Windsor Clive Primary School

E-Safety Policy

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 school's e-safety policy should operate in conjunction with other policies including those for Positive Relationships Policy, Anti-Bullying, Curriculum and Health & Safety.

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

☐ Responsible ICT 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 including the effective management of filtering systems

1.0 School e-safety policy

1.1 Writing and reviewing the e-safety policy

The e-Safety Policy relates to other policies including those for ICT and for Child Protection.

☐ The school's e-Learning Co-ordinator works in close co-operation with the head teacher, deputy head and assistant head (who are the child protection officers).

☐ E-Safety issues are included in the Child Protection, Health and Safety, Anti-Bullying, PSHE and ICT policies.

1.2 Teaching and learning

1.2.1 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.

1.2.3 Internet use will enhance learning

☐ The school Internet access will be designed 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.

- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity and educate them in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

1.2.4 Pupils will be taught how to evaluate Internet content

- Staff should ensure that the use of Internet derived materials by staff and by 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.

- Children are taught about e-safety through their Scheme of work.

- Internet Safety week will be celebrated annually. This will include both a KS2 and FP assembly from the ICT co-ordinator with the help of the digital leaders.

1.3 Managing Internet Access

1.3.1 Information system security

- The security of the school information systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The school uses broadband with its firewall and filters.

1.3.2 E-mail

- Pupils may only use approved e-mail accounts on the school system. Children are not allowed access to personal e-mail accounts or chat rooms whilst in school.

- Pupils must immediately tell a teacher if they receive an 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.

1.3.3 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 headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

1.3.4 Publishing pupil's images and work

☐ 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 Twitter Page, 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 or Twitter page.

☐ Pupil's work can only be published with the permission of the pupil and parents.

1.3.5 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, IM address, e-mail address, names of friends, specific interests and clubs etc.

☐ Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for primary aged pupils.

1.3.6 Managing filtering

☐ The school will work in partnership with the service provider to ensure filtering systems are as effective as possible.

☐ Senior staff will ensure that checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

1.3.8 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.

☐ Staff have access to a school phone where contact with pupils is required.

1.3.9 Protecting personal data

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

1.4 Policy Decisions

1.4.1 Authorising Internet access

☐ The school will maintain a current record of all staff and pupils who are granted Internet access (available on HWB.)

☐ At FP/Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.

1.4.2 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.

☐ The headteacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

1.4.3 Handling e-safety complaints

☐ Complaints of Internet misuse will be dealt with by a senior member of staff (Mr Ellis).

☐ 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 and reported to a child protection officer.

☐ Misuse of the computers will include sanctions in line with the school discipline policy. These may also include: – interview/counselling by class teacher / headteacher; – informing parents or carers; – removal of Internet or computer access for a period.

1.4.4 Community use of the Internet

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

1.5 Communications Policy

1.5.1 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.

☐ Advice on e-Safety will be introduced at an age-appropriate level to raise the awareness and importance of safe and responsible internet use.

1.5.2 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.

1.5.3 Enlisting parents' / carers' support

☐ Parents' / carers' attention will be drawn to the school's e-Safety policy in newsletters.

1.6 Equalities statement

☐ Windsor Clive Primary School is committed to working towards equality regardless of race, gender, faith, sexual orientation, language, disability and age and to the creation of an inclusive culture in which every individual is valued as a member of our school community regardless of ability and background. We promote positive approaches to difference and foster respect for people of all cultural backgrounds. Stereotyped ways of thinking are the result of ignorance and may result in low self esteem and limited aspirations. We value and encourage the involvement of people from all sections of the local community, and through this involvement aim to provide positive images which challenge stereotyped thinking.

☐ We are opposed to all forms of prejudice and discrimination, based on race, gender, faith, sexual orientation, language, disability or age. Language or behaviour, which is racist, sexist, homophobic, disablist or potentially damaging to any group will not be tolerated and will be challenged. The school takes its responsibility to monitor and report on racist incidents seriously.

☐ We recognise that British and Welsh society is made up of people from diverse backgrounds and life experiences. It is important that all pupils are prepared to live in such a society.

Signed:

Kim Fisher   Headteacher   Dr Alex McInch Chair of Governors
Date: