupils will be informed that network and Internet use will be monitored.
- Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for pupils.
- ICT monitors from Year 6 will work closely with the staff ICT coordinator to organise activities to promote e-safety, such as competitions and assemblies.

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.

Enlisting parents' support

- Parents' and carers attention will be drawn to the School E-safety Policy in newsletters, the school brochure and on the school web site.
- Parents and carers will from time to time be provided with additional information on E-safety.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

This policy was written by J Hammond – April 2017.