Eastcote Primary School

E-Safety Policy

November 2015
See also Acceptable Use Of ICT Policy, Safeguarding Policy, Anti-Bullying Policy, Data Protection Policy

2015

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E-safety policy

Rationale

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems.

We acknowledge that the increased provision of the Internet and other technologies in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

Aims

To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.

To ensure that appropriate steps are taken to ensure the safety of children and staff when using electronic communication and the internet while in school.

Roles and responsibilities

The Governing Body

The Governing body has a responsibility for the effective monitoring and evaluation of this policy

The Headteacher

The Headteacher will work with the GB and school staff to create a safe ICT learning environment by having in place:

- *an effective range of technological tools*
- *clear roles and responsibilities*
- *safe procedures*

The HT will ensure that all safeguarding concerns arising from children's use of electronic media will be dealt with according to the school's safeguarding policy.

School staff

- *are responsible for promoting and supporting safe behaviours with pupils and e-Safety procedures;*
- *will ensure that the use of Internet derived materials complies with copyright law*
- *will follow our acceptable use policy*

Pupils will be taught to

- *be critically aware of the materials they read;*
- *validate information before accepting its accuracy;*
- *acknowledge the source of information used;*
- *use the Internet for research;*
- *respect copyright when using Internet material in their own work;*
- *report any offensive e-mail*

Parents will

- *be required to sign the consent form allowing their child to have Internet access;*
- *be alerted to issues of safety surrounding use of the internet or technologies;*
- *support the school in teaching the children about internet safety.*

School procedures

Internet Use

- *The school Internet access will be designed for pupil use;*
- *It will include filtering appropriate to the age of pupils.*

Authorising Internet Access

- *Before using any school ICT resource, all pupils and staff must read and sign the 'Acceptable use of ICT Agreement'.*
- *Parents must sign a consent form before their child has access to the Internet.*
- *An up to date record will be kept of all pupils and school personnel who have Internet access.*

E-mail

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Pupils must:

- *only use approved e-mail accounts;*
- *report receiving any offensive e-mails;*
- *not divulge their or others personal details;*
- *not arrange to meet anyone via the e-mail;*
- *seek authorisation to send a formal e-mail to an external organisation*
- *not take part in sending chain letters*

School Website

Contact details on the website will be:

- *the school address*
- *e-mail address*
- *telephone number*

The school website will not publish:

- *staff or pupils contact details;*
- *the pictures of children without the written consent of the parent/carer;*
- *the names of any pupils who are shown;*
- *children's work without the permission of the pupil or the parent/carer*

Social Networking and Personal Publishing

Pupils will not be allowed access:
- *to social networking sites except those that are part of an educational network or approved Learning Platform;*
- *to newsgroups unless an identified need has been approved*

Inappropriate Material

Any inappropriate websites or material found by pupils or school personnel will be reported to the Head Teacher who in turn will ensure that this is reported to the Internet Service Provider.

Internet System Security

- *New programs will be installed onto the network or stand-alone machines by authorized technicians.*
- *Personal floppy disks, CD's and other data record devices may not be used in school.*
- *Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.*

Complaints

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- *The Headteacher will deal with all complaints of Internet misuse by school personnel or pupils.*
- *Parents will be informed if their child has misused the Internet.*

D. R. Ball	Head Teacher	26/11/15
D. Robins	Chair of Governors	

To be reviewed November 2016