

# St. Mary's Infant School

## E- Safety Policy (Internet Policy)

September 2008

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.

This policy raises awareness of the safety issues associated with electronic communications as a whole.

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

### **End to End e-Safety**

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and children; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from Herts Grid for Learning Network including the effective management of Web filtering.
- National Education Network standards and specifications.

### **School e-safety policy**

The K bullets below are the essential minimum points for a school e-Safety Policy. Some optional points have been retained.

The "K" elements enable a school to demonstrate that its e-Safety Policy is compliant with Herts approved Policy. Naturally policy must be translated into practice protect pupils and educate them in responsible ICT use.

#### **2.1 Writing and reviewing the e-safety policy**

The e-safety Policy relates to other policies including those for IC T, bullying and for children protection.

K The school will appoint an e-Safety Coordinator. This may be the Designated Child Protection Coordinator as the roles overlap. Our co-ordinator is Val Morris/Helen Waterhouse.

- Our e-Safety Policy has been written by the school, based on County and government guidance. It has been agreed by senior management and approved by governors.
- The e-Safety Policy and its implementation will be reviewed annually.
- The e-Safety Policy was revised by the school in September 2008
- It was approved by the Governors on

## **2.2. Teaching and learning**

### **2.2.1 Why Internet use is important**

- The internet is an essential element in 21<sup>st</sup> 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.

### **2.2.3 Internet use will enhance learning**

K The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

K 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 in research, including the skills of knowledge location, retrieval and evaluation.

### **2.2.4 Pupils will be taught how to evaluate Internet content**

K The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

## **2.3 Managing Internet Access**

### **2.3.1. Information system security**

K School ICT systems capacity and security will be reviewed regularly

K Virus protection will be updated regularly

K Security strategies will be discussed with Herts

### **2.3.2 E.mail**

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

K Pupils must immediately tell a teacher if they receive offensive e.mail

- K 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 should be written carefully and authorised before sending, the same way as a letter written on school headed paper.

### **2.3.3. Published content and the school web site**

- K 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 headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **2.3.4. Publishing pupil's images and work**

- K Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- K Pupil's full names will not be used anywhere on the Web site particularly in association with photographs.
- K Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

### **2.3.5 Social networking and personal publishing**

- K The school will block access to social networking sites
- K Newsgroups will be blocked unless a specific use is approved
- K Pupils will never be allowed 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.

### **2.3.6 Managing filtering**

- K The school will work with the LA, DCFS and Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- K If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **2.3.7 Managing emerging technologies**

- K Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

### **2.3.8 Protecting personal data**

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

## **2.4 Policy Decisions**

### **2.4.1 Authorising Internet access**

- K All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- K 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
- K At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials. Any pupil wishing to visit other sites must request permission from an adult who must view and approve such materials prior to use by a child.

### **2.3.2 Assessing risks**

- K The school will take all reasonable precautions to ensure that users access only appropriate materials. 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 Herts can accept liability for the material accessed, or any consequences of Internet access.
- K The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

### **2.4.3 Handling e-safety complaints**

- K Complaints of Internet misuse will be dealt with by a senior member of staff.
- K Any complaint about staff misuse must be referred to the headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

### **2.4.4 Community use of the Internet**

- The school will liaise with local organisations to establish a common approach to e-safety.

## **2.4. Communications Policy**

### **2.5.1 Introducing the e-safety policy to pupils**

- K E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- K Pupils will be informed that network and Internet use will be monitored.

### **2.5.2 Staff and the e-Safety policy**

- K 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.

### **2.5.3 Enlisting parents' support**

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

### Appendix 1: Internet use – Possible teaching and learning activities.

Activities	Key e-safety issues	Relevant websites
Creating web directories to provide easy access to suitable websites.	Parental consent should be sought. Pupils should be supervised Pupils should be directed to specific approved on-line materials.	Web directories e.g. Ikeep bookmarks Webquest UK Herts Grid for Learning
Using search engines to access information from a range of websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be taught what internet use is acceptable and what to do if they access materials they are uncomfortable with.	<b>Web quests e.g.</b> <ul style="list-style-type: none"> <li>• Ask Jeeves for kids</li> <li>• Yahoooligans</li> <li>• CBBC Search</li> <li>• Kidsclick</li> </ul>
Exchanging information with other pupils and asking questions of experts via e.mail	Pupils should only use approved e.mail accounts. Pupils should never give out personal information. Consider using systems that provide online moderation e.g. SuperClubs	RM Easy Mail SuperClubs PLUS Gold Star Café School Net Global Kids Safe Mail E-mail a children author E.mail Museums and galleries
Publishing pupils' work on school and other websites	Pupil and parental consent should be sought prior to publication. Pupil's full names and other personal information should be omitted.	Making the News SuperClubs Inforapper Headline History Herts grid for Learning Focus on Film
Publishing images including photographs of pupils	Parental consent for publication of photographs should be sought. Photographs should not enable individual pupils to be identified. File names should not refer to the pupil by name.	Making the News SuperClub Learninggrids Museum sites, etc Digital Storytelling BBC – Primary Art
Communicating ideas within chat rooms or online forums	No chat rooms should be used by pupils. Access to other social networking sites should be blocked. Pupils should never give out personal information.	SuperClubs Skype FlashMeeting
Audio and video conferencing to gather information and share pupils' work.	Pupils should be supervised.  Only sites that are secure and need to be accessed using an e-mail address or protected password should be used.	Skype FlashMeeting National Archives "on line" Global Leap Natural History Museum Imperial War Museum

## Hertfordshire Pupil Acceptable Use Policy/eSafety Rules

Dear Parents,

ICT (Information and Communication Technology) including the internet, email, Laptops, digital cameras has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT, and children are closely supervised. Your child's class teacher has discussed these general safety rules with the class. We ask that you support us in this and in accordance with new Hertfordshire guidelines, ask that you reinforce the importance of these rules, and complete this form and return it to school. We are aware that the children are very young at our school but this is an important area to ensure safety now and for future years.

Please discuss these general eSafety rules with your child. If you have any concerns please contact Mrs Morris.

- **I will only use ICT in school for school purposes.**
- **I will only use my class e.mail address or my own school email address.**
- **I will make sure that all ICT contacts with other children and adults are responsible, polite and sensible.**
- **I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will turn off my monitor and tell my teacher immediately.**
- **I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone.**
- **I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.**
- **I know that my use of ICT can be checked and that my parents contacted if a member of school staff is concerned about my eSafety.**

### Parent signature

We have discussed this and.....(child's name) agrees to follow the eSafety rules to support the safe use of ICT at St. Mary's Infant School.

Parent/Guardian Signature.....

Class.....Date.....