Prendergast Community Primary School

“Believe and Achieve”

E-Safety Strategy and Policy
A message from Prendergast Community Primary School

At all times this policy will reflect the school’s commitment to our Values and to Restorative Practice which can be found in the document entitled “School Core Principles”.

Counter Terrorism and Security Act 2015
Safety is our primary aim

At Prendergast CP School, we place a significant emphasis upon our PREVENT duty, acutely aware of safeguarding responsibilities related to extremism and radicalisation. Staff have received appropriate training and are aware of protocol and provision. Likewise, the school is mindful of the risks and prevention around forced marriage and honour based abuse.

If any individual suspects potential activity around extremism, radicalisation, forced marriage or honour based crime – they MUST report concerns to the school’s Child Protection/Safeguarding Lead – Mrs D Davies, Headteacher, or in her absence Mrs J Dunlop, Deputy Headteacher, or a member of the SSIF team.

E-Safety Strategy and Policy

At all times this policy will reflect the school’s commitment to our Values and to Restorative Practice.

The school has appointed a designated member of staff to an e-safety role. The member of staff has Tier 2 Child Protection training and responsibility.

The E-Safety Policy and its implementation will be reviewed on an annual basis. It is built upon the Pembrokeshire E-Safety Guidelines and Government Guidance. It has been agreed by senior management and is subject to approval by school Governors.

Why is the Internet important in our school?

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 functions. Internet use is part of the statutory curriculum and is a necessary tool for modern learning. It is an entitlement for children and they will be expected to show a responsible and mature approach to its use. The internet is an essential element to 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. Pupils use the internet widely outside school and will need to learn how to evaluate internet information and to take care of their own safety and security.

The benefits of using the internet in education include:

- Access to worldwide educational resources including museums and art galleries;
- Inclusion in the Life Long Learning Network which connects all schools in Wales;
- Educational and cultural exchanges between pupils worldwide;
- Vocational, social and leisure use in libraries, clubs and at home;
• Access to expert knowledge 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 Authority and Welsh Government;
• Access to learning wherever and whenever conventions.

School internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils. Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils’ age and maturity. Pupils will be given guidance on what internet use is acceptable and what is not and given clear objectives for internet use. Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils. Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

The school will ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law. As pupils mature they will be taught too become increasingly critically aware of the materials they read. The evaluation of material found on-line should be addressed in every subject.

Managing Information Systems

The security of the school information systems will be reviewed regularly in conjunction with the Local Authority. Virus protection will be updated regularly. Back up strategies are in place and matched to the disaster recovery requirements of the school. Security strategies are discussed with Pembrokeshire County Council when appropriate. The school works closely with Pembrokeshire County Council to ensure the safety and integrity of the school’s wireless network. Portable media is subject to a virus check when used. Files on the school’s network are regularly checked and backed up. The system capacity is regularly reviewed by the school’s ICT co-ordinators.

Email Management

Pupils can only use approved email accounts within school. All pupils are allocated a Pembrokeshire Portal/HWB+ email account. Pupils must immediately tell a teacher if they receive offensive email.

Pupils must be taught never to reveal personal details of themselves or others in email communication or to arrange to meet anyone. Whole school or group email addresses which can be moderated by class teacher are the preferred method of communicating with people outside of school.

The forwarding of chain letters is not permitted.
The School's Web Presence and Website

Contact details on the website should be the school address, email and telephone number. Staff or pupils personal information must not be published. The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate. Email addresses should be published carefully to avoid spam harvesting. The website should comply with the school’s guidelines for publications including respect for intellectual property rights and copyright. Images that include pupils will be selected carefully. Associated texts should not enable individual pupils to be clearly identified. Pupils’ names will not be used anywhere in the website, in association with photographs. Written permission from parents or carers will be obtained before images of pupils are electronically published. Work can only be published with the permission of the pupil and parent. At the start of a pupil’s time with us, a form will be given to parents within the induction pack seeking permission for work and images to be used electronically within the guidelines of this policy.

The school has currently blocked access to social networking sites. Forums and newsgroups are also filtered. Pupils will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, instant messaging and email addresses, full names of friends, specific interests and clubs etc.

The school has guidelines for staff about use of mobile phones, email and social networking outlines in the School Staff Electronic Communication and Social Media Policy adopted as a part pf the school’s E-Safety Policy.

Pupils should be advised about the placement of personal photographs on any social network space. They should consider how public the information is and consider using private areas within such sites rather than freely accessed public areas. Advice should be given regarding background details in photographs which could identify the student or his/her location e.g. house number, street name or school.

