E-safety Policy

Why the internet and digital communications are important

The internet is an integral part of education, business and social interaction. As well as being part of the statutory curriculum, pupils use the internet widely outside of school and 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's internet access will include filtering appropriate to the age of pupils. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

- Pupils will be taught what internet use is acceptable and what is not.

- The school will ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.

- Staff will guide pupils to online activities that will support the planned learning outcomes and are suitable for the pupil's 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 to acknowledge the source of information used and to respect copyright when using internet material in their own work.

Pupils will be taught how to evaluate Internet content

The evaluation of online materials is an integral part of teaching/learning. Pupils will be taught the importance of cross-checking information before accepting its accuracy and how to report unpleasant internet content.

Publishing pupil's images

- Written permission on the use of images is obtained from parents on entry to the school.

- Pupils' full names will not be used anywhere on the school website or other online space.

- Parents are informed at school events of the school's policy on the use of images on social media or other online spaces.

Social networking

- Social networking sites cannot be used in school.

- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location. Examples would include real name, address, mobile or landline phone

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numbers, school attended, e-mail addresses, full names of family/friends, specific interests and clubs.

- Pupils will be advised not to place personal photos on any social network space.

- Pupils and parents will be advised that the use of social network spaces brings a range of dangers

- Pupils and staff are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.

- Staff will adhere to the rule that any friend request from a child or parent in their school must NOT be accepted. Equally no staff should request friendship with a current pupil or parent. Where a member of staff is already 'a friend' of a parent joining the school, the specific circumstances should be discussed with the headteacher.

Managing filtering

- The school works with its ICT provider to ensure systems to protect pupils are reviewed and improved frequently.

- The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network.

- If staff or pupils come across unsuitable on-line materials, this must be reported to the Headteacher.

- Any material that the school believes is illegal must be reported to appropriate agencies such as IWF (Internet Watch Foundation) or CEOP. CEOPs online reporting system will be used, which can be accessed on their website.

Introducing the e-safety policy

Pupils

- E-Safety rules will be discussed with pupils and posted in all classrooms.

- Pupils will be informed that network and internet use will be monitored and appropriately followed up.

- E-safety training will be embedded into the curriculum. This will cover e-safety at school and home.

- All pupils will be required to sign the 'Code of Conduct' relating to the use of the internet and electronic devices.

- Pupils are not permitted to have any personal electronic equipment, including but not limited to mobile phones, tablets and smart devices with them during the school day.

Staff

- Staff will be informed that network and internet traffic can be monitored and traced to the individual user.

- All staff must read and sign the 'Staff Code of Conduct' and 'Acceptable User Agreement' as part of the school's induction procedure. Staff are expected to adhere to the expectations outlined in these documents, at all times.

Enlisting support from parents and carers support

- Parents attention will be drawn to the school's e-safety policy in newsletters and on the school website.

- Information and guidance for parents on e-safety will be made available to parents in a variety of formats. Where there are specific concerns regarding an individual pupil the school will discuss this with parents/carers and agree appropriate actions with them.