



St. Anne's Church of England VA Primary School



E-SAFETY POLICY

This policy should be taken and used as part of St Anne's Church of England School's overall strategy and implemented within the context of our vision, instrument of government aims and values as a Church of England School.

Why is internet use important?

The educational benefits of internet access far outweigh the possible risks and good planning and management will ensure appropriate and effective pupil use. Whilst regulation and technological solutions are very important their use must be balanced by teaching pupils to take a responsible approach, and this forms an essential part of the school's e-safety provision.

How will Internet use provide effective teaching?

- Pupils will be given clear learning objectives for Internet use
- Pupils will be educated in taking responsibility for internet access
- Staff will select sites which will support the learning outcomes planned for pupil's age and maturity
- Internet access will be planned by the class teacher to enrich and extend learning activities
- Approved sites will be listed under 'Favorites' on the school network

How will pupils be taught to access Internet content?

- Pupils will be taught ways to validate information before accepting that it is accurate
- Pupils will be taught to acknowledge the source of the information when using Internet material for their own purposes
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable

How will internet access be authorised?

Pupils' home school agreement will include an acceptable user policy from September 2017 which needs to be signed by pupils, parents/guardians and returned to school at the beginning of Reception and beginning of KS2, or when a new pupil starts at the school.

Internet access will be granted to a whole class or individuals as part of a scheme of work, after suitable education in responsible internet use. Older pupils may carry out their own internet searches for research purposes and should know how to conduct searches safely and what to do if they come across something unsuitable.

Pupils' entitlement to use the internet is based on their responsible use of it.

Irresponsible use may result in this privilege being removed.

How will the school ensure internet access is as safe as is reasonably possible?

Levels of access and supervision will vary according to pupil's age and experience. The school use the filtering system provided by EXA our broadband provider. The filtering

system is called SurfProtect which they actively modify to block new websites which appear. If staff or pupils discover unsuitable sites, the URL address and content will be reported to the head teacher and logged in the 'ICT Reporting Book'. It will be reported to the internet service provider via the ICT Support contractor.

The school will work in partnership with parents, ICT Support contractor and internet provider to ensure systems to protect pupils are renewed and improved and are effective in practice.

How will the risks be assessed?

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Methods to identify, access and minimise risks will be reviewed regularly by ICT Support contractor.

How will publishing on the web be managed?

- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The point of contact on the school website should be the school address, school email and telephone number. Staff or pupils' home information will NOT be published.
- Photographs used on the website must not identify individual pupils.
- Pupils' full names will not be used anywhere on the website or school's social media, particularly in association with photographs.
- Permission from parents/carers will be obtained before photographs are published on the school website. Parents will be notified of their right to refuse to allow any pictures of their child to be shown.
- Where audio and video are included, the nature of the items uploaded will not include content that allows the pupils to be identified.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Personal data must be stored on a password-protected laptop or encrypted storage device (e.g. USB memory stick).
- See also the Data Protection policy.

Social networking and mobile phones

- Social media are NOT allowed to be accessed by pupils in school. Staff may use such sites that are allowed by the school's filtering system.
- Any digital communication between staff and pupils or parents (email / chat) should be professional in content.
- We advise parents regarding E-safety.
- Each year group will have specific Computing lessons dedicated to e-safety, as well as follow up assemblies and an e-safety day.
- Pupils are not permitted to keep mobile phones within school.

How will staff and parents be informed about e-safety?

- All staff will have access to this E-Safety Policy, and its importance explained with relevant training given and they will sign the ICT Code of Practice for Teachers and Adults (ICT Acceptable Use Policy Appendix 1).
- The Communication Subject Team will provide advice/guidance/training as required and keep up to date on relevant issues.
- The appointed Safeguarding governor should take part in e-safety training provided by the national governors association or other relevant organisations.

The school will seek to draw attention to the E-safety Policy and provide information and awareness of key e-safety issues to parents /carers through Digital Parenting magazine, newsletters and the school website.

How will pupils be informed about e-safety and evaluating content?

E-safety education will be provided in the following ways:-

- A planned e-safety programme should be provided as part of Computing/PSHE and other lessons and should be regularly revisited – this will cover both the use of Computing and new technology in school and outside school.
- Each year an e-safety day of age appropriate activities will be organised by Communication Subject Team.

How will complaints be handled?

Responsibility for handling incidents will be given to the head or delegated as the need arises. Any complaint about staff misuse must be referred to the head teacher and then to Chair of Governors. Any illegal apparent or actual misuse will be reported to the head, or the police, as appropriate (see flow chart in ICT Reporting Book, held in head teacher's office) in line with our Safeguarding policy.

Complaints about misuse of the internet in school by pupils must follow the most relevant schools policy (i.e. Behaviour, Bullying, Racism, Health and Safety).