



E-SAFETY POLICY

INTRODUCTION

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.

At Alexandra Infants' School we believe the ☺ bullets below are the essential minimum points for a school E-Safety Policy (these have been taken from Stoke-on-Trent E-Safety Core Policy and Audit Guidance).

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

- Responsible I.C.T. use by all staff and students; 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 Stoke-on-Trent Education WAN including the effective management of Websense filter.
- National Education Network standards and specifications.

WRITING AND REVIEWING THE E-SAFETY POLICY

The E-Safety Policy is part of the School development Plan and is linked to other policies including I.C.T., bullying and safeguarding children.

- ☺ The school has appointed an E-Safety Leader. This is the Designated Child Protection Co-ordinator as the roles overlap.
- Our E-Safety Policy has been written by the school, building on the Stoke-on-Trent E-Safety policy and government guidance. It has been agreed by Senior Management and approved by governors.
- The E-Safety Policy and its implementation will be reviewed annually.

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 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 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.
- When appropriate, 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 HOW TO STAY E-SAFE

- Ⓢ As appropriate to do so pupils will be given the opportunity to discuss, role play and learn about the benefits and risks offered by new technologies, such as mobile phones.

MANAGING INTERNET ACCESS

Information System Security

- Ⓢ School I.C.T. systems capacity and security will be reviewed regularly.
- Ⓢ Virus protection will be updated regularly.
- Ⓢ Security strategies will be discussed with the Local Authority.

E-Mail

- Ⓢ Pupils may only use approved e-mail accounts on the school system.

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 I.C.T. Leader will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupil's Images and Work

- Ⓢ Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site (permission slips given to all children, signed by parents and records kept in the office).
- Ⓢ 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.
- Pupils' work can only be published with the permission of the pupil and parents.

Managing Filtering

- Ⓢ The school will work with the Local Authority, Department for Children, Schools and Families 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 Leader.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- ICT Leader will be responsible for monitoring the forensic software installed on all the children's laptops and classroom computers.

Managing Video Conferencing

- Ⓢ Full IP video conferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Ⓢ Video Conferencing 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.

Protecting Personal Data

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

Authorising Internet Access

- Ⓢ All staff must read and sign the 'Acceptable I.C.T. Use Agreement/Code of Conduct' before using any school I.C.T. 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 pupils' access be withdrawn.
- Ⓢ At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form.

- Sanctions for inappropriate use are drawn up and shared with staff and pupils.

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 KCC can accept liability for the material accessed, or any consequences of Internet access.
- ⊕ The school will audit I.C.T. provision to establish if the E-Safety Policy is adequate and that its implementation is effective.

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.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Community Use of the Internet

- The school will liaise with local organisations to establish a common approach to E-Safety.

Introducing the E-Safety Policy to Pupils

- ⊕ 'Child Friendly' E-Safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year and as the need arises for reminders.
- ⊕ Pupils will be informed that network and Internet use will be monitored.

Staff and the E-Safety Policy

- ⊕ All staff will be made aware of 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 that manage filtering systems or monitor I.C.T. use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting Parents' Support

- ⊕ Parents' attention will be drawn to the School E-Safety Policy in newsletters, the school brochure, on the school Web site and/or through parents' sessions.

This policy will be reviewed annually.