

Edron Primary

E-Safety Policy

Approved date: January 2010

Review date: August 2010

E-Safety Policy

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.

This e-Safety Policy

- replaces the previous Internet Policy which 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;
- will operate in conjunction with other school policies including those for ICT, Behaviour, Curriculum Planning, and Health & Safety;
- has been written by the school, based on a template provided by Kent County Council which itself is based on government guidance and is considered a model of good practice in the UK.

Further information can be found at:

http://www.clusterweb.org.uk/kcn/e-safety_home.cfm

<http://www.becta.org.uk/schools/esafety>

This E-Safety Policy and its implementation will be reviewed regularly as required.

Teaching and Learning

Why is use of the Internet so 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.

What are the benefits of using the Internet for the education of our children?

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- 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 organisations and colleagues;
- improved access to technical support including remote management of networks and
- exchange of curriculum and administrative data at both local and national government levels.

How will Internet use enhance the learning of pupils?

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

How will pupils be taught 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.

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 regularly.

E-mail

- Pupils may only use Edron 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 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 will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Photographs that include pupils will be selected carefully.
- Pupils' full names will only be used in the protected section of the Web site.
- Written permission from parents will be obtained before photographs of pupils are published on the school Web site.
- Pupil's work may be published with the permission of the pupil and their parents.

Social networking and personal publishing

- Access to social networking sites will not be permitted in school.
- 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 the Internet Service Provider (TELMEX) to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the Internet Service Provider via the ICT Co-ordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

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.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to Mexican law.

Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Staff Code of Conduct' 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.
- At Key Stage 1, access to the Internet will begin with adult demonstration and occasional directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form.

Assessing risks

- In common with other media such as magazines, books, videos and DVDs, some material available via the Internet is unsuitable for our 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. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- The school will continually audit ICT provision to establish if the e-safety policy is adequate and that its implementation is 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 headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school safety procedures.
- Pupils and parents will be informed of the complaints procedure.

Communications Policy

Introducing the e-safety policy to pupils

- E-safety rules will be posted in all networked rooms 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

- The School E-Safety Policy will be available to all staff on the intranet and its importance will be explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support

- Parents' attention will be drawn to the School E-Safety Policy in newsletters, on 'Open Evenings' and on the school web site.