Emmaville Primary School

E-Safety Policy

2021-2022



Together we grow



Acceptable use of the Internet
E-Safety Policy

Date	Review Date	Coordinators	Nominated Governors
March 2021	March 2022	Avril Armstrong, Sharon Lowe and MIST Faculty	Helen Hughes Bill Purvis

Context

Harnessing Technology: Transforming learning and children's services sets out the government plans for taking a strategic approach to the future development of ICT.

- http://www.dfes.gov.uk/publications/e-strategy

"The Internet and related technologies are powerful tools, which open up new prospects for communication and collaboration. Education is embracing these new technologies as they bring with them fresh opportunities for both teachers and learners. To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate and effective use both in and outside the classroom," DfES, eStrategy 2005

Introduction

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of communications technology, for example, web-based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communication use and pupils need to develop life skills in their use.

Home and social Internet use is expanding and it is becoming an important part of learning and communication during leisure time. This brings pupils into contact with a wider range of information, the scope and nature of which may or may not be appropriate for the pupil. This policy is the result of discussions with Parents, Teachers, and Governor's strategies for the responsible use of the Internet in the school, home and community.

At our Primary School Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement.

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly, Internet access will not only raise standards, but it will support teachers' professional work and it will enhance the school's management information and business administration systems.

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

The Green Paper **Every Child Matters** and the provisions of the Children Act 2004, **Working Together to Safeguard Children** sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

Aims

At Emmaville we endorse the following aims from the 'staying safe' outcome for children. These are that young people are:

- Safe from maltreatment, neglect, violence and sexual exploitation;
- Safe from accidental injury and death;
- Safe from bullying and discrimination;
- Safe from crime and anti social behaviour in and out of school;
- Secure, stable and cared for

Much of these aims apply equally to the 'virtual world' that children and young people will encounter whenever they use ICT in its various forms. For example, we know that the internet has been used for grooming children and young people with the ultimate aim of exploiting them sexually; we know that ICT can offer new weapons for bullies, who may torment their victims via websites or text messages; and we know that young people have been exposed to inappropriate content when online, which can sometimes lead to their involvement in crime and anti-social behaviour.

It is therefore the duty of this school:

- To ensure that every child in their care is safe, the same principles should apply to the 'virtual' or digital world as would be applied to the school's physical building;
- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet;
- To work with other schools to share good practice in order to improve this policy

Responsibility of the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed the MIST Faculty to be responsible for e-Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
- undertaken training in order to understand e-Safety issues and procedures;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Governing Body and the MIST Faculty to create a safe ICT learning environment by having in place:
  - an effective range of technological tools
  - clear roles and responsibilities
  - safe procedures
  - a comprehensive policy for pupils, staff and parents;

- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- work closely with the link governor and MIST Faculty;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the MIST Faculty

The Faculty will:

- undertake an annual e-safety audit in order to establish compliance with LA guidance;
- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school Website and will ensure that content is accurate and appropriate;
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- undertake risk assessments in order to reduce Internet misuse;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the MIST Faculty;
- undertake appropriate training;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training;
- before using any Internet resource in school must accept the terms of the 'Responsible Internet Use' statement;
- be responsible for promoting and supporting safe behaviours with pupils;
- promote e-Safety procedures such as showing pupils how to deal with inappropriate material;
- report any unsuitable website or material to the MIST Faculty;
- will ensure that the use of Internet derived materials complies with copyright law;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils in respect of the World Wide Web

Pupils will be aware of this policy and will be taught to:

- be critically aware of the materials they read;
- not intentionally visit sites that contain obscene, illegal, hateful or otherwise objectionable materials;
- only use the internet for educational purposes;
- never disclose or publicise personal information;
- validate information before accepting its accuracy;
- acknowledge the source of information used;
- use the Internet for research;
- respect copyright when using Internet material in their own work;
- report any unsuitable website or material to the e-Safety Coordinator;
- not use personal memory sticks, CD Roms or other digital storage media in school;
- treat others with respect at all times and not undertake any actions that may bring

the school into dispute

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to support the e-Safety policy and to sign the consent form allowing their child to have Internet access;
- make their children aware of the e-Safety policy

