



1. WRITING AND REVIEWING THE E-SAFETY POLICY

- Our e-Safety Policy has been written following government guidance. It has been agreed by senior management and approved by governors.
- The e-Safety Policy and its implementation will be reviewed annually.

2. 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 their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

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.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

3. Managing Internet Access

- Information system security
- ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the ICT technician.

E-mail

- E-mail sent to an external organisation should be written carefully and mindful that it is representing the school or Children Centre.
- The forwarding of chain letters is not permitted.
- The school and Children Centre will communicate with the staff via LGFL Staff Mail
- Pupils will use LGFL Pupil Mail Email. By default it is turned off.
- Teachers are expected to monitor the use of Pupil Mail when it is switched on for specific activities.

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 Staff or pupils' personal information will not be published.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 head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.



Publishing pupil's images and work

- 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.

Refer to Photography, Moving Image, media and mobile devices Policy

Social networking and personal publishing

- The school will block/filter access to social networking sites (apart from access to school Twitter by appointed staff).
- 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.

Managing filtering

- The school Internet access is through the London Grid For Learning'
- The LGfL provides a filtered connection that can be customised to meet the needs of the school and Children Centre
- If staff or pupils discover an unsuitable site, it must be reported to the Head teacher.
- Any unsuitable sites will be blocked using the LGFL url admin tool.
- 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.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Refer to Photography, Moving Image, media and mobile devices Policy

4. POLICY DECISIONS

Authorising Internet access

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.



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 will not accept liability for the material accessed, or any consequences of Internet access. Letters will be sent out to parents explaining liability.
- 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 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.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Community use of the Internet

- The school will liaise with local organisations to establish a common approach to e-safety.

5. 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.
- An E Safety Scheme of Work is available to all staff to provide ideas for E Safety lesson activities.

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 presentations, newsletters, and the school brochure and on the school Web site.
- If necessary parents will be approached individually if the school has any concerns regarding a pupil's use of the internet

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.



STAFF ACCEPTABLE USE AGREEMENT/CODE OF CONDUCT

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the School's eSafety coordinator.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head / Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils, staff (and parents) are compatible with my professional role
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on MIS systems is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download or upload material that could be considered offensive or illegal.
- I will not send to pupils or colleagues material that could be considered offensive or illegal
- Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Head teacher.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school and children centre.

Signature:

Date:

Full Name: **Refer to** Photography, Moving Image, media and mobile devices Policy