St Brides Major CW Primary School

E-Safety & Acceptable Use Policy

The E-safety Policy should be read in conjunction with other policies including those for ICT, Anti-bullying, Pupil Discipline and Behaviour Policy Safeguarding and Child Protection. It has been written by the school, building on best practice and government guidance. It has been agreed by senior management and approved by governors. The Head teacher will be responsible for the overview of E-Safety.

Teaching and learning

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 Vale of Glamorgan ICT Services

• 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.

• 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 will 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.

Managing Internet Access Information system security

• School ICT systems security will be reviewed regularly

• Virus protection will be updated regularly

• Security strategies will be discussed with the IT provider

Published content and the school web site

• The contact details on the Website and Twitter feed should be the school address, email and telephone number. Staff or pupils personal information will not be published.

 • The Head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate. Publishing photographs, images and work.

• Written permission from parents/carers will be obtained for the taking and publishing of photographs or video.

• Photographs that include pupils will be selected carefully and full names will be avoided on the Website, including in blogs, forums, tweets or wikis.

 • Parents will be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories social networking and personal publishing on the school learning platform

• Pupils will not have access to social networking sites at school, but the school will educate pupils in their safe use e.g. use of passwords.

• They will be advised never to give out personal details of any kind which may identify them, anybody else or their location.

• Pupils, parents and staff will be advised on the safe use of social network spaces

Managing filtering

• The school will work in partnership with Vale of Glamorgan 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 nominated member of staff.

• The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing video conferencing

• Any video conferencing will take place in the structured context of lessons at this school.

• Video conferencing will be appropriately supervised for the pupils' age.

Managing emerging technologies

• Emerging technologies will be examined for educational benefit before use in school is allowed.

Other devices

• Mobile phones and associated cameras will not be used during lessons or formal school time except as part of an educational activity.

• The sending of abusive, offensive or inappropriate material is forbidden (See Anti-bullying policy).

• Staff should not share personal telephone numbers with pupils and parents, unless they are personal friends. (The school phone will be provided for staff where contact with pupils is required).

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 VoG ICT Services can accept liability for the material accessed, or any consequences of Internet access.

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 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.

. Pupils will be expected to follow codes of behaviour in virtual communications as well as face to face communication.

Community use of the Internet

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

Communications Policy

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 classrooms.

• 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. The E-Safety pupil parliament group will use the CEOP and Google scheme to lead the learning of E-safety.

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.

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, especially during Safer Internet Day.

• Parents have the right and opportunity to prevent their child from accessing the Internet at school.

Appendix 1

This is the acceptable usage policy for our school. The purpose of this policy is to promote positive and responsible network and internet behaviour. These are our E-Safety Guidelines that we require pupils to adhere to.

• I will only use the school internet and network for my school work or when a teacher has given permission.

• I will only use my school email address when using email in school.

• I will not share my internet or network passwords.

• I will not look at or delete other people's work or files.

 • I will make sure all my contact with other people at school is responsible.

 • I won't look for or look at unpleasant or inappropriate web sites. I will check with a teacher if I think a website might be unsuitable.

• I won't give out my personal details, such as my name, address, school or phone number on the internet.

• I understand that meeting people in real life who I first met online is dangerous. If someone is asking to meet me in real life I will inform my parents or carers immediately. I will not arrange to meet them by myself.

• I won't upload or download any pictures, writing or movies which might upset people or make other people think the school is a bad place.

• I won't try to install software onto the school network because it might have a virus on and cause a lot of damage. Instead I will ask a teacher for advice.

 • I will be careful with keyboards, mice, headphones and all other equipment, and when turning a computer on or off.

• I know that everything I do on the computers at school is recorded and that the school can talk to my parents if a teacher is worried about my online safety.

• I will try to follow these rules all the time because I know they are designed to keep me safe.

 • I will not alter any settings on I-Pads

• I understand that I-Pads can be tracked by location and should not leave school premises.

Pupil Signature _____

Appendix 2

For parents:

• I do not give my child permission to access the Internet whilst in school.

Signed - Parent/Guardian:

_____

Date: _____

Monitoring and Review	
Author	Cathy Jenkins
Created on	March 2015
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Signed HT	
Signed Chair	