



E-Safety POLICY

Presented to	Date	Signature
Governing Body	February 2017 (Safeguarding Link Gov)	(Head) L.Blackmore (Chair) P.Brown
Senior Leadership	February 2017	(Head) L.Blackmore
Staff Team	February 2017	(Head) L.Blackmore
Review date	February 2020	(Head) (Chair)

Our e-Safety Policy has been written by the school, building on government guidance. It has been agreed by senior management and approved by governors.

Teaching and learning

Why the 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 pupils 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 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 in research, including the skills of knowledge location, retrieval and evaluation
- Pupils will be shown how to publish and present information to a wider audience.

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 will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content

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 Local Authority.

Published content and the school web site

- Staff or pupil personal contact information will not generally be published. The contact details given online should be the school office.
- The headteacher 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 so that individual pupils cannot be identified or their image misused. Consider using group photographs rather than full-face photos of individual children.
- Pupils full names will not be used anywhere on a school Web site or other on-line space, 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.
- Work can only be published with the permission of the pupil and parents/carers.
- Pupil image file names will not refer to the pupil by name.
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories

Social networking and personal publishing (See Social Networking Policy)

- The school will block access to social networking sites, and consider how to educate pupils in their safe use.
- Staff will be advised that on-line contact with children, both former and current pupils, should be avoided and strictly limited.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering

- The school will work with the Sandwell LA, our Broadband and technical providers to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-Safety Coordinator (L.A).
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

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.
- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.
- Storage of information on portable disc drives should be confined to non-confidential data and any loss of such devices should be reported to the E-Safety Co-ordinator.

- The use by pupils of cameras in mobile phones will be kept under review.
- The appropriate use of Learning Platforms will be discussed as the technology becomes available within the school.

Managing video-conferencing & webcam use

- Video-conferencing should use the educational broadband network to ensure quality of service and security.
- Videoconferencing and webcam use will be appropriately supervised for all pupils.

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.
- At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- Any person not directly employed by the school will be asked to sign an „acceptable use of school ICT resources“ before being allowed to access the internet from 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 nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. Neither the school nor Sandwell LA can accept liability for any material accessed, or any consequences of Internet access.
- The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.
- Staff should not use personal equipment, phones or cameras for school digital evidence collection.

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.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

Communications Policy

Introducing the e-safety policy to pupils

- E-Safety rules will be available around school where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- A programme of training in e-Safety will be developed, possibly based on the materials from CEOP.
- Wellbeing week will incorporate E-Safety training across all phases of school.

Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

Enlisting parents' and carers' support

- Parents and carers attention will be drawn to the School e-Safety Policy in newsletters and on the school Web site.
- The school will maintain a list of e-safety resources for parents/carers.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

The e-Safety Policy was revised by: Mr R. Fields

The next review date is February 2014, 2017, 2020

ESP13