



SANDBROOK PRIMARY SCHOOL

E-SAFETY POLICY

Date Adopted	SPRING 2013	Version	1.0
Last Reviewed	JULY 2014	Review Cycle	ANNUAL
Revision history	Amendments to ICT lead and admin regarding consent forms. Amendment regarding communication of policy – teachers to teach e-safe rules termly.		
Author /owner	HEADTEACHER		

E-SAFETY AT SANDBROOK

POLICY:

It is our policy to:

- Educate children and families about the safe use of the internet and mobile devices;
- Provide children with access to a safe internet system;
- Promote safe and innovative use of ICT to enhance learning;
- Teach children how to evaluate the content of materials sourced on the internet;
- Protect personal data appropriately;
- Robustly implement this policy;
- Ensure that the school IT systems are used appropriately.

SCOPE:

This policy affects all members of staff who access the school IT systems.

It applies to all children at school who access the school IT systems.

It encompasses ALL information communication systems and personal mobile devices (PMDs, including mobile phones.

EFFECTIVE DATES:

JULY2014-END JULY 2015

RESPONSIBILITIES:

HEADTEACHER:

- Ensure that this policy is robustly implemented;
- Take overall editorial responsibility for the school website to ensure that content is accurate and reflects the school vision;
- Handle e-safety complaints.

SUBJECT LEAD:

- Work with the ICT SL provider to ensure that filtering systems are as effective as possible and that Google Safe Search is enabled on all devices;
- Ensure that social networking sites are blocked unless specific use is approved by the headteacher;
- Risk assess and evaluate new technologies before their use in school;
- Work with the ICT SL provider to ensure that the ICT system capacity, virus protection and security measures are up to date and fit for purpose;
- Ensure that access arrangements for staff who have left the school are disabled from the system;
- Work with the admin team to ensure relevant consent forms are distributed and collated;
- Induct new staff to safe e-practice;
- Audit ICT use and reports of inappropriate content annually to ensure that this policy provide adequate protection.

ALL STAFF:

- Read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource;
- Report unsuitable sites immediately to the Headteacher. The URL (address), time and content must be reported;
- Ensure that the use of Internet-derived materials by pupils and staff complies with copyright law;
- Ensure that any e-mails sent for school e-mail addresses are written in manner consistent with school headed letters;
- Ensure that staff or pupil PMDs are not used for personal use during contact time;
- Protect personal data in accordance with the school Data Protection and Security Policy;
- Protect personal passwords;
- Report any suspected or alleged internet mis-use by staff or pupils to the headteacher.

TEACHING STAFF:

- Teach safe internet rules at the start of each term or as required;
- Teach pupils how to evaluate the information that they find on the internet;
- Seek approval from the headteacher before using social networking sites with pupils;
- Educate children to the dangers of social networking and appropriate content;
- Ensure that any video conferencing is approved and supervised appropriately;
- Ensure that all internet access is supervised;
- Provide appropriate content for the school website as required.

ADMIN STAFF

- Maintain a current record of staff and students who have been granted internet access;
- Inform parents that pupils will be provided with supervised internet access and seek annual consent for this access;
- Manage parental consent for photograph use annually;
- Manage staff consent forms – distribute and collate;
- Ensure internet consent forms are distributed and details collated;
- Manage the school website under the overall direction of the headteacher;
- Ensure that only images of children with parental consent are used on the school website;
- Ensure that names are not used in conjunction with photographs on the website;
- Publicise the school's e-safety complaints procedures.

PUPILS:

- Apply for Internet access individually by agreeing to comply with the Responsible Internet Use statement;
- Follow the Responsible ICT user Rules;
- Report internet mis-use to their teacher;
- Report unsuitable sites immediately to their teacher. The URL (address), time and content must be reported;
- Immediately report offensive or bullying e-mails;
- Must not reveal personal details of themselves or others without permission;
- Must not send or post abusive or bullying messages or images.
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FAMILIES:

- Return consent forms.

COMMUNICATION OF POLICY**Children**

- Rules for Internet access will be shared with pupils at the start of term and as required;
- Rules will be posted in the ICT suite;
- Children will be informed that Internet use will be monitored;

Staff

- All staff will be given the school e-safety policy and its importance explained;
- Summaries of this policy are included in the Safeguarding Standard Operating Procedures Handbook;
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential;
- All staff will be required to sign acceptable use policies;
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues;

Parents

- Parents' attention will be drawn to the School e-safety policy in newsletters, the school brochure and on the school website.

RATIONALE/BACKGROUND:

The purpose of Internet use in school is to raise educational standards, to promote children's achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for children who show a responsible and mature approach to its use. Our school has a duty to provide children with quality Internet access.

Children will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

HOW DOES INTERNET USE BENEFIT EDUCATION?

Benefits of using the Internet in education include:

- Access to learning wherever and whenever convenient;
- Access to world-wide educational resources including museums and art galleries;
- Educational and cultural exchanges between children world-wide;
- Access to experts in many fields for children and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration across support services and professional associations;
- Improved access to technical support including remote management of networks and automatic system updates;
- Exchange of curriculum and administration data with the Local Authority and DfE.

HOW CAN INTERNET USE ENHANCE LEARNING?

