



St Chad's
CofE Nursery and Infant School

E-Safety Policy

School Leader: K Gilsenan

Link Governor: P Geary

Policy Approved **Signed: P Geary** **Date: 06.06.18**

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1. The importance of Internet and digital communications

- The purpose of Internet and digital communication use in school are to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet, digital media and digital communication use are part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for all pupils.
- The Internet and digital communications are an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet and digital communications access as part of their learning experience.

2. Teaching and learning

Benefits of the internet and digital communication in education

Benefits of using the Internet in education include:

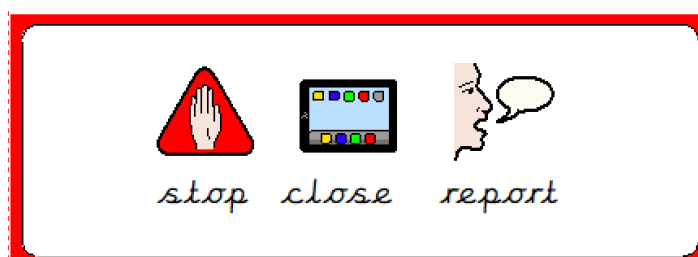
- Access to world-wide educational resources and programs;
- Educational and cultural exchanges between pupils here and world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in many fields for pupils and staff;
- Staff professional development through access to national developments, educational materials and good curriculum practice;
- Communication with support services, professional associations and colleagues;
- Improved access to technical support including remote management of networks;
- Exchange of curriculum and administration data with the LEA and DCFS.

How the Internet and digital communications 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 is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and stage of development.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

Pupils will learn to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Measures have been put into place through the 'Kiddle' search engine to stop unauthorised material to be accessed.
- 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 acknowledge the source of information and to respect copyright when using Internet material in their own work.
- Training will be made available to all staff in the evaluation of Web materials and methods of developing students' critical attitudes. (e-safety staff meeting)
- Pupils will be taught how to report materials that they feel are distasteful, uncomfortable, unpleasant or threatening to an adult or using the CEOP report abuse icon. (e-safety week)

**3. Managing internet access****Managing e-mail**

- Pupils may only use internal e-mail accounts on the school system as part of a curriculum based lesson only, e-mails sent to one another within the classroom.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Pupils must agree to abide by the acceptable use agreement when using their email account.
- 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.
- Pupil email accounts will be restricted as appropriate.
- No individual passwords are permitted at this time. Internal E-mails are available for teachers to view.



Managing web site content

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- The headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.
- The Website should comply with the school's guidelines for publications. The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Managing social networking and personal publishing

- Pupils will not be allowed access to public or unregulated chat rooms.
- No chat rooms or social networking are available for children to use at school.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.
- Pupils will be advised not to give out any personal information that could identify themselves, their school or their friends online.
- Parents and pupils will be advised of dangers that social network spaces outside of school bring and how to stay safe (e-Safety week and in lessons)

Managing filtering

- The school will work in partnership with parents, the LA, DfEE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate and effective.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing coordinator Katie Gilsenan.
- Any material that the school believes is illegal must be referred to the **Internet Watch Foundation**.
- If staff or students require an alternative filtering strategy, an assessment will be made and a new filtering profile designed, where appropriate.

Managing webcam and videoconferencing

- Use of webcams and videoconferencing must be supervised.
- Appropriate permissions must be obtained.



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.
- School leaders need to have an awareness that new mobile wireless internet technology could bypass school filtering and leave pupils open to inappropriate content.

Authorising Internet, and email access

- The school will keep a record of all staff and pupils with email accounts. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil's access.
- Pupils will be taught not to share passwords with anyone through day to day modelling. No passwords will be inputted in internal email systems for children.
- At Key Stage 1, access to the Internet will be by adult demonstration with supervised access to specific, approved on-line materials.

Assessing the 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. Neither the school nor LA can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.



4. Communicating the policy

Introducing the policy to pupils (e-Safety week and consistently during lessons)

- Rules for Internet access will be discussed with the children so that they are fully understood.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- Safe and responsible use of technology will be embedded in the Computing curriculum.
- **E-safety will be taught explicitly through child friendly videos and Ebooks such as 'Smartie the penguin.'**

5. E-safety policy and parents

- On entry, parents agree for their child to access the internet in many forms at school.
- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home. Key elements are identified including internet access, social media, what to do if problems arise, age restrictions, browser history/checking children's web history, privacy settings and appropriate apps and games etc.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
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- A stock of relevant leaflets from organisations such as NSPCC and the UK safer internet center, Action for Children will be maintained.

6. The e-safety policy and staff

- All staff must accept the terms of the 'Staff ICT Acceptable Use Policy' statement before using any Internet resource in school.
- All staff must read, agree to and sign the ICT acceptable use policy.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Staff ICT Acceptable Use 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.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in the safe and responsible Internet use and on school Internet policy will be provided as required.



7. Maintaining ICT system security

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of disks and other portable data storage devices will be reviewed. Personal portable data storage devices may not be brought into school and used without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- The Computing coordinator alongside ICT support will ensure that the system has the capacity to take increased traffic caused by Internet use.

8. Handling complaints regarding Internet use

- Responsibility for handling incidents will be delegated to a senior member of staff and the headteacher.
- Any complaint about staff misuse must be referred to the headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- Sanctions may need to be applied. These include:
- interview/counselling by headteacher;
 - informing parents or carers;
 - removal of Internet or computer access for a period, which could prevent access to school work held on the system