

# **SOUTH STREET COMMUNITY PRIMARY SCHOOL**

## **E-Safety Policy**

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 pupils 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 will operate in conjunction with other policies including those for Behaviour, Bullying, Curriculum, Data Protection and Security.

## **End to End e-Safety**

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and children; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the Derwentside Network including the effective management of Website filtering.
- National Education Network standards and specifications.

## E-Safety Audit

This quick self-audit will help the senior management team (SMT) assess whether the e-safety basics are in place to support a range of activities that might include those detailed within Appendix 1.

Has the school an e-Safety Policy that complies with BECTA guidance?	Y/N
Date of latest update: February 2010	
The Policy was shared with governors on: March 2010	
The Policy is available for staff at: On Server/Website/ICT Manager	
And for parents at: The school office	
The Designated Child Protection Coordinator is: Mrs Julie McGrow	
The e-Safety Coordinator is: Mr Martyn Kelly	
Has e-safety training been provided for both students and staff?	Y/N
Do all staff sign an ICT Code of Conduct on appointment? *This is updated yearly in September	Y/N
Do parents sign and return an agreement that their child will comply with the School e-Safety Rules? *This is updated yearly in September	Y/N
Have school e-Safety Rules been set for children?	Y/N
Are these Rules displayed in all rooms with computers?	Y/N
Internet access is provided by an approved educational Internet service provider and complies with DfES requirements for safe and secure access (e.g. the Kent Community Network).	Y/N
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y/N

# School e-safety policy

## Writing and reviewing the e-safety policy

The e-Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection.

- The school will appoint an e-Safety Coordinator. This may be the Designated Child Protection Coordinator as the roles overlap.
- Our e-Safety Policy has been written by the school, building on the Gateshead LEA and government guidance. It has been agreed by senior management and approved by governors and the PTA.
- The e-Safety Policy and its implementation will be reviewed bi-annually.
- The e-Safety Policy was revised by: Mr Martyn Kelly

## 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.

### 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.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. This will be given at the start of the academic year and continually referred back to, throughout the year by the teacher. The Esafety policy will be shared with children.
- 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.

**K** 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.
- Virus protection will be updated regularly.
- Security strategies will be discussed with Gateshead LA.

## E-mail

- Pupils may only use approved e-mail accounts on the school system.
- 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 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.
- 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 Head Teacher & ICT Manager 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.
- Parents or carers will be asked to notify school if they DO NOT wish for photographs or work of pupils to be published on the school Web site (letter see appendix 1).
- Pupil's learning outcomes 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.

### **Managing filtering**

- The school will work with the LA, DfES 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.

### **Protecting personal data**

- See also 'Publishing Pupils Images and work'
- 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 (see appendix 2).
- Parents will be asked to sign and return the 'Acceptable Use Policy' at the start of each year in September (see appendix 3).
- 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 such as the VLE.

### **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 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.

### **Community use of the Internet**

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

## **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.
- A record will be kept of any incidents of children accessing inappropriate websites. (see appendix 4)

### **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.

## APPENDIX 1

Dear Parents,

We are proud to be very close to launching South Street's own website and will keep you updated with the progress of the event.

Throughout the year at South Street, your child will have the opportunities to take part in many events and activities both inside and outside of school. Photographs may be taken for use on our school website, school displays and for various other reasons. We may also choose to display some examples of children's work on our website.

There will never be any personal details of the children published online and full names will never be used.

Please complete and return the reply slip to school as soon as possible.

If you have any concerns or questions about the publishing of photographs or work then please speak to either Mrs. McGrow or Mr. Kelly.

**School Name: South Street Primary School**

**Address: Cramer Street, Gateshead NE8 4BB**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet and email use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

It is envisaged that the AUP will be revised annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

**This version of the AUP was created on 1<sup>st</sup> October 2008  
by Martyn Kelly (ICT Manager) & Julie McGrow (Head Teacher).**

School's Strategy:

At South Street we employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General:

- Internet sessions will always be supervised by a teacher.
- Filtering systems are used by our ISP, (Derwentside/DurhamNet), in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is present on all machines and is updated and checked automatically on a daily basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

### **World Wide Web**

- School staff and pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- School staff and pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into work without acknowledging the source (plagiarism and copyright infringement).
- Pupils will **NEVER** disclose or publicise personal information.
- Downloading materials or images not relevant to class work and homework is in direct breach of the school's acceptable use policy.
- School staff and pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

### **Email**

- School staff and pupils will use approved email accounts.
- School staff and pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

### **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school, e.g. within the Learning Platform.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

### **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work into the Learning Platform in accordance with clear policies and approval processes regarding the content that can be uploaded.
- The platform will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Facilities such as guestbooks, noticeboards, weblogs and websites will be checked frequently to ensure that they do not contain personal details.
- The publication of pupil work will be co-ordinated by school staff.
- Pupils' work may appear in an educational context on our school website pages with a copyright notice prohibiting the copying