eSafety Policy
Longford Park School

Note
Email to all staff upon approval, draw special attention to Safeguards & Privacy sections. 11/1/17

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Approved by
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Next Review:
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Date: 10.01.17__
LONGFORD PARK SCHOOL INTERNET POLICY

1. **Policy Statement**

The aim of this policy is to ensure that staff and children will benefit from the use of technology offered by this setting in a safe and effective manner. E-safety is primarily a safeguarding issue. Anyone with responsibility for the welfare of children and young people needs to take responsibility for this essential area. All involved will be made aware of their responsibilities in order to support an e-safe culture.

2. **Why is Internet access important?**

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems. Access to the Internet is a necessary tool for staff and students. It is an entitlement for students who show a responsible and mature approach.

3. **How will the Internet be used to provide effective learning?**

Teachers and pupils will develop good practice in using the Internet as a tool for teaching and learning. It is recognised that there is a fine balance between encouraging autonomous learning and maintaining adequate supervision. The school will follow the guidelines below-

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;
- Pupils will be given clear objectives for Internet use;
- Staff will select sites which will support the learning outcomes planned for pupils' age and maturity;
- Pupils will be educated in taking responsibility for Internet access.
- Staff and students will be provided with training.

4. **How will pupils be taught to assess Internet content?**

Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. This level of control is not so straightforward with Internet-based materials. Therefore, ICT teaching should be widened to incorporate Internet content issues. Teachers will take responsibility for the following -

- Pupils will be taught ways to validate information before accepting that it is necessarily accurate.
- Pupils will be taught to acknowledge the source of information, when using Internet material for their own use.
- Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed.
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
5. How will e-mail be managed?

E-mail is an essential means of communication within education. The government is encouraging the ownership of personal e-mail IDs for both teachers and pupils, but care needs to be taken to establish the implications for the school and for the pupils.

- Pupils need to use e-mail as part of the National Curriculum.
- Pupils will not be allowed to access personal e-mail from the school system.
- Primary pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts.
- In-coming e-mail will be regarded as public. Received e-mail may be examined.
- Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper.
- The forwarding of chain letters will be banned, as will the use of chat lines.
- Excessive social chit-chat wastes pupils’ time and computer resources and will be discouraged.

6. How will publishing on the Web be managed?

A Web site and the school's twitter page can celebrate pupils' work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the Web site reflects the school's ethos and that information is accurate and well presented.

As the school's Web site and twitter page can be accessed by anyone on the Internet, the security of staff and pupils must be considered carefully. Although common in newspaper reports, the publishing of pupils' names beside photographs that identify individuals may be considered inappropriate on Web pages. While any risks might be small, the parents' perception of risk must also be taken into account.

Therefore the following will apply -
- The headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained.
- The Web site will comply with the school's guidelines for publications.
- Pupils will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience.
- All material must be the author's own work, or where permission to reproduce has been obtained; clearly marked with the copyright owner's name.
- The point of contact on the Web site should be the school address and telephone number. Home information or individual e-mail identities will not be published.
- Photographs must not identify individual pupils. Group shots or pictures taken over the shoulder will be used in preference to individual 'passport' style images.
- Full names will not be used anywhere on the Web site, particularly alongside photographs.
- Written permission from parents will be sought before photographs of pupils are published on the school Web site.
7. What other Internet applications are available?

The Internet is the underlying technology, i.e. the wires and switches. New applications are being developed to use this ability to communicate, including conferencing applications such as Chat, Newsgroups and Webcams. Many of these facilities have great potential for education; for instance pupils could exchange live text, speech or video with a similar class in South Africa or Italy, at low cost. However most new applications start without the needs of young users being considered, particularly in the area of security.

Therefore the school will follow these guidelines-

- Pupils will not be allowed to access public chat rooms.
- Newsgroups are only available to staff and to students with specific permission.
- New facilities will be thoroughly tested before pupils are given access.
- Trafford, the school ICT providers and the Senior Leadership Team will collaborate around appropriate applications.

8. How will Internet access be authorised?

Internet access is a necessary part of the statutory curriculum. It is entitlement for pupils based on responsible use.

- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a permission form.
- A record will be maintained of all staff and pupils with Internet access. Persons will be removed from the record when access is no longer required or is withdrawn. The school may decide to record access permission on a whole-class basis.
- The computers will require login authority and this can be withdrawn around any misuse. All pupils will have a login with KS2 pupils having a password protected login. Teachers will be aware of pupil’s logins and have the capability to monitor.

9. How will the risks be assessed?

The school will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system. To address this issue the school will do all of the following-

- Methods to identify, assess and minimise risks will be reviewed.
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken.
- The Headteacher will ensure that the policy is implemented effectively.
10. How will the school ensure Internet access is safe?

