

Selby Community Primary School

E-Safety Policy

Writing and reviewing the E-safety policy

The E-safety Policy is part of the School Development Plan and relates to other policies including those for teaching and learning, bullying and for child protection.

The school will identify a member of staff who has an overview of E-safety, this will be the Headteacher

Our E-safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by staff and approved by governors.

The E-safety Policy and its implementation will be reviewed annually

The E-safety Policy was discussed by Staff on:.....May 16

The E-safety Policy was discussed by the Digital Leaders on:.....May 16.....

The E-safety Policy was revised by:V Burdett...May 16.....

It was approved by the Governors on: ...May 16.....

Selby Community Primary School

E-Safety Policy

Teaching and learning

Why 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 students with quality Internet access as part of their learning experience.

Internet use is a part of the curriculum and a necessary tool for staff and pupils.

Teachers and pupils will have access to web sites world-wide offering educational resources, news and current events. There will be opportunities for discussion with experts and to communicate with students and others world-wide.

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

Pupils will be taught what Internet use is acceptable and what is not and be given clear objectives for Internet use.

Pupils will be educated in the effective use of the Internet

Pupils will be shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content

The school will seek to 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.

Pupils will be taught to report unpleasant Internet content or any material that makes them feel uncomfortable to a member of staff or responsible adult.

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

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

Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

The school will consider how e-mail from pupils to external bodies is presented and controlled.

The forwarding of chain letters is not permitted.

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

Publishing photographs, images and work

Pupils' full names will be avoided on the Web site, as appropriate, including in blogs, forums or wikis, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs or images of pupils are published. Pupils with permission can be clearly identifiable when this is given.

Written permission from adults will be obtained before their names, photographs or images of themselves are published

Parents will be informed of current policy /procedure by a link to the school website. Any relevant changes will be sent by text.

Social networking and personal publishing on the school learning platform

The school will control access to social networking sites, and consider how to educate pupils in their safe use e.g. use of passwords. Newsgroups will be blocked unless a specific use is approved.

All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.

Pupils must not place personal photos on any social network space provided in the school learning platform without permission.

Pupils, parents and staff will be advised on the safe use of social network spaces

Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering

The school will work in partnership with North Yorkshire 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 nominated member of staff.

The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. Children will use a safe internet search engine and Google will not be used by children to search the Internet.

Managing videoconferencing

Pupils should ask permission from the supervising teacher before making or answering a videoconference call.

Videoconferencing 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.

Other devices

Mobile phones and associated cameras will not be used during lessons or formal school time except as part of an educational activity (a school camera/phone will be used). Taking photographs at any time without the subject's consent will be discouraged.

The sending of abusive, offensive or inappropriate material is forbidden.

Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care will be taken with their use within the school use.

Staff should not share personal telephone numbers with pupils and parents. (A school phone will be provided for staff where contact with pupils is required).

Protecting personal data

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

(1 This is under review)

Policy Decisions

Authorising Internet access

All staff must read and sign the 'AUP' policy 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.

Parents will be asked to sign and return a consent form.

Pupils must agree to comply with the Responsible Internet Use statement before being granted Internet access.

Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' form before being allowed to access the Internet on 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 North Yorkshire County Council 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 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 referred to the Senior Designated Professional for Safeguarding and 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.

Community use of the Internet

All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.

Communications Policy

Introducing the E-safety policy to pupils

Appropriate elements of the E-safety policy will be shared with pupils

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 to the individual user. Discretion and professional conduct is essential.

Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

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.

Selby Community Primary School

E-safety Rules for KS2

Keeping safe: stop, think, before you click!

12 rules for responsible ICT use

These rules will keep everyone safe and help us to be fair to others.

- -I will only use the school's computers for schoolwork and homework.
- -I will only edit or delete my own files and not look at, change other people's files without their permission.
- -I will keep my logins and passwords secret.
- -I will not bring files into school without permission or upload inappropriate material to my workspace.
- -I am aware that some websites and social networks have age restrictions and I should respect this.
- -I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only email people I know, or a responsible adult has approved.
- -The messages I send, or information I upload, will always be polite and sensible.
- -I will not open an attachment, or upload a file, unless I know or Trust the person who has sent it.
- -I will not give my home address, phone number, send a photo or video, or give any other personal information that can be used to identify me, my family or my friends, unless a trusted adult has given permission.
- -I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carers has given me permission and I take a responsible adult with me.
-
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher/ responsible adult.

Pupil name:
Pupil signature:..... Date:.....

Selby Community Primary School E-safety agreement form for Parents

Parent / guardian

name:.....

Pupil

name.....

Pupil's class:

As the parent or legal guardian of the above pupil, I grant permission for my child to have access to use the Internet, the school Email and other ICT facilities at school.

I know that my daughter or son has signed a form to confirm that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter may be informed, if the rules have to be changed during the year. I know that the latest copy of the AUP is available at the school office and on the school website and that further advice about safe use of the Internet can be found at www.ceop.gov.uk www.getsafeonline.org .

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent's signature:.....

Date:.....