Internet Use

The school Internet access will:

- be designed for pupil use;
- will always be supervised by a teacher;
- be regularly monitored;
- ensure that pupils and teachers will be provided with training in the area of internet usage;
- include school filtering configuration provided and approved by the LA which is designed to protect pupils;
- provide filtering which is reviewed annually and improved if necessary;
- include filtering appropriate to the age of pupils;
- have virus protection installed which will be updated regularly;
- not allow the uploading or downloading of non-approved software;
- be reviewed and improved

Authorising Internet Access

- Before using any school ICT resource, all pupils and staff must read and sign the 'Acceptable ICT Use Agreement'.
- Parents must sign a consent form before their child has access to the Internet.
- An up to date record will be kept of all pupils and school personnel who have Internet access.

E-mail

Pupils must:

- only use approved e-mail accounts;

- not send or receive any material that is illegal, obscene or defamatory or that is likely to annoy or intimidate another person;
- report receiving any offensive e-mails;
- not divulge theirs or the personal details of others;
- not arrange to meet anyone via the e-mail;
- seek authorisation to send a formal e-mail to an external organisation;
- not take part in sending chain letters

School Website

The School Web site inspires pupils to publish work to a high standard, for a very wide audience. The Web site celebrates pupils' work, promotes the school and publishes resources for projects or homework. It is important that the Web site reflects the school's ethos and that information is accurate and well presented.

The website is regularly checked to ensure that there is no content that compromises the safety of pupils and staff.

Contact details on the website will be:

- the school address
- e-mail address
- telephone number

The publication of pupils' work will be co-ordinated by a teacher.

The school website will not publish:

- staff or pupil contact details;
- the pictures of children without the written consent of the parent/carer;
- the surnames of any pupils who are shown;
- children's work without the permission of the pupil

Social Networking and Personal Publishing

Pupils will not be allowed access:

- to social networking sites except those that are part of an educational network or approved Learning Platform;
- to newsgroups unless an identified need has been approved

Inappropriate Material

At Emmaville Primary School we aim to minimise the risk that pupils might access unsuitable materials via the school system by implementing the following procedures. In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal.

However, any inappropriate websites or material found by pupils or school personnel will be reported to the MIST Faculty and immediate action will be taken.

Internet System Security

- New programs will be installed onto the network or stand alone machines by the ICT provider Omnicom.
- Personal data sticks, CDs and other data record devices may not be used in school.
- Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

Complaints

Prompt action is required if a complaint is made. The Headteacher will deal with all complaints of Internet misuse by school personnel or pupils.

The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. Transgressions of the rules could include minor as well as the potentially serious and the range of sanctions is linked to the school's behaviour policy.

- Responsibility for handling incidents will be given to senior members of staff;
- Pupils and parents will be informed of the complaints procedures;
- Parents and pupils will need to work in partnership with staff to resolve issues;
- There may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies;

- Sanctions available include interview/counselling by senior Staff and, if appropriate, informing parents or carers;
- A pupil may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters
- Headteacher reports to the Governing Body

Personal Devices

If a pupil brings to school a mobile phone then it must be handed in to the school office. It should be collected at the end of the school day.

Please note that if a pupil does use their mobile phone on the school premises to send messages or to take images with mobile phone cameras then they are in breach of the school's acceptable use policy.

Sanctions

Misuse of the Internet may result in disciplinary action in accordance with the school's behaviour policy.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the MIST Faculty, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

▪ Safeguarding & Child Protection	▪ Cyber bullying	▪ Acceptable Internet Use Agreement
▪ ICT	▪ Pupil Behaviour & Discipline (Choices Policy)	▪ Anti-bullying

Headteacher:	Avril E. Armstrong	**Date:**	March 2021
Chair of Governing Body:	Bill Purvis	**Date:**	March 2021