EASTINGTON PRIMARY SCHOOL

E-Safety Policy

March 2019
(To be reviewed March 2021)

THE RATIONAL

E-Safety encompasses Internet technologies and electronic communications such as iPads and wireless technology. The internet is a powerful resource which can enhance and potentially transform learning and teaching when used effectively and appropriately. This policy highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

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

GOOD PRACTICE

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

- Responsible ICT use by all staff and pupils; 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 internet filtering and management from RM SafetyNet.

WHY IS INTERNET USE SO IMPORTANT?

The purpose of Internet use in school is to raise educational standards, to promote pupil 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 pupils who show a responsible and mature approach to its use. Five Elms Primary School has a duty to provide pupils with quality Internet access. Pupils 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 world-wide educational resources and information.
- Educational and cultural exchanges between pupils world-wide;
- Access to experts in many fields for pupils 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 access to learning wherever and whenever convenient.

HOW CAN INTERNET USE ENHANCE LEARNING?

- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught about what Internet use is acceptable and 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.

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

AUTHORISED INTERNET ACCESS

- The school staff and pupils have Internet & network access to support them with teaching and learning.
- Parents, students and visitors will not be provided with network access, unless in a supervised situation.

WORLD WIDE WEB

- If staff or pupils discover unsuitable sites, the URL (web address), time, content must be reported to the teacher who will inform the computing Leader.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

STAFF EMAIL

- Staff will use their school email address to discuss school matters.
- Staff will use SWITCH EGRESS to discuss any personal/sensitive matters.
- A formal E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

PUPIL EMAIL

- Pupils will be polite and respectful when communicating.
- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive an offensive e-mail.
- Pupils must not reveal personal details of themselves or others in on-line communication, or arrange to meet anyone without specific permission.

SOCIAL NETWORKING

- Access to social networking sites is blocked unless a specific use is approved.
- Pupils are encouraged to invite known friends only and deny access to others.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils are encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.

FILTERING

To ensure filtering systems are as effective as possible the school will work in partnership with RM SafetyNet and Staff Proxy.

VIDEO CONFERENCING

- Advice from the computing coordinator should be sought before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

PUBLISHED CONTENT AND THE SCHOOL WEB SITE

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. SLT and computing Leader will take overall editorial responsibility and ensure that content is accurate and appropriate.

PUBLISHING PUPILS' IMAGES

- Pupils' full names will not be used anywhere on the Website, particularly in association with photographs.
- Photographs of pupils are published on the school Website, if the parents or carers have given consent on their photograph permission forms.
- Photographs of children should not be taken using personal mobile phones or cameras. Each class has a camera for use at school. If these do not work, the class teacher should inform the computing Leader so a replacement can be purchased.

COMPUTING SYSTEM SECURITY

- Virus protection is installed and is updated automatically.
- Internet filtering provided by RM SafetyNet and Staff Proxy, blocks content that is deemed to be inappropriate.

PROTECTING PERSONAL DATA

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

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 the LA can accept liability for the material accessed, or any consequences of Internet access.

OTHER E-SAFETY ISSUES

Children in Year 5 and 6 will be informed about the implications of texting and how, once a picture has been sent, this image can never fully be removed from the World Wide Web.

Extremism & Radicalisation: Pupils will be encouraged to adopt the school's core values, which complement fundamental British values. Pupils will be helped to understand the importance of democracy and freedom of speech through services, internet safety workshops and the school council. Governors and all staff will understand the need to be alert to extremism and radicalisation in school.

MONITORING PROCEDURES

- Children and Staff will agree to the Acceptable Use Agreement when logging on to any computer attached to the school network.
- Staff agree to use the 365 agreement and work within the guidelines outlined.
- The computing Leader will be notified of any violations by children and the Headteacher will be notified of any by members of staff.

HANDLING E-SAFETY COMPLAINTS

- The Headteacher will be made aware of any incidents of Internet misuse or use that may in some way harm pupils. Pupils will be spoken to about this in a sensitive manner and where necessary parents/carers will be contacted to inform, and if necessary, discuss the incident further.

- Complaints of a child protection nature will be led by the DSL and will be dealt with in accordance with procedures.

COMMUNICATION OF POLICY

Pupils

- Rules for Internet access will be posted in and around the school.
- Children will be informed that Internet use will be monitored.
- Children will sign the Acceptable Use Agreement (KS1 or KS2) at the beginning of each Key Stage (Y1/Y3).

