

E-SAFETY POLICY

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

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

GOOD HABITS

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.

Schedule for Development, Monitoring and Review

The Implementation of the e-Safety policy will be monitored by the e-Safety committee meeting termly and reporting to the Governors annually.

The impact of the policy will be monitored by the e-Safety committee by looking at:

- Log of reported incidents
- Internet monitoring log
- Surveys or questionnaires of learners, staff, parents and carers
- Other documents and resources
- Future developments

The e-Safety policy will be reviewed annually or more regularly in the light of significant new developments in the use of technologies, new threats to e-Safety or incidents that have taken place.

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Weelsby Primary School acknowledge the assistance of Kent County Council in providing content in this document.

SCHOOL E-SAFETY POLICY

The school will appoint an e-Safety coordinator. In many cases this will be the Child Protection Officer as the roles overlap.

Our e-Safety Policy has been agreed by the senior management team and approved by governors.

The e-Safety Policy will be reviewed annually. This policy will next be reviewed September 2011

WHY IS INTERNET USE IMPORTANT?

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

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

HOW DOES INTERNET USE BENEFIT EDUCATION?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of
- networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DCSF; access to learning wherever and whenever convenient.

HOW CAN INTERNET USE ENHANCE LEARNING?

- The school Internet access will be designed expressly for pupil use and includes 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.
- Staff should guide pupils in on-line activities that will support 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.

AUTHORISED INTERNET ACCESS

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a consent form for pupil access.

WORLD WIDE WEB

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the e-safety coordinator.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

EMAIL

- 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.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations 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.

SOCIAL NETWORKING

- Schools should block/filter access to social networking sites and newsgroups 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 should be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

FILTERING

The school will work in partnership with SPTA and the Internet Service Provider to ensure filtering systems are as effective as possible.

VIDEO CONFERENCING

- IP videoconferencing 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 videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

MANAGING HANDHELD DEVICES

- 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 for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

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

PUBLISHING PUPILS' IMAGES AND WORK

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Work can only be published with the permission of the pupil and parents.

INFORMATION SYSTEM SECURITY

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

PROTECTING PERSONAL DATA

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

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 East Lincolnshire Council can accept liability for the material accessed, or any consequences of Internet access.
- The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

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.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

COMMUNICATION OF POLICY

PUPILS

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.

STAFF

- 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.

