



# Dallimore Primary and Nursery School

## Policy for e-Safety

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### **Overview**

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 previous 'Internet Policy' has been revised and renamed as the Schools' e-Safety Policy to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole.

Our e-Safety Policy has been written by the school, building on government guidance.

The school's e-safety policy will operate in conjunction with other policies including those for ICT, Behaviour, Bullying, Curriculum, Child Protection, Data Protection and Security.

The school will appoint an e-Safety Coordinator. At Dallimore Primary this is shared between the ICT Co-ordinator (Chris Edwards) and Designated Child Protection Coordinator (Rachel Crowther) as the roles often overlap.

### **Teaching and Learning**

#### **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.

Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

#### **Internet use 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 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. 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 maturity.

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

#### **Pupils will be taught how to evaluate Internet content**

The school will ensure that the use of Internet derived materials by staff and 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 acknowledge the source of information used and to respect copyright when using Internet material in their own work.

## **Managing Internet Access**

### **Information system security**

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

Security strategies will be discussed with DCC.

### **E-mail**

Pupils 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.

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.

### **Published content and the school Website**

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

### **Publishing pupil's images**

Parents may wish to have their child's images and work excluded from the website via an opt out scheme.

### **Social networking and personal publishing**

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved.

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

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

### **Managing filtering**

The school will work with DCC, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator.

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

Any material that the school believes is illegal must be reported to appropriate agencies such as IWF or CEOP.

### **Managing video conferencing**

IP video conferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.

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

Video conferencing 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 will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

### **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.

The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

### **Assessing risks**

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 DCC can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

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.

### **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 headteacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Parents and pupils will need to work in partnership with staff to resolve issues.

### **Community use of the Internet**

The school will liaise with local organisations to establish a common approach to e-safety.

## Communications Policy

### Introducing the e-safety policy to pupils

E-safety rules will be posted in all networked rooms with Internet access and discussed with the pupils at the start of each year.

Pupils will be informed that network and Internet use will be monitored.

### 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 training in safe and responsible Internet use and on the school e-safety Policy will be provided as required.

### Enlisting parents' support

Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.

Internet issues will be handled sensitively, and parents will be advised accordingly.

**Mr. C. Edwards**  
**Subject Leader**  
**April 2015**