Staff

- All staff will be given the School e-Safety Policy and its importance explained.
- Discretion and professional conduct is essential.

Parents

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, and on the school Website.

EDUCATION IN E-SAFETY TAKES THE FOLLOWING FORMS ACROSS THE SCHOOL:

- Key Stage 1 and 2 pupils follow a structured programme of E-Safety training using a range of resources and workshops to support this (pink Curriculum/Computing Curriculum/a reminder poster is in each classroom).
- The computing Lead keeps informed and updated on issues relating to E-Safety and attends appropriate courses. Key information is disseminated after training.
- E-Safety Awareness for Parents/Carers Parental permission is sought from parents when their child starts at the school before pupils can access the Internet using the school E-safety Agreement.

E-SAFETY FOR PUPILS WITH ADDITIONAL NEEDS

A fundamental part of teaching e-safety is to check pupil's understanding and knowledge of general personal safety issues. Some pupils may need additional teaching that includes reminders and explicit prompts to link their existing knowledge of "how to keep safe" to the rules that will apply specifically to, for instance, internet use.

There will always be exceptions to rules and if this is the case, then these pupils will need to have additional explanations about why rules might change in different situations i.e. why it is ok to give your name and address to an adult if you are lost in town, but not when using the internet.

It might be helpful to consider presenting the rules as being linked to consequences such that you are teaching cause-effect rather than a list of procedures. This needs to be achieved carefully so as to use realistic and practical examples of what might happen if… without frightening pupils. How rules are presented could be vital to help these pupils understand and apply some of the rules they need to learn.

Visual support is usually important to help most pupils' understanding but some areas of this topic are quite abstract in nature and difficult to represent visually i.e.

- Uncomfortable
- Smart
- Stranger
- Friend
- It might be helpful to ask pupils to produce a drawing or write a mini-class dictionary that describes and defines these words in their own terms.

- Visual support can be useful but it is more likely that the pupils will respond to multi-media presentations of the rules such as interactive power-point slides, screensavers, spoken recordings of the main rules or sounds that they can associate with decisions they make while using the internet. The really useful thing about these is the repetition and practice that pupils can have with these which may not be so easy if spoken language were used.

This group of pupils are vulnerable to poor social understanding that may leave them open to risks when using the internet individually, but also when with peers.
It can be common for peers to set up scenarios or "accidents" regarding what they look for on the internet and then say it was someone else who has done so. Adults need to plan group interactions carefully when raising awareness of internet safety. For various reasons, pupils with additional needs may find it difficult to explain or describe events when using the internet

Some pupils might find it easier to show adults what they did i.e. replay which will obviously have its own issues for staff regarding repeating access.
Some pupils are very quick to click with the mouse and may not actually know what they did or how something happened. Gentle investigation will be more productive than asking many questions. Some may not be able to ask for help. Staff will need to know specific pupils well so that this can be addressed.

PROMOTING E-SAFETY

E-safety encompasses internet technologies and electronic communications such as mobile devices and wireless technology. At Christ Church Primary school we recognise the need to educate children and highlight the benefits and risks of using this technology. Providing safeguards and awareness for users enables them to control their online experiences.

On this page you will find information about how we promote e-safety at school, you will also find useful links to raise e-safety awareness in the home.
At school pupils follow the SMART rules which have been produced by Kidsmart and are taught in computing lessons. We promote e-safety through displays, services and parent workshops.

PROMOTING E-SAFETY AT HOME.

It is important that you regularly talk to your children about how to keep safe when online and make them understand that there are consequences for misuse of this technology. Below are some simple rules that you can use with your children.

- Request children's usernames and passwords to any email, website or social networking sites. Explain to your child that you will only use this when you feel it is necessary.
- Do not allow mobile devices or computers in bedrooms, especially after bed time. Mobile devices can be charged in a hallway, kitchen or living room.
- Set up internet filtering and security settings on your home router. information on how to do this is available from your internet provider.
- Have bookmarked certain sites that your child can access.
- For younger children only allow them to go on the internet in a supervised room like the living room.
- Regularly discuss the dangers of the internet and what they can do if they find themselves in a difficult situation.

Below are some useful videos on how to set up your router with security settings: For more information on keeping your child safe on the internet visit the sites below.

www.kidsmart.org.uk

www.thinkuknow.co.uk

www.netsmartz.org

KS1 E-Safety agreement

Think before you click

I will only use the Internet and email with an adult

I will only click on icons and links when I know they are safe

I will only send friendly and polite messages

If I see something I don't like on screen, I will always tell an adult

My Name:..

