



'Playing and Learning Together

to be the best that we can be'

All Saints C of E Infant School and Nursery

E-Safety Policy

The E-safety Policy relates to other policies including those for ICT, behaviour and for child protection.

- The E-safety coordinator (Headteacher) is the ICT Leader of Learning
- Our E-safety Policy has been written by the school, building on best practice and government guidance

Using the Internet for Education

The Internet is a dynamic and exciting means of communication which provides teachers and pupils with an ever growing source of information and resources. Pupils will grow up in a world where the Internet will become increasingly accessible and their Internet use will permeate almost every aspect of their lives. It is therefore essential that teachers and pupils use the Internet safely at all times.

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries museums and a range of enhanced learning sites.
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials, experts' knowledge and practice
- exchange of curriculum and administration data with LEA/DFE
- social and leisure use.

Teaching and learning

Our school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one we share with parents and guardians.

Success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

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

The school Internet access is provided by Warwickshire County Council and includes filtering appropriate to the age of pupils

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

Children will be introduced to the school rules for Internet use and be reminded of these rules on a regular basis

Children will receive focussed age appropriate e-safety lessons which will educate them in becoming responsible and thoughtful Internet users, in line with the National Curriculum for Computing (September 2013).

Guidelines for Teaching

- Websites will be previewed and evaluated by the teacher prior to class use and access by the children.
- E-safety is one element of our recently updated scheme of work for computing.
- Email will only be used with the children on a whole class or group basis always supervised by an adult. Any incoming emails will be vetted prior to use to check for suitability of content.
- Teachers will teach children how to navigate responsibly and carry out searches using child friendly search engines such as those provided by Espresso. Children are discouraged from using Google; there are no direct links within the curriculum software.

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 who also provide our filtered internet service.

E-mail

- Pupils and staff may only use approved e-mail accounts on the school system
- Pupils must immediately tell a teacher if they receive offensive e-mail
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known
- The school will consider if and how e-mail from pupils to external bodies is presented and controlled

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 nominees 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. The school will use recognisable photos of individual children unless parents object, in accordance with our consent form for recording images.
- Pupils' full names will be avoided on the Web site, twitter and on the learning platform, as appropriate.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site
- Parents should be clearly informed of the school policy on image taking and publishing. This will be included in the volunteer helpers guide.

Social networking and personal publishing on the school learning platform

Within school WCC filters out all social networking sites on the curriculum machines.

Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils

Managing filtering

The school will work in partnership with Warwickshire County Council 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 (Headteacher).

Teachers will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing videoconferencing

Videoconferencing (skype) if used, 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

Mobile phones and associated cameras will not be used during lessons or formal school.

Staff will use a school phone where contact with parents is required

The appropriate use of Learning Platforms will be discussed as the technology becomes available within the school.

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 'Acceptable Use Policy' before using any school ICT resource.
- At All Saints C of E Infant School & Nursery, 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 Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor WCC can accept liability for the material accessed, or any consequences of Internet access.

The school will 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.

Handling E-safety complaints

- Complaints of Internet misuse will be dealt with by the headteacher.
- 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

- Appropriate elements of the E-safety policy will be shared with pupils during assembly times, circle times and through the E-safety curriculum.
- E-safety rules will be posted in all networked rooms.
- 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.

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. Discretion and professional conduct is essential.
- The IT technician will operate under the direction of the headteacher.
- Staff should be aware that emails can be monitored.

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.

Review

The Governing Body of All saints C of E Infant School & Nursery adopted this policy on **March 2014.**

It will be reviewed in **March 2015.**