



BOCKING CHURCH STREET PRIMARY SCHOOL

Be Respectful Be Ready Be Resilient Be Responsible Be Resourceful Be Reflective Be Remarkable



NAME OF POLICY: E-safety

DATE OF POLICY: January 2016

REVIEW DATES: annually

At Bocking Church Street Primary School all staff and governors are fully aware of their responsibilities regarding safeguarding and promoting the welfare of children.

This policy has been written taking all aspects of safeguarding into consideration.

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.

Our e-Safety Policy has been written by the school, building on the Kent e-Safety Policy and government guidance.

The school's e-safety policy will operate in conjunction with other policies including those for ICT, Behaviour, Bullying, Curriculum, Child Protection, Data Protection and Security.

The school has an e-Safety Coordinator. This is the Designated Child Protection Coordinator, MS DEBORAH CRABB

Our school aim is to work to ensure a happy, healthy, fulfilling future for all by:

- providing a broad and balanced curriculum, which extends into our community;
- committing to the highest possible standards;
- supporting children and their families as they aim to fulfil their potential;
- fostering concern and respect for each other, nurturing self-confidence, self-esteem and self-motivation in order to prepare for life-long learning.

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



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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 what Internet use is acceptable and what is not and given clear objectives for Internet use.
- 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.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be taught how to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should 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 to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Managing Internet Access

Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be monitored and reviewed

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.
- 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.
- The forwarding of chain letters is not permitted.



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Published content and the school Website

- 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 headteacher and office staff will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the school's web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site. This will be obtained at the time of admission and, if appropriate, at any time thereafter.
- Pupil's work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

- The school will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

- The school will work with the local authority, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be reported to appropriate agencies such as IWF or CEOP.

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.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.



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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 they have understood the contents of the Essex Code of Conduct' policy which includes information on social networking and appropriate use of ICT, before using any school ICT resource.
- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- Parents will be asked to sign and return a consent form on an annual basis.

Assessing risks

- 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 the local authority can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.

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 dealt with in accordance with school child protection procedures.
- Parents and pupils will need to work in partnership with staff to resolve issues.

Community use of the Internet

- The school will liaise with local organisations to establish a common approach to e-safety.

Communications Policy

Introducing the e-safety policy to pupils

ICT and online resources are increasingly used across the curriculum. We believe it is essential for e-Safety guidance to be given to the pupils on a regular and meaningful basis. e-Safety is embedded within our curriculum and we continually look for new opportunities to promote e-Safety.

The school has a framework for teaching internet skills in ICT/ PSHE lessons.



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- The school provides opportunities within a range of curriculum areas to teach about eSafety.
- Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the e-Safety curriculum.
- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modeling and activities
- Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline.
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum
- E-safety rules will be posted in all networked rooms with Internet access and discussed with the pupils at the start of each term.
- Pupils will be informed that network and Internet use will be monitored.(monitoring will take place on a random basis with no particular pattern to the timings of monitoring. The monitoring will be carried out by the subject leader or Headteacher.
- Staff will keep a log of any e-safety incidents that may occur in the school. The log of incidents will be kept by our e-safety coordinator.

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 training in safe and responsible Internet use and on the school e-safety Policy will be provided as required.

Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively, and parents will be advised accordingly.

Policy agreed date:

Signed.....

Appendix:

Parent letter re acceptable use and agreement for signing



Acceptable Use Agreement (Parents):

Agreement / e-Safety Rules for Pupils

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.



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Dear Parent/Carer

ICT, including the internet, e-mail and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

As a regular part of learning children have the opportunity to consider how to be safe online and when using ICT. We would also ask that you talk with your child/children about e-safety. Please read and discuss these e-Safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact Ms Crabb.

This Acceptable Use Agreement is a summary of our eSafety Policy which is available in full via our publications scheme on our website or on request from the school.

Yours sincerely,

Ms Deborah Crabb

X

Parent/ carer signature

We have discussed e-safety rules and (child's name)
agrees to follow the e-Safety rules and to support the safe use of ICT at Bocking School.

Parent/ Carer Signature Class

Date