Teacher’s official blogs or wikis should be password protected and run from the school website. Teachers are strongly advised not to run social network spaces for student use on a personal account.

Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed on how to block unwanted communications. Students should be encouraged t invite known friends only and to deny access to others.

Filtering

The school works with Pembrokeshire County Council, taking into account Welsh Government guidelines, to ensure that systems to protect pupils are regularly reviewed and improved.

The current filtering system is Smoothwall. This offers effective and flexible web filtering. Advice and assistance is available from Pembrokeshire County Council IT Consultants.

If staff or pupils discover unsuitable sites, the URL must be reported to the e-safety officer and forwarded to Pembrokeshire County Council IT Services Help Desk immediately for distribution to all school systems.
All internet access is randomly monitored to ensure compliance with school policy. All internet access in the school is filtered. If an unfiltered connection needs to be used, to overcome technical considerations, this can be done with the permission of the Headteacher only if the need is valid.

Any material that the school believes is illegal, must be reported to the appropriate agencies.

**Videoconferencing**

Videoconferencing allows users to see and hear each other between different locations. It is a real time interactive technology and has many valued uses in education. Anyone using the internet for videoconferencing should be aware that it is not managed by a single responsible agency and that there is no inherent security. To help minimize risks the following guidelines are offered;

- IP videoconferencing should use the Pembrokeshire Schools Network
- External IP addresses must not be made available to other sites
- Videoconferencing contact information should not be available on the school website
- Equipment should be secured when not in use
- Pupils should be supervised in videoconferencing sessions
- Parental permissions should be sought prior to videoconferencing
- No videoconferencing session should be recorded without prior permission and an explanation of purpose.

**Emerging Technologies**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is permitted. Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate messages is forbidden. Staff will use a school telephone should they need to contact parents or pupils.

**Data Protection**

We follow the Pembrokeshire Data Protection Policy which is available from www.pembrokeshire.gov.uk

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

**Use of the Internet**

All staff must read and agree to the Staff Acceptable Use Policy and Guidelines before using any school ICT resource. During school, access to the internet will be with adult support and demonstration with supervised access to specifics approved online materials. Parents will be asked to sign and return a consent form for pupil access. Parents will be informed that pupils will be provided with supervised internet access.

*The school will take all reasonable precautions to ensure that users access only appropriate materials. However, due to the global unpredictable nature of internet content, it is not possible to guarantee that unsuitable material will never occur via a school computer. Neither the school nor Pembrokeshire County Council can accept liability for the material accessed, or any consequences resulting from internet use.*
The school will audit ICT use to establish if the e-safety policy is adequate and being implemented appropriately. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990. Methods to identify, access and minimize risks will be reviewed regularly.

Complaints of internet misuse will be dealt with by a senior member of staff. Any complain about staff misuse must be referred to the Headteacher and parents will be informed of the complaints procedure. Discussions can be held with the Police Public Protection Unit to establish procedures for handling potential illegal issues.

The school will be sensitive to internet related issues experiences by pupils out of school e.g. via social networking sites and offer appropriate advice.

Introducing E-Safety to Stakeholders

Pupils

- Pembrokeshire County Council has produced E-Safety posers which can be used with pupils. Every classroom with a computer should have a poster reminding the pupils of the rules. The Home School Agreement should have a copy of our e-safety rules that is age appropriate. Guidelines about responsible and safe use of the internet should precede internal access.
- e-Safety is included in PSE and ICT programmes and all staff should raise the awareness and importance of safe internet usage.
- Frequent references should be made to E-Safety in assemblies and class council meetings.
- E-Safety week should be an annual part of the school calendar.

Staff

- All staff will be given the school E-Safety Policy and its application and importance explained.
- Staff should be aware that internet traffic can be monitored and traced. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use will be Senior Management and have clear procedures for reporting issues.
- Staff training in safe and responsible internet use and on the school E-Safety Policy will be provided.

Parents

- Parents’ attention will be drawn to school’s E-Safety Policy in newsletter, the school brochure and in the school website.
- Internet issues will be handled sensitively and parents will be advised accordingly.
- A partnership approach with parents is desirable. This will include parent evenings with demonstrating and suggestions for safer usage.

The E-Safety Policy and its implementation will be reviewed on an annual basis. It is built upon the Pembrokeshire E-Safety Guidelines and Government Guidance. It has been agreed by Senior Management and is subject to approval by school Governors.