

# Upton Westlea Primary School

## E-Safety Policy



Approved by staff: April 2017

Signed: K Carruthers

Approved by Governors: May 2017

Signed: M Williams

Review Date: May 2018



# Upton Westlea Primary School

## E-Safety Policy

### **The purpose of the E-Safety policy**

The purpose of this policy is to ensure that all staff, parents, governors and children understand and agree to the school's approach to E-Safety.

### **Writing and reviewing the E-Safety policy**

The school have an E-Safety Coordinator (Mrs Frankie McCracken), who will work closely with the Designated Safeguarding Lead (Mrs Deb Grimshaw) as the roles overlap.

The E-Safety policy and its implementation will be reviewed annually.

### **Teaching and learning**

#### **Why the use of the Internet is important**

- The Internet is an essential part 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.

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

- The school Internet access will be designed expressly for pupil use and will include 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 in research, including the skills of knowledge location, retrieval and evaluation.

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

- The school will ensure that the use of Internet derived materials by staff and 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.

## Managing Internet Access

### **Information system security**

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.

### **E-mail content and the school website**

- Pupils may not use email in the school.
- The contact details on the website should be the school address, email 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 Staff or pupils' personal information will not be published.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.

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

- Photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupil's work can only be published on the school website unless the parent/carers has refused permission of the pupil and parents.
- Pupil's work can only be published on the school's Seesaw with the permission of a parent/carers.

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

The school will deny access to social networking sites and students will be advised not to use these at home.

### **Managing filtering**

- The school will work with the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Coordinator.

### **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.
- Mobile phones will not be used during school time and staff will store their mobiles in the staffroom.

### **Assessing risks**

The school will take all reasonable precautions to prevent access to inappropriate material. 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. The school cannot accept liability for the material accessed, or any consequences of Internet access.

### **Handling E-Safety complaints**

- The Headteacher will deal with complaints of Internet misuse.
- 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.

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

All use of the school internet connection by community and other organisations shall be in accordance with the E-Safety policy.

### **Introducing the E-Safety policy to pupils**

- E-Safety rules will be discussed with the pupils at the start of each year.
- E-Safety posters will be posted in all classrooms, so that all users can see them.
- When children log on to PC's and laptops, the children have to read the E-Safety rules and agree to them before inputting their login details.
- Pupils are informed that network and Internet use is monitored and appropriately followed up.
- The children receive E-Safety lessons and are constantly reminded of online safety.

### **Staff and the E-Safety policy**

- All staff will have access to the School E-Safety policy and its importance explained.
- Staff should be aware that Internet traffic could be monitored.
- Discretion and professional conduct is essential.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

### **Enlisting parents' support**

- Parents' attention will be drawn to E-Safety and the school's policy through an E-Safety letter sent out yearly and conversations.

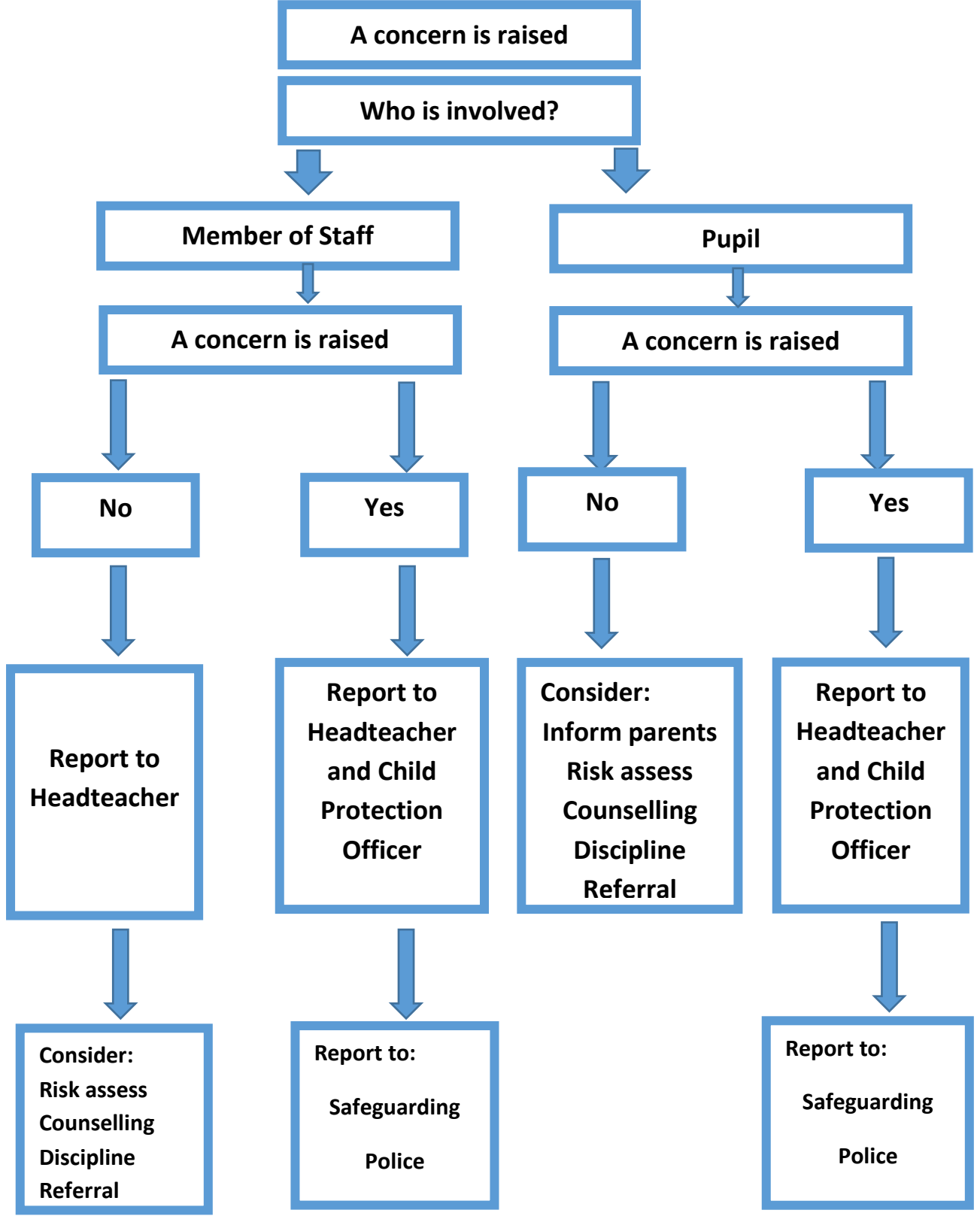
If using the Internet at home:

- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils must be made aware of how they can report abuse and who they should report abuse to.
- Pupils should be taught the reasons why personal photos should not be posted on any social network space without considering how the photo could be used now or in the future.
- Pupils should be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications.
- Student should only invite known friends and deny access to others.



Signature (Governor)		Date:	
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**Inappropriate Activity Flowchart**



**If you are in any doubt, consult the Headteacher, Child Protection Officer or Safeguarding**

### Illegal Activity Flowchart