My Signature:....................................

My Class:...

Eastington Primary School
Acceptable Internet Use
Reception Pupil form

I will work within the Pupil Acceptable Use policy and E-Policy

If I am unhappy I tell someone

I am kind and polite to others online

I don't talk to people I don't know

I am careful with my password

I won't use pictures that I'm not allowed to

I know not to believe everything I read

My

Class _____

I agree ☺

Dat

Children to sign to show they agree to the policy with

KS2 Pupil Acceptable Use Agreement

These rules will keep me safe and help me to be fair to others

- I will only use the school's computer for school work and homework unless a teacher has directed me to a particular actvity.

- I will only edit or delete my own files and not look at, or change, others people's files without their permission.

- I will keep my logins and passwords secret.

- I will not bring files into school without permission or upload inappropriate material to my workspace.

- I am aware that some websites and social networks have age restriction and I should respect this.

- I will not attempt to visit Internet sites that I know to be banned by the school.

- I will only e-mail people I know, or if a responsible adult has approved.

- The messages I send, or information I upload will always be polite and sensible.

- I will not open an attachment or download a file, unless I know and trust the person who has sent it.

- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.

- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.

- If see anything I am unhappy with, or I receive a message I do not like, I will not respond to it but I will show a teacher/responsible adult.

I have read and understand these rules and agree to them.

Child's name: …………………………………………………………………………

Child's signature: ……………………………………………………………….

Class:…………………………………………… Date: ………………………………

March 2019

E-Safety Policy

This policy has been developed alongside the KS2 school council. The children decided that it was important to have an e-safety policy to keep themselves safe on the internet at home and at school.
We talked about how we use the internet and decided;

The Internet is great because:

- You can learn lots of things.
- You can have lots of fun.
- It can help with our school work.
- You can stay in touch with friends and family.

Some online dangers include:

- Cyber Bullying—nasty text messages and emails, swearing on X boxes.
- Stranger Danger—Some people, who we talk to online, we don't know, so they are strangers.
- Bad Language—Sometimes when we are online, we can see or hear swear words that might upset us.
- Content Online—some material online is not suitable for children to look at.
- Viruses—some emails can contain viruses.

What is E-Safety?

- E-Safety means electronic safety.
- E-Safety is important because it helps to keep children safe so they can enjoy, explore and have fun!

Why do we need an E-safety Policy?

- To keep children safe on the Internet in school and out
- To advise children of appropriate content
- So that children are aware of what to do when something strange occurs or they are worried

If people online are mean or worry me, what should I do?

- Tell an adult I trust straight away.
- Try to stay calm.
- Report anything that worries you.
- Try to ignore the person.
- Block and delete the person.
- Keep all messages for evidence.

What should I not do?

- Do not keep worries to yourself.
- Do not be unkind or nasty back.
- Do not get angry or upset.
- Do not allow the person to keep being unkind.
- Do not delete messages.

Who can we tell if we have worries about e-safety or Cyber-bullying?

- Friends
- Family
- Teachers
- School Council

What our school does to respond to e-safety issues?

- We take online safety seriously.
- We listen to the children involved and offer support.
- We investigate and look at evidence.
- We make sure children face up to the consequences of their actions.
- We contact parents or carers.

What does the school provide to keep us safe?

- The school maintains anti-virus software to keep viruses away
- The school maintains Internet filters to keep us from seeing inappropriate content
- The school keeps our network and Wi-Fi access secure
- The school makes sure all staff have training to help keep children safe on the Internet
- The school provides a list of appropriate web-sites
- The school keeps searching safe on Google and other search engines

Our Internet Rules

- We ask permission before using the Internet
- We use web-sites our Teachers have advised us to look at
- We only e-mail people our Teachers have asked us to
- When we send e-mails they are polite and friendly
- We never give out our address or telephone numbers
- We never arrange to meet anyone we don't know
- We don't open e-mails from people we don't know
- We tell a teacher if we see anything that we are unhappy with

How should we act on the Internet?

- S – Keep your personal information SAFE and SECURE
- M – Do not agree to meet anyone from the Internet; they may not be who you think they are
- A – Do not ACCEPT messages or e-mails from somebody you don't know.
- R – Remember, do not always trust the information you find on the Internet; it may not be correct
- T – If something or someone upsets you on the Internet TELL a trusted adult in school or at home

Aiming high… together