Here at Farnborough Road Infant School are committed to ensuring that our whole school is able to operate with safety and confidence whenever and wherever they use the Internet or mobile technologies.

**What is e-Safety?**

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate children about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The school’s e-safety policy should operate in conjunction with other policies including those for Safeguarding, Behaviour, Anti-Bullying, Computing Curriculum and Data Protection.

**Writing and reviewing the e-Safety policy**

- The e-Safety Policy is part of the SIP Plan and relates to other policies including those for ICT and child protection.
- The school has an ICT co-ordinator who works closely alongside the senior leadership team and designated Child protection persons to ensure the E-safety of all pupils within the school.

**Teaching and learning**

**Why Internet use is important?**

The Internet is an essential element in 21st century life for education, business and social interaction. Our school has a duty to provide children 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 children to enhance their learning and prepare them for the future.

**Internet use will enhance learning**

The schools Internet access is designed specifically for pupils to use and effective filtering software is used to enable safe internet use within the school. During class computing lessons, the children will be taught what Internet use is acceptable and what is not and given clear objectives for the use of the internet in any given lesson. The use of the internet will be used and integrated into the planning to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of children. Children will have access to the Internet through a variety of hardware options delivered over a wireless system. These include computers, laptops, smartboards, netbooks, Ipods and Ipads and Learnpads.

Staff should guide children in on-line activities that will support the learning outcomes planned for the children’s age and maturity and educate them in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

**Children will be taught how to evaluate Internet content**

If staff or children discover unsuitable sites, the URL (web address), time, date and content must be reported to the ICT and e-safety coordinator and the Headteacher. This information will be passed on to the LEA e-safety officer.

Schools should ensure that the use of Internet derived materials by staff and by children complies with copyright law.

Children should be taught at a time appropriate to them 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
- The security of the school information systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The school uses the Sefton LEA’s approved software for filtering called Smoothwall.

E-mail
- Staff may only use the approved school e-mail accounts on the school system. These will be a dedicated email address for each member of staff and are to be used for school based communications.
- Pupils will use an e-mail software called 2-simple e-mail to learn how to send and receive mail in the first instance.
- Pupils must not access personal e-mail accounts on the school system.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- 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.
- Teachers will not be in email contact with children, other than when using the 2Simple, 2E-mail software.
- The forwarding of chain letters is not permitted.

Published content and the school web site & Publishing staff and pupil’s images and work
The school will follow the LEA guidance on this. Please refer to Sefton Councils Booklet titled Recording and Using Images of Children

Social networking and personal publishing
Social networking sites and newsgroups will be blocked. Children are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, e-mail address, names of friends, specific interests and clubs etc.

Policy Decisions

Authorising Internet access
The school office will maintain a current record of all staff and children who are granted Internet access. All members of staff must sign to say they have read, understood and agree to the Acceptable Use Policy for Computing at Farnborough Road Infant School, before using any school ICT resource.

Within our school, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials. Only approved search engines will be used which are accessed directly from the school’s website, on the curriculum network, during school hours.

Children will not be asked to type in website addresses. Links will be made by staff and placed in Internet folders for children to access.

Any person not directly employed by the school will be asked to read a copy of the schools Acceptable Use Policy before being allowed to access the Internet from the school site.

Assessing risks
In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for children. 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 can not accept liability for the material accessed, or any consequences of Internet access.

The Headteacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.
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 dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Please refer to Appendix 1 to see the diagram explaining how an e-safety concern is dealt with.

Community use of the Internet

The school will liaise with local organisations to establish a common approach to e-safety. The school will be sensitive to Internet related issues experienced by children out of school, e.g. social networking sites, and offer appropriate advice.

Communications Policy

Introducing the e-safety policy to children

- E-safety ambassadors in each class.
- Children will use Smarty the penguin in the foundation stage to introduce the key points about e-safety and how to stay safe online. Children in KS1 will use the resources from the ThinkUKnow website directly concerning e-safety for 5-7 year olds. Hectors World and Lee and Kim’s Adventures.
- SMART Rules for Internet access are posted in all classrooms.
- Children will be informed that Internet use is only with adult supervision.
- An e-Safety training programme will be introduced to raise the awareness and importance of safe and responsible internet use.

Staff and the e-Safety policy

All staff will be given the School e-Safety Policy and its importance explained. The staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. Staff should not use personal email or mobile technology to contact students. If contact is necessary school telephone / email account should be used.

Enlisting parents’ support

This policy will be placed on the school Web site. Parents’ attention will be drawn to the School e-Safety Policy in newsletters and the school prospectus. Parents and carers will from time to time be provided with additional information on E-safety.

Updated June 2018.

This policy will be reviewed regularly.

Signed

Date

Headteacher

Signed

Date

Chair of Governors