- The school Internet access will be designed expressly for children's use and includes filtering appropriate
- Children will be taught what Internet use is acceptable and what is not;
- They will be given clear objectives for Internet use;
- Internet access will be planned to enrich and extend learning activities;
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity;
- Children will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

This document should be read in conjunction with:

- **SANDBROOK DATA PROTECTION AND SECURITY PROCEDURES;**
- **ANTI-BULLYING POLICY;**
- **STAFF DISCIPLINE POLICY;**
- **ICT ACCEPTABLE USE POLICY.**

APPENDICES:

A - MANAGING AN E-SAFETY INCIDENT FLOWCHART

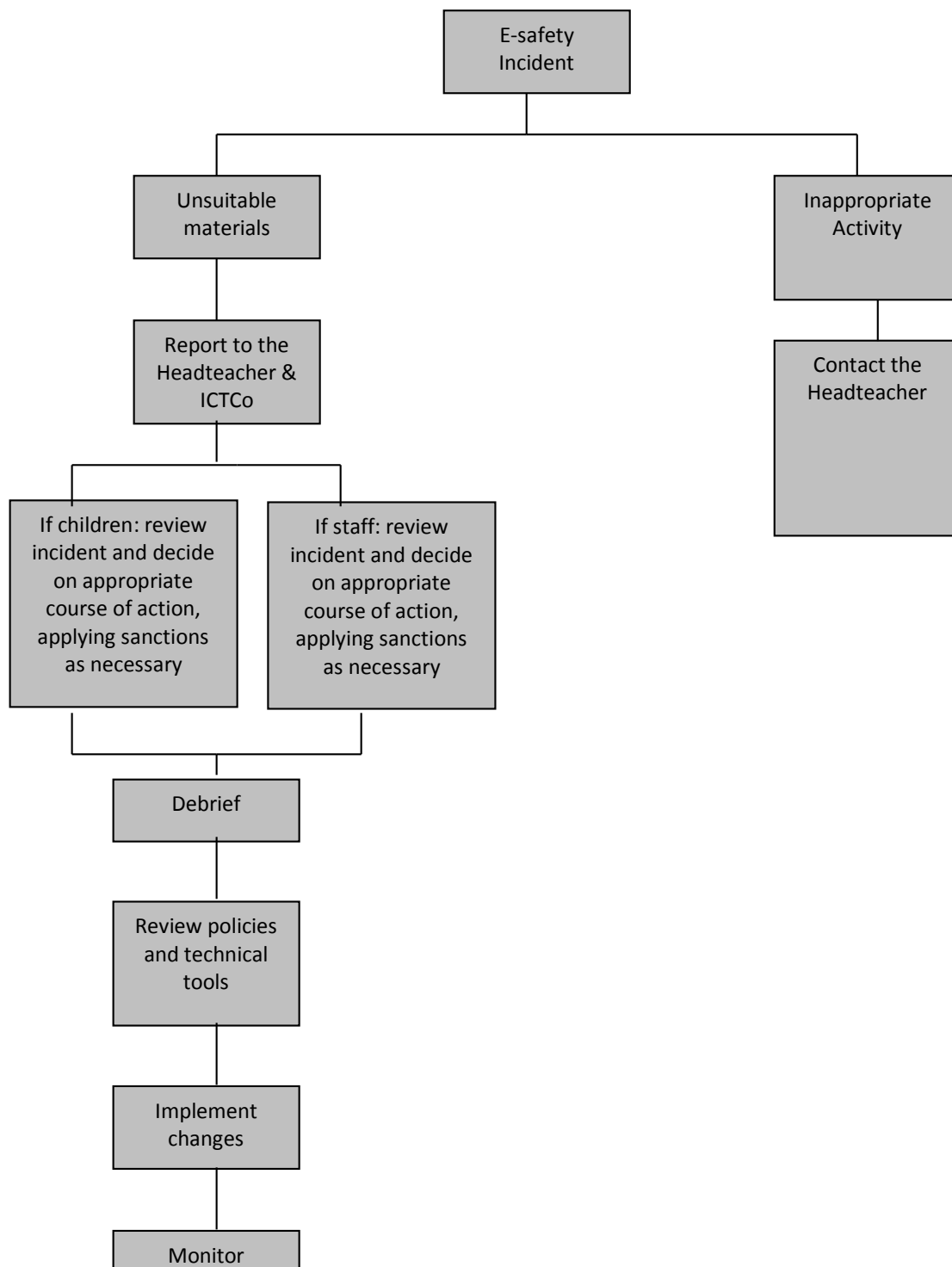
B – E-SAFETY RULES

C – CONSENT FORM

D – STAFF ACCEPTABLE USE AGREEMENT

Appendix A

Flowchart for responding to e-safety incidents in school



Adapted from Becta – E-safety 2005

E-Safety Rules

These e-safety rules help to protect children and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school will exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

E-safety Rules

All children use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both children and their parents/carers are asked to sign to show that the e-safety rules have been understood and agreed.

Child's Name:

Class:

Child's Agreement

- I have read and I understand the school e-safety rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Web Publication of Work

I agree that my son/daughter's work may be electronically published.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that students cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Please complete, sign and return to the school

Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional rôle.
- I understand that school information systems may not be used for private purposes, without specific permission from the Headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school eSafety Coordinator or the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with students are compatible with my professional rôle.
- I will promote eSafety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Signed: Printed: Date:

Accepted for school: Capitals: