Eastcroft Park e-safety policy

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

Writing and reviewing the e-safety policy
→ Our e-Safety Policy has been written by the school, following government guidance. It has been agreed by senior management and approved by governors.
→ The e-Safety Policy and its implementation will be reviewed every two years.
→ The e-Safety Policy will be reviewed by computing/ICT coordinator & submitted to governors for approval. It will only be published once ratified and adopted by the governing body.

Teaching and learning
Why Internet use is 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 and to enhance 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, provided by the local authority technical services & monitored by them along with local authority schools accessing the internet.
→ 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, and that copyright infringement does not occur.
→ 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, by the school itself & local authority technical services.
Virus protection will be updated regularly.
Security strategies will be discussed with Knowsley LA.

E-mail
- Pupils may only use approved e-mail accounts on the school system, and only do so when it is appropriate for the lesson.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail will not be sent from school to an external organisation. Those that need to be sent should be written carefully and authorised by teaching staff before sending, in the same way as a letter written on school headed paper. The forwarding of chain letters is not permitted.

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.
- The Headteacher along with senior teaching staff 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 and will wherever possible not enable individual pupils to be clearly identified.
- Pupils’ full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Pupil’s work can only be published with the permission of the pupil and parents.

Social networking and personal publishing
- The School will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never 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.
- Pupils will be educated on safe use of social networking sites & cyberbullying in conjunction with the police & local authority.

Managing filtering
- The school will work with the LA 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.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

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 lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
→ Staff will be issued with a school phone 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.

Policy Decisions
Authorising Internet access
→ All staff must read and sign the ‘Acceptable ICT Use Agreement’ before using any school ICT resource.
→ 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.
→ At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
→ Parents will be asked to sign and return a consent form.

Assessing risks
→ The school will take all reasonable precautions to ensure that users access only appropriate 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.
→ The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

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 Headteacher.
→ Complaints of a child protection nature must be dealt with in accordance with school child protection policies.
→ Pupils and parents will be informed of the complaints procedure.
→ Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Communications Policy
Introducing the e-safety policy to pupils
→ E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
→ Pupils will be informed that network and Internet use will be monitored.

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’ attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.

**Failure to Comply**
→ Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by a senior member of staff.
Dear Parent/Carer

ICT including the internet, email, iPads (& other tablets), laptops, digital cameras etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. Please discuss these e-Safety rules with your child. If you have any concerns, please contact the school.

→ I will only use ICT in school for school purposes.
→ I will only use my school email address.
→ I will make sure that all ICT contacts with other children and adults are responsible.
→ 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 send to children or adults anything that could be considered unpleasant or nasty.
→ I will not give out my own details such as my name, phone number or home address.
→ I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
→ 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 parent/ carer contacted if a member of school staff is concerned about my e-Safety.

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e-Safety Agreement
Name_________________________ Class_________________________

We have discussed this and my child agrees to follow the eSafety rules and to support the safe use of ICT at Eastcroft Park Primary School.

Parent/ Carer Signature: ___________________________ Date: ____________