The Internet is a communications medium that is freely available to any person wishing to send e-mail or publish a Web site on almost any topic. Access to appropriate information should be encouraged and Internet access must be safe for all members of the school community from youngest pupil to teacher and administrative officer. Pupils will generally need protected access to the Internet.

The technical strategies being developed to restrict access to inappropriate material fall into several overlapping types (sometimes all referred to as filtering):

a) Blocking strategies remove access to a list of unsuitable sites or newsgroups. Maintenance of the blocking list is a major task, as new sites appear every day.

b) A walled-garden or pass list provides access only to a list of approved sites. Inevitably this approach will restrict pupils' access to valid information.

c) Filtering examines the content of Web pages or e-mail messages for unsuitable words. Filtering of Web searches attempts to block a current loophole.

d) Rating systems give each Web page a rating for sexual, profane, violent or other unacceptable content. Web browsers can be set to reject these pages.

None of these systems can be completely effective and a combination of approaches will be required, alongside adequate supervision. It is important to establish the criteria used to accept or reject material, whether the software supplier, the ISP or the school sets the criteria and whether the criteria are appropriate.

Blocking and/or filtering may be performed by the Internet Service Provider (ISP), by the LEA where a wide area network is used, or at school level. School-level systems require management to maintain effectiveness and place greater responsibility on the school. Systems to alter the degree of control to suit the age and learning context of the pupil are being developed, again requiring a degree of local management.

Taking all of this into consideration the school will do all of the following-

- Pupils will be informed that Internet use will be supervised and monitored.
- The school will work in partnership with parents; the LEA, DFEE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- The ICT co-ordinator will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice.
- Staff or pupils, who discover unsuitable sites, will report the address and content to the Internet Service Provider via the ICT co-ordinator.

11. How will the security of the schools ICT systems be maintained?

The Internet is a connection to the outside world that could compromise system performance or threaten security.

The school will therefore following these guidelines-

- Security strategies will be discussed with the LA.
- The security of the whole system will be reviewed with regard to threats to security from Internet access.
• Personal data sent over the Internet will be encrypted or otherwise secured, virus protection will be installed and updated regularly.
• Students are not permitted to install devices from home onto the school system or download items without permission/supervision.

12. How will complaints regarding Internet use be handled?

Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. Transgressions of the rules could include minor as well as the potentially serious and a range of sanctions will be required, linked to the school's behaviour policy.

Here cyber-bullying, which includes telephone messaging will be dealt with swiftly and will as a matter of course involve parents and carers.

• Pupils will be informed of the complaints procedures.
• Parents and pupils will need to work in partnership with staff to resolve issues.
• As with other serious issues, there may be occasions when the police must be contacted.
• Early contact will be made to establish the legal position and discuss strategies.
• Parents/care will be informed of any complaints.
• A pupil may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident.
• Denial of access could include all school work held on the system, including any examination work.
• Any incidents of bullying will be placed on file and dealt with through our anti-bullying policy guidelines.
• Staff and students are accountable for any use of pictures, messages or communication accessible to the public. The image of the school, personal and professional responsibility, as well as matters of confidentiality must be maintained. Any offensive use of the internet may lead to disciplinary or police involvement.

13. How will staff and pupils be consulted?

It is very important that staff feel prepared for Internet use and subscribe to the school Internet Access Policy. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies. It would be unreasonable if staff, particularly supply staff, were asked to take charge of an Internet activity without training. Reassurance and discussion may be required.

The school will follow these guidelines:
• Rules for Internet access will be posted near computer systems.
• All staff including teachers, supply staff, classroom assistants and support staff will be provided with the Internet Access Policy, and its importance explained.
• Staff and students will be offered training and consulted through staff meetings and the school council around Internet use and the assimilation of new technologies such as iPads.
Longford Park School Website & Social Media Policy

School Website
OVERVIEW
The school website will be used to give useful information about the school to those who access it. It will be kept up to date and it will contain all statutory requirements set out by the DfE. In addition to the statutory requirements the school will publish other useful information its web site.

OBJECTIVES
1. To provide users with key information about the school
2. To promote a positive image of the school and to share the school ethos and values with those who access it.
3. To ensure that statutory requirements for publishing information are met
4. To have an attractive, simple and easy to navigate website.
5. To ensure that the website is secure and that the safety of pupils is not compromised

STRATEGIES
1. The site will contain information about contacting the school.
2. It will set out the pupil admission arrangements
3. It will inform users of how to access the latest Ofsted Inspection Report
4. The site will display the most recent test and Assessment Results
5. The school curriculum for each academic year and for every subject will be displayed on the site
6. The site will contain information about the phonics and reading schemes that the school uses.
7. The school Behaviour Policy will be made available on the website
8. The site will be used to publish details of how the Pupil Premium funding is used to make a difference to disadvantaged pupils
8. Details of how the PE and Sport Premium for Primary Schools is used to make a difference to the PE and sport participation and attainment of the pupils
9. The site will be used to publish the Special Educational Needs and Disability (SEND) Report
10. It will contain information about the local offer for SEND as required by the Children and Families Act 2014
11. Details of the Charging and Remissions Policies will be published on the Site
12. The website will contain a statement of our school’s ethos and values including the promotion of British Values.
13. There will be details of the child care provision available to parents.
14. Information about how pupils are kept safe including E-safety and data protection.
15. We will publish information about the governing body including a register of interests.