PARENTS

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

APPENDICES

REFERRAL PROCESS – APPENDIX A

E-SAFETY RULES– APPENDIX B

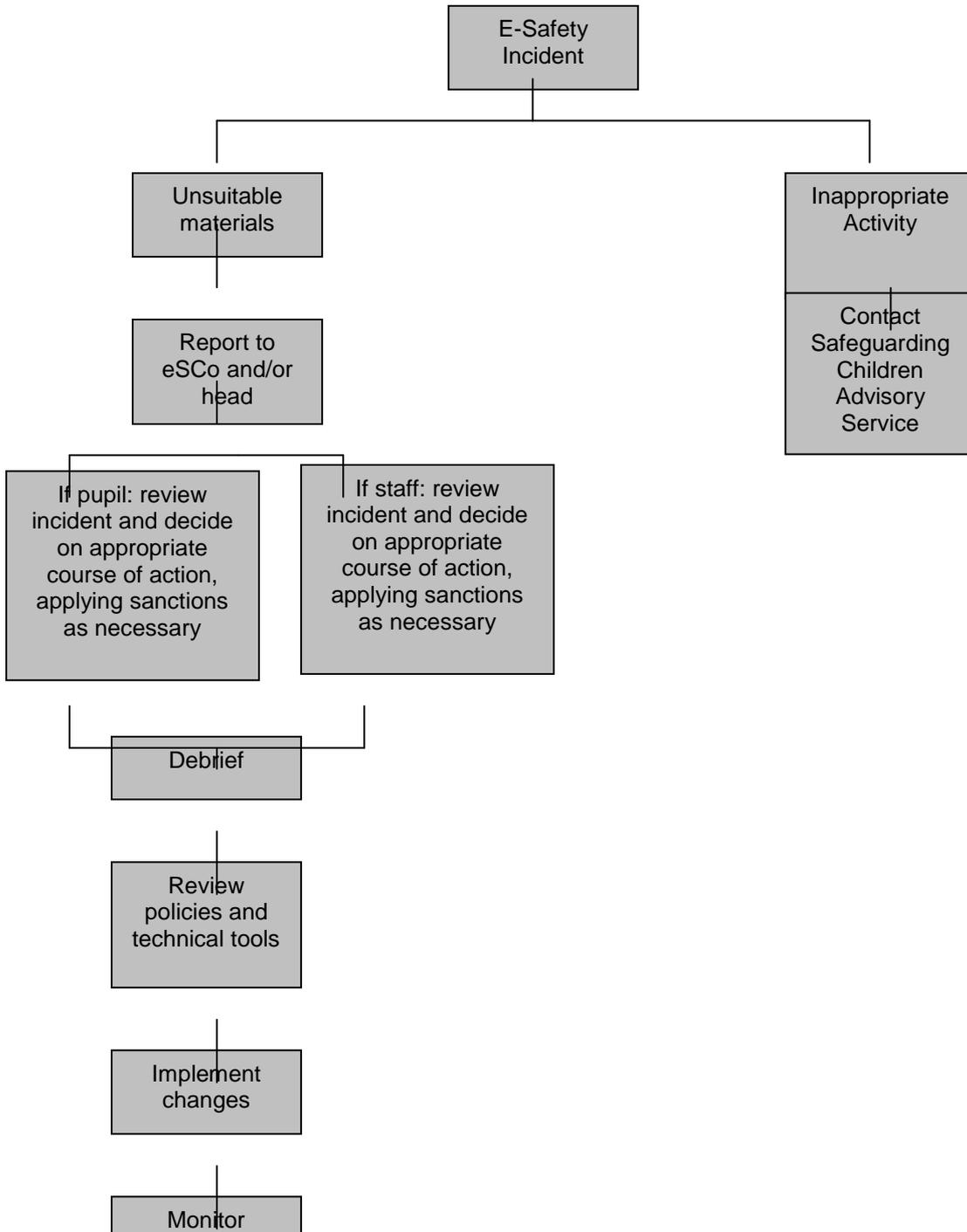
LETTER TO PARENTS – APPENDIX C

STAFF ACCEPTABLE USE POLICY – APPENDIX D

APPENDIX A

REFERRAL PROCESS

Flowchart for responding to e-safety incidents in school



Adapted from Becta – E-safety 2005

Rules for Safe Internet Use



Always remember the SMART rules

Safety

Meeting

Accepting

Reliable

Tell

These are 5 things you should never give out over the Internet:

Your full name

Your home address

Photos of yourself

Your phone number

Your schools name

Only go on websites which your teacher has given you permission for.

Do not put photos of other people on the internet without their permission.

Remember you should only receive and see things on the Internet which are good—if you receive anything with bad language, unkind comments, rude pictures or any form of bullying;

TELL SOMEONE!

Weelsby Primary School

Pupil Acceptable Use Policy for Internet and E-mail

- 1 Pupils must obtain the permission of parent(s)/guardian(s) before they can be allowed to use the Internet or education Email service. The Parental Permission Form must be signed and returned to the school.
- 2 Pupils should only use the school computer systems for those activities and services (Internet and Email) which they have been given permission to use. Any inappropriate use will be captured and sent to the e-safety co-ordinator. The incident will then be dealt with according to school procedure.
- 3 Pupils must only use the school computers with the permission and under the supervision of a member of staff.
- 4 Activities which use the Internet during taught lessons will be directly related to school work. Use of the Internet outside of taught lessons is at the discretion of a member of staff who will set guidelines and rules for its use.
- 5 Pupils must only use the user name and password that they have been given.
- 6 Pupils should not download and use material or copy and paste content which is copyright. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet.
- 7 The Internet access provided in North East Lincolnshire Primary schools is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. Under no circumstances should pupils attempt to view, upload or download any material that is likely to be unsuitable for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
- 8 Pupils will be taught to respect the privacy of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other pupils or staff.
- 11 Parents are asked to explain the importance to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form. No disks from home can be used on systems in school unless they have been virus scanned.
- 12 The It's Learning Platform service for pupils is provided for educational use. The mail service is only to be used in accordance with the school's policy and procedure. Where your child has been allocated an individual account it is important that they understand that all mail sent using this system is automatically screened for inappropriate language and any mail found to contain such language will be re-routed to the E-mail Manager in the school for disciplinary action which will include informing parents.

Failure to comply with these rules will result in one or more of the following :

- A ban, temporary or permanent, on the use of the Internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

If you do not understand any part of this “Acceptable Use Policy”, please should ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter.

Parental Permission for Pupil use of Internet Facilities at School

The school has a connection to the Internet. The Internet provides a number of important and valuable contributions that can enhance learning and understanding in all of the school curriculum areas. Thousands of schools across the world now have access to the Internet, and many pupils and students are reaping the educational benefits this learning resource provides.

As a result of the open and unregulated nature of the Internet, there is some material that is unsuitable for viewing by children. Therefore, we have introduced procedures that should enable your son/daughter to use the Internet facilities safely and securely. A copy of the school's Acceptable Use Policy is attached to this letter. We will make every effort to ensure that unsuitable material is not viewed by your son/daughter. A member of staff will monitor each session. Each member of staff and parents of each pupil using the Internet must agree to the Acceptable Use Policy. This policy sets out the rules that must be adhered to, for the protection of all users.

