



eSafety

This policy has been written by the ICT coordinator, following government guidance. It has been agreed by senior management and approved by the ICT link governor. The policy will be reviewed annually in order to keep pace with the ever changing nature of the internet.

Teaching and Learning

Internet use is important because...

1. The Internet is an essential element in 21st century life for education, business and social interaction.
2. The school has a duty to provide students with quality Internet access as part of their learning experience.
3. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet use will enhance learning.
4. The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
5. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
6. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
7. Pupils will be taught how to evaluate Internet content.
8. The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
9. 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

1. School ICT systems capacity and security will be reviewed regularly.
2. Virus protection will be updated regularly.
3. Security strategies will be discussed with Edit/ EMBC.
4. Pupils may only use approved e-mail accounts on the school system.
5. Pupils must immediately tell a teacher if they receive offensive e-mail.
6. Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
7. E-mail sent to an external organisation should be written carefully and authorised, by a member of staff, before sending, in the same way as a letter written on school headed paper.
8. The forwarding of chain letters is not permitted.

St. Wilfrid's C. of E. Primary School

Published Content and the School Website

1. 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 Staff or pupils' personal information will not be published.
2. The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupil's Images and Work

1. Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
2. Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
3. Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site. This permission is now sought on first admission and is part of our induction pack for new parents.

Social Networking and Personal Publishing

1. The school will block/filter access to social networking sites. This is done on our behalf by EMBC and conforms to the latest BECTA guidelines. New filtering levels were set summer 2009.
2. Newsgroups will be blocked unless a specific use is approved.
3. Pupils will be advised never to give out personal details of any kind which may identify them or their location.
4. Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing Filtering

1. The school will work with the LA, DCSF and the EMBC to ensure systems to protect pupils are reviewed and improved.
2. If staff or pupils discover an unsuitable site, it must be reported to the ICT coordinator.
3. The ICT coordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing Emerging Technologies

1. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
2. Mobile 'phones are not permitted in school.

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

St. Wilfrid's C. of E. Primary School

1. 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.
2. At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Assessing Risks

1. 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 NLA can accept liability for the material accessed, or any consequences of Internet access.
2. The school will monitor ICT provision to establish if the eSafety policy is adequate and that its implementation is effective.

Handling eSafety Complaints

1. Complaints of Internet misuse will be dealt with by a senior member of staff.
2. Any complaint about staff misuse must be referred to the head teacher.
3. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Communications Policy

Introducing the eSafety Policy to Pupils

1. eSafety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
2. Pupils will be informed that network and Internet use will be monitored.

Staff and the eSafety Policy

1. All staff will be given the School e-Safety Policy and its importance explained.
2. 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 Procedures in newsletters, the school brochure and on the school Website.

Failure to Comply

Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by a senior member of staff.