OUTCOMES
The site will be monitored and checked to ensure that public access does not compromise the safety of pupils and that the site is secure. It will be seen as the first point of contact with the school and it will at all times promote a positive image of what we do and how we promote excellent teaching and learning.

Purpose of Using Social Media
Longford Park School values the contribution that social media can make to the life and role of the school in a modern society. Good e-Safety practice is adopted to protect staff, pupils and the wider community with the safe use of social media.

5 important roles for the use of social media are as follows:

- To promote the school and the services it can offer;
- To provide information to parents/carers and teachers, the wider community and the world;
- To act as a communication channel between teachers, parents/carers, pupils and school management;
- To improve pupil learning;
- To raise standards in teaching and learning.

Social media will not be used to specifically discuss the progress of pupils or for any behaviour concerns. Parents are encouraged to contact the school and speak directly with staff so any concerns can be dealt with in a professional and confidential manner.

**Safeguards**

The decision on using Social Media tools requires the full support and backing of the Senior Leadership Team and Governing Body. A risk assessment for all new Social Media tools is completed prior to use. (See Template Appendix 1). The school understands that there is no such thing as 100% safe; therefore staff must be fully aware of how reduce the online risks.

The site administrators are responsible for monitoring our social media sites privacy and control settings. The Terms & Conditions of all social media and particularly the site age restrictions will be regulated by the site administrators and staff should be careful not to promote or advocate the underage use of any sites.

Only establishment approved email addresses and contact details are applied to our social media accounts. Staff are very careful not share any personal contact details or information with pupils (past or present) or their parents/carers. Staff are aware that their duty of care to pupils and guidance is provided to them in our Acceptable Use Policy.

The safety of children and other users who appear or are referred to on the site is of paramount importance.

1. **Access and Approval**

   The Site Administrators are responsible for making changes to the live sites and has full access to it. They are also responsible for validating any new content to ensure that it is appropriate and accurate before information is live.

2. **Names, pictures and content**

   Children's names will be published as their first name only e.g. Trevor, or if required, first name and last name initial e.g. Trevor D.
   Any images of children will only be labelled in accordance with the above.
   No close up pictures of individual children will be available online - only group photographs with two or more children.
   Children will only be shown in photos where they are suitably dressed.
   Personal details of children, staff and governors, such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website or school e-mail.

   All users will be given the opportunity to submit information to appear on the website (subject to approval as set out in section 1 above).
Parents are informed at events that photography and filming is permitted, they are advised to focus on their own child and that they are not permitted to reproduce, upload to social media or share with anyone other than immediate family.

3. Privacy
Adults have the right to refuse permission to publish their image on the site. Staff will be notified of this right by publication of this policy on an annual basis. Parents have the right to refuse permission for their child's work and/or image to be published on the site. Consent letters are provided to all parents upon enrolment at the school. Anyone wishing not to have images published should express their wishes in writing to the Headteacher.

4. Monitoring
The site administrators will check material before it is uploaded to ensure that it is suitable and complies with the record of objections held by the school and with copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed.

New pages will be tested by the site administrators to ensure all links work. The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually. It will be the responsibility of the site administrators, school management and staff to ensure this happens.

5. Maintenance and Editing
Instruction will be available for all relevant users to assist in the development of our social media sites. At least two people should have the knowledge to maintain and edit the site, and they must pass on their knowledge when it is deemed necessary and appropriate by school management.

The website and this policy have been created using the relevant guidelines of:

Using Social Media and Technology, in Educational Settings, Kent County Council e-Safety Strategy Group - September 2011

Safer Practice with Technology, Kent Safeguarding Children Board, March 2010

Twitter help and safety information found at http://support.twitter.com
Risk Assessment Template for the use of Web Tools and Technology in the classroom

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<th>Date:</th>
<th>Assessed by:</th>
<th>Checked / Validated* by:</th>
<th>Website/Technology:</th>
<th>Audience:</th>
<th>Review date:</th>
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Purpose:

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<tr>
<th>Hazard</th>
<th>Who might be harmed and how</th>
<th>Existing measures to control risk</th>
<th>Risk rating</th>
<th>Result and actions needed to be taken</th>
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<td>Age Restrictions</td>
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<td>Membership verification</td>
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<td>Privacy/Profile Settings</td>
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<td>File Uploads</td>
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<td>Collaborative Tools</td>
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<td>Search Options</td>
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<td>Content and Design</td>
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<td>Hazard</td>
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