

# Policy & Guidance

## e-Safety Policy

February

# 2016

### Broomfield Primary School

Off Ploughmans Lea  
East Goscote  
Leicestershire  
LE7 3ZQ

☎ 0116 260 6704

**Headteacher: Miss Alex Allison**



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## Contents

1. Teaching and Learning .....	2
2. Managing Internet Access.....	2
3. Policy Decisions .....	4
4. Communications Policy .....	4

## 1. Teaching and Learning

### 1.1 Why Internet and digital communications are 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 curriculum and a necessary tool for staff and pupils.
- The school Internet access is provided by ICT Solutions 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 for Internet use.
- Pupils will be educated in the effective use of the Internet
- Pupils will be shown how to publish and present information appropriately to a wider audience.

### 1.2 Pupils will be taught how to evaluate Internet content

- The school will seek to ensure that the use of Internet derived materials by staff and by 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 how to report unpleasant Internet content e.g. using the CEOP Report Abuse icon or Hector Protector.

## 2. Managing Internet Access

### 2.1 Information system security

- School ICT systems security will be reviewed regularly
- Virus protection will be updated regularly
- Security strategies will be discussed with the Local Authority

### 2.2 E-mail

- Pupils and staff may only use approved e-mail accounts on the school system.
- 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.
- Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from pupils to external bodies is presented and controlled.

- The forwarding of chain letters is not permitted.

## **2.3 Published content and the school web site**

- The contact details on the Web site are 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.

## **2.4 Publishing photographs, images and work**

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. The school will look to seek to use group photographs rather than full-face photos of individual children.
- Pupils' full names will be avoided on the Website, as appropriate, including in blogs, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs or images of pupils are published
- Permission from adults will be obtained before their names, photographs or images of themselves are published
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories
- Staff will not keep images of children on personal devices e.g. memory sticks, or use them for any use other than in school.

## **2.5 Social networking and personal publishing on the school blogs**

- The school will control access to social networking sites, and consider how to educate pupils in their safe use e.g. use of passwords.
- Newsgroups will be blocked unless a specific use is approved.
- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.
- Pupils must not place personal photos on any social network space provided in the school learning platform without permission.
- Pupils, parents and staff will be advised on the safe use of social network spaces
- Pupils will be advised to use nicknames and avatars when using social networking sites.

## **2.6 Managing filtering**

- The school will work in partnership with Leicestershire Children's Services to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the head teacher.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

## **2.7 Managing videoconferencing**

- Videoconferencing will use the educational broadband network to ensure quality of service and security rather than the Internet.
- Videoconferencing will be appropriately supervised for the pupils' age.

## **2.8 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.

## 2.9 Other devices

- Mobile phones and associated cameras will not be used during lessons or formal school time. Taking photographs at any time without the subject's consent is prohibited (Appendix 4).
- The sending of abusive, offensive or inappropriate material is forbidden.
- Staff should not share personal telephone numbers with pupils and parents. (A school phone will be provided for staff where contact with pupils is required).

## 2.10 Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## 3. Policy Decisions

### 3.1 Authorising Internet access

- All staff must read and sign the 'Staff Code of Conduct' before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- Parents will be asked to sign and return a consent form.
- Pupils must agree to comply with the Responsible Internet Use statement before being granted Internet access.
- Any person not directly employed by the school will not be able allowed to access the Internet on the school site.

### 3.2 Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Leicestershire Children's Services can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective

### 3.3 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 referred to the Senior Designated Lead Professional for Safeguarding and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

## 4. Communications Policy

### 4.1 Introducing the E-safety policy to pupils

- Appropriate elements of the E-safety policy will be shared with pupils
- E-safety rules will be posted in all networked rooms.
- Pupils will be informed that network and Internet use will be monitored

- Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for pupils

### **4.2 Staff and the E-safety policy**

- 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 user. Discretion and professional conduct is essential.
- Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

### **4.3 Enlisting parents' support**

- Parents' and carers attention will be drawn to the School E-safety Policy in newsletters, the school brochure and on the school web site.
- Parents and carers will from time to time be provided with additional information on E-safety.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.
- Parents and carers will be reminded that they must not publish any images or comments of performances and other community events on social network sites before and after each event.

This policy should be read in conjunction with the Schools Safeguarding Policy.