Dale Community Primary and Stonehill Nursery Federation

E-Safety Policy

Head Teacher: **Louise Foster**

Chair of Governors: **Anthony Adams**

Policy Approved by: **Governors Behaviour and Safety Committee**

Policy reviewed by:	Governors Behaviour and Safety Committee	Date: 23 May 2017
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E-safety Policy

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
- 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
- Internet access will be planned to enrich and extend learning activities.

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the ICT Technician
- 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
- Whole class or group e-mail addresses should be used in school
- 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 the Internet Service Provider and specialist ICT provider to ensure filtering systems are as effective as possible.

The Prevent Duty and Online safety
All schools have a duty to ensure that children are safe from terrorist and extremist material when accessing the internet in schools. We have an important role to play in equipping children to stay safe on line. Internet safety is integral to our computing curriculum. Our staff are aware of the risks posed by online activity of extremists and have a duty to take action if they believe the well-being of any pupil is being compromised.

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 Head Teacher 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 website, particularly in association with photographs
- Parents will agree / disagree to photos being published as part of the admissions process.

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 IT provider.

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
- 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 Online safety complaints
- Complaints of Internet misuse will be dealt with by a senior member of staff
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

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
- All staff will be trained in safeguarding procedures, including elements of E-safety and The Prevent Duty
- 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 website. The school will also organise E-safety workshops to support parents' understanding of how to best safeguard their children against potential online dangers.

Appendix A Referral Process

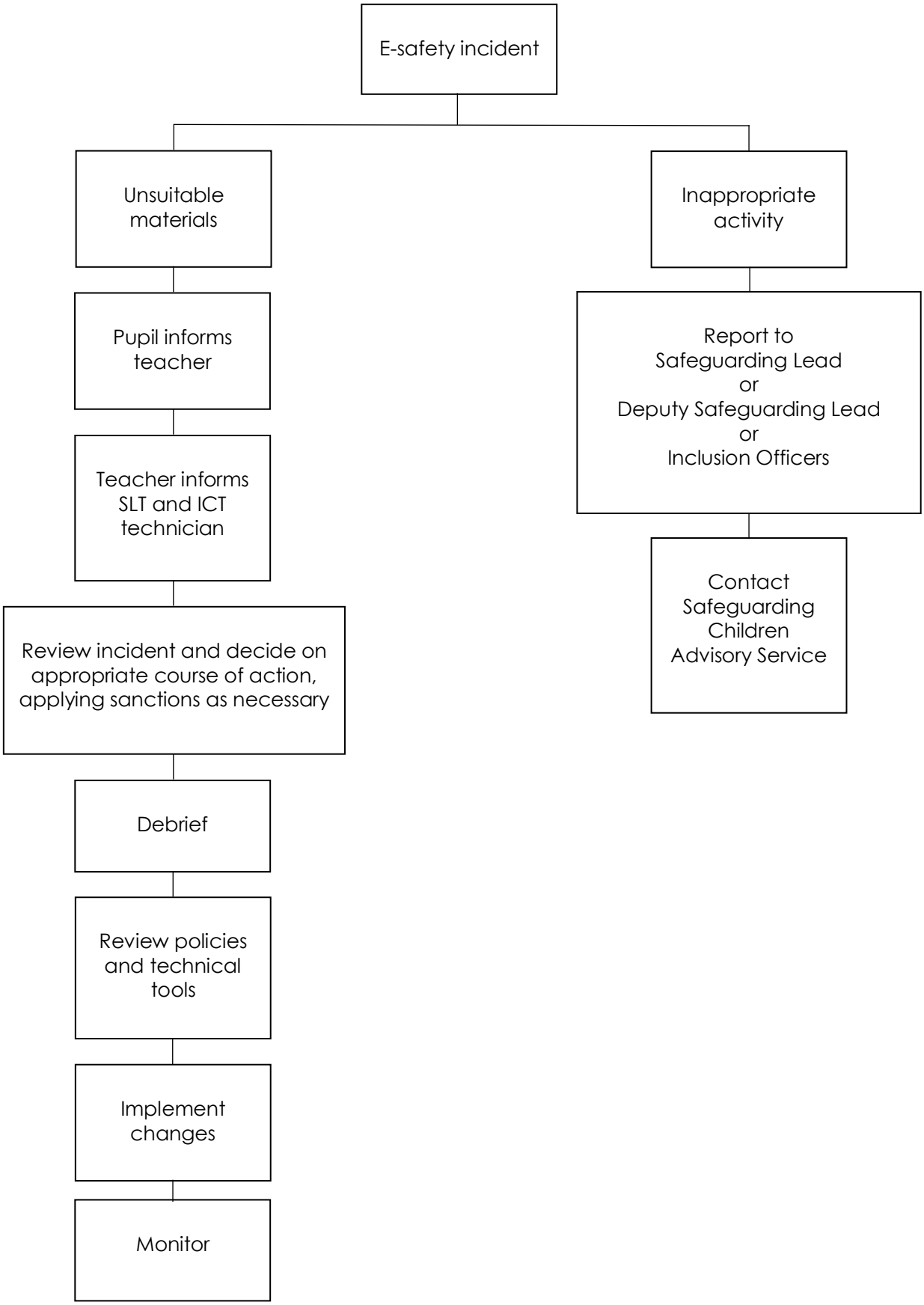
Appendix B Online Safety Rules

Anthony Adams
Chair of Governors

May 2017

Appendix A

Flowchart for responding to E-safety incidents involving pupils



KS1 ONLINE SAFETY RULES

☺ **THINK THEN CLICK** ☺
These rules help us to stay safe on the Internet
We only use the Internet when an adult is with us.
We can click on buttons or links when we know what they do.
We can search the Internet with an adult.
We always ask if we get lost on the Internet.
We can send and open emails together.
We can write polite and friendly emails to people that we know.

KS2 ONLINE SAFETY RULES

These rules help us stay safe on the Internet
We ask permission before using the Internet.
We only us websites that an adult has chosen.
We tell an adult if we see anything we are uncomfortable with.
We immediately close any webpage we are not sure about.
We only email people an adult has approved.
We send emails that are polite and friendly.
We never give out personal information or passwords.
We never arrange to meet anyone we don't know.
We do not open emails sent by anyone we don't know.
We do not use Internet chat rooms.