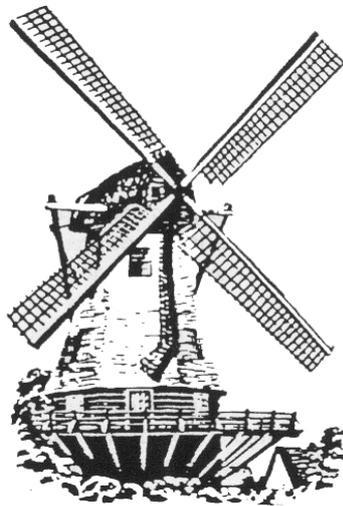# Longford Park Primary School

E-Safety Policy

May 2018

Writing and reviewing the E-safety policy

The E-Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection.

The school's Computing Co-ordinator will also act as E-Safety Coordinator in conjunction with the member of staff in charge of child protection and an appointed governor.

Our e-Safety Policy has been written by the school. It has been agreed by senior management and approved by governors. The E-Safety Policy and its implementation will be reviewed annually.

Teaching and Learning

Why Internet use is important

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide children 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.

Internet use will enhance learning

The school Internet access is 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 and guidance for safe Internet use. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. In all lessons children will be taught and reminded how to safe online.

Pupils will be taught how 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 is updated regularly.

Advice on security strategies will be monitored on the School's web pages and clarification sought as necessary.

E-mail

Pupils are taught how to use email safely.

Pupils are not allowed to access their own email in school.

All staff have email addresses and are able to access their email accounts in school at appropriate times and not when children are present. They are aware that inappropriate content is not allowed.

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 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 and with parental permission.

Pupils' full names will not be used anywhere on the Web site in association with photographs.

Permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Pupil's work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved. Pupils will be advised never to give out personal details of any kind that 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 LA, DCSF and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Coordinator and recorded on CPOMS..

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.

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden. Children are not allowed mobile phones on school site except in particular circumstances and with the permission of the head teacher, class teacher and parent. Any brought into school for pre and oost school safety will be deposited in the school office and collected at the end of the school day.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to GDPR May 2018.

Policy Decisions

Authorising Internet access

All staff have access to the internet and are expected to use it responsibly and safely according to the 'Responsible Use Policy'.

Children have access to the internet with permission and supervision from members of staff.

For 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

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 audit computing 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 head teacher.

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.

If the need arises discussions will be held with the Police to establish procedures for handling potentially illegal issues.

Communications Policy

Introducing the e-safety policy to pupils

E-safety rules will be discussed with the pupils at the start of each year.

Pupils will be informed that network and Internet use will be monitored.

Three hours of Esafety teaching will be delivered to all children throughout the school year.

Staff and the e-Safety policy

All staff will have access to the School e-Safety Policy and have 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.

Enlisting parents' support

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

Updated May 2018
Review date May 2020
H.Stoyles
M.Walker

Signed _____ Chair of Governors