For your information the following web sites provide further information on "Safety on the Internet":

<http://safety.ngfl.gov.uk/> The UK Government Internet Safety site.

<http://www.iwf.org.uk/> The Internet Watch Foundation website.

The form below must be completed, signed and returned to the school for our records. Use of the Internet and/or E-mail service will be withheld unless this has been done.

Weelsby Primary School ICT Acceptable Use Agreement

I have read, understood and explained the Acceptable Use Policy for Weelsby Primary School to my child:

Pupil Name _____ class _____

Name of Parent/Guardian/Carer _____

Signature of Parent/Guardian/Carer _____ Date _____

Please indicate the services you will allow your son or daughter to use:

Service:	Signature of Parent/Guardian/Carer
The Internet (filtered access via industry standard filtering)	
It's Learning Platform filtered education e-mail service	

APPENDIX D

Use of the Internet by Adults (staff and supply staff)

This part of the Acceptable Internet Use Policy is for all school staff and approved adult users of the school.

School Web Sites and Use of Images

The most serious risk to pupils using the internet involves the possibility of someone being hurt, exploited or abused as a result of personal information being disclosed online.

Pictures, names, addresses, ages or information about a child's likes or dislikes can be used to trace, contact and meet a pupil with the intention of causing harm. The risk to children may not be immediate, since there can be a long period of building up a relationship, known as the 'grooming process'.

On no account should either first names or surnames be attached to photos of children on websites. Care must be exercised that the filename of a photograph (e.g. janesmith.jpg) does not inadvertently identify a child.

School websites should not include close-up pictures of children. All photographs of children should be general. Photos should be taken in such a way as to ensure that the individual identity of a child is protected (e.g. from an angle, in profile, at a distance.) If a website includes a child's photo, it could be downloaded from the web and edited in an unpleasant or embarrassing way.

Parental permission is sought at the start of the academic year to allow pictures or examples of pupils' work to be published on a website or other instances in the public domain.

Guidelines for taking photographs are made clear to parents at events which enable parents to opt out if they wish and not have their child include

Staff Use of the School's Internet Service

The school wishes to encourage the use of e-mail and internet by staff in support of their work. Whilst staff are encouraged to use e-mail and the internet in support of their work all use of these facilities should be appropriate to the work, standards and ethos of the school.

The use of the school's internet and e-mail systems is not provided as a right to any of their users. They may be withdrawn from any user, adult or pupil who does not conform to this Acceptable Use Policy

The school is responsible for authorising any user of its internet or e-mail facilities, and should monitor and police their use.

Any member of staff who commits a serious offence in the use of the schools internet service may be subject to the school's staff disciplinary procedures.

Illegal activity using the school's internet service will be reported to the police as necessary.

The use of school laptops and school software at home for personal reasons should be limited and appropriate, and is at the discretion of the Head Teacher.

Staff or administrative users will protect the school from computer virus attack or technical disruption by not downloading from the internet any programs or executable files other than by agreement with the school's IT technician.

Never pass on, make obvious or leave in an insecure place any passwords associated with using the internet, e-mail and computer system.

Staff or approved adult school users should at all times abide by the copyright laws in respect of documents and materials downloaded from the internet.

Staff using a school Laptop or other device off the school site, at home or elsewhere, will still have to abide by the school internet Acceptable Use Policy. Colleagues will be aware that the misuse of such devices for activity not agreed by the school may be breaking the law under the Computer Misuse Act (1990) .

Staff will at all times work to maximise the safety of pupils within their care in their use of the internet.

Colleagues will be aware of the ethos, standards, equalities and ethnic mix of the school and will not access any internet material, or work with the internet, in any way that infringes or offends these.

Acceptable Use of Social Networking Sites (staff)

The following guidelines should be adhered to when using any social networking site:

- Set your privacy settings so only people you have added can access your profile.
- Do not add pupils or past pupils as 'friends'.
- Remember children need to be 13 and have their parent's permission to have a social networking site such as 'Facebook'.
- Do not post photos of any staff member without their permission.
- If you wouldn't say/bring it into school, don't post it on the Internet.
- Do not post any comments which are derogatory or personal about a pupil or staff member or which could bring the school into disrepute, even if names are withheld.

I have read and understand the policy relating to the use of the Internet and email system in school and agree to adhere to the guidelines set out.

I have read and understood the Acceptable Use Policy for staff and agree to adhere to the guidelines set out.

I understand that failure to comply with these guidelines may result in disciplinary procedures.

Signed _____

Position _____

Date _____