Stillness Junior School

E-Safety

Date of Policy:	January 2017	Approved By:
Renewal Date:	January 2019	Signed by: The Chair of the Committee Headteacher

Overview

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.

The school's e-safety policy will operate in conjunction with other policies including those for ICT, Student Behaviour, Bullying, Curriculum, Child Protection, Data Protection and Security.

This policy has been written in guidance with the DFE document: Keeping Children Safe in Education.

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 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.
- Pupils use the Internet widely outside school and will 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 Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils which is provided by LGFL and our service provider.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' 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 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.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

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 with the Deku Solutions and our Internet service provider (ISP) Synetrix.

E-mail
Pupils may only use approved e-mail accounts on the school system.

- Emails will only be sent internally, unless supervised by an appropriate adult. 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 must 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.
- ***Emails are not to be used to harass or bully others.***

Published content and the school Website
- The contact details on the website 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 and will be published on the website unless the parents or carers have request otherwise and presented this to the school in written form (Appendix 1).
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Pupil's work will, at times be published on the website.

Social networking and personal publishing
- 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.
- Pupils are not allowed to access social networking sites in school.

Managing filtering
- The school will work with the Deku Solutions and ISP to ensure systems to protect pupils are reviewed and improved, although 100% guaranteed cannot be met.
- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator.
- The ICT coordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be reported to appropriate agencies such as the Internet Watch Foundation (IWF) or Child Exploitation & Online Protection Centre (CEOP).

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.
- Use of mobile phones for pupils is not permitted.
- Staff will not use mobile phones during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

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
• All staff must read and sign the staff acceptable use contract before using any school ICT resource (see Acceptable Use Policy).
• 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.
• Parents and pupils will be asked to sign and return the pupil acceptable use contract (see Acceptable Use Policy).
• Parents and pupils who take part in the e-learning programme will sign the e-learning acceptable use contact (see e-learning Acceptable Use Policy).

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. Neither the school nor Synetrix can accept liability for the material accessed, or any consequences of Internet access.
• The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.
• The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
• Methods to identify, assess and minimise risks will be reviewed regularly.

Handling e-safety complaints
• Complaints of Internet misuse and cyber-bullying will be dealt with by the Head Teacher.
• 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 safeguarding procedures.
• Parents and pupils will need to work in partnership with staff to resolve issues.

Community use of the Internet
• The school will liaise with local organisations to establish a common approach to e-safety.

Communications Policy

Introducing the e-safety policy to pupils
• E-safety rules will be posted in all networked rooms with Internet access and discussed with the pupils at the start of each year (Appendix 2 - safe Internet use poster).
• Pupils will be informed that network and Internet use will be monitored.

Staff Training
• All staff will be given the School e-Safety Policy and its importance explained.
• Staff should be aware that Internet traffic can be monitored and traced to the individual use. Discretion and professional conduct is essential.
• Staff training in safe and responsible Internet use and on the school e-safety Policy will be provided as required.
• We are committed to the provision of child on-line training for all our staff
• Training is in line with the statutory guidance and Keeping Children Safe in Education.
• All staff have annual top-up training online training.

Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters and on the school web site.
- Internet issues will be handled sensitively, and parents will be advised accordingly.

Appendix

1. *Authorisation to use digital images and videos*
2. *Safe Internet use poster*

Appendix 1

Authorisation to use digital images and videos

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

- Where showcasing examples of pupils work we only use their first names, rather than their full names.
- If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.
- Only images of pupils in suitable dress are used.
- Staffs are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity;
  e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.

- Your child's image for presentation purposes around the school;
  e.g. in school wall displays and PowerPoint© presentations to capture images around the school or in the local area as part of a project or lesson.

- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
  e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child's could appear in the media if a newspaper photographer or television film crew attend an event.

- Your child's image or video being used on the school website when sharing experiences and best practice provided by the school.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Signature of authorisation

I have now read and understood how photographs and videos of my child will be used at Stillness Junior School.

I **do not** agree for digital images and videos of my child to be used:

Full Name …………………………………………………........................ …

(Printed) to be used in accordance with the school guidelines (Appendix 1 – e-safety policy).

Parent/Carer Signature ....

Date   ……………………………………

<div align="center">**Appendix 2**

Safe Internet Use - Poster
Keeping safe: stop, think, before you click!
8 rules to safe Internet use!

These rules will help keep everyone safe</div>

KEEP SAFE ON THE INTERNET

Keeping safe: stop, think, before you click!

8 rules for responsible ICT use.

These rules will keep everyone safe and help us to be fair to others:

1. I will only use the school's computers for schoolwork and homework.

2. I will keep my login and password secret.

3. I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.

4. I will only e-mail people I know, or my teacher has approved.

5. The messages I send, or information I upload, will always be polite and sensible.

6. I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.

7. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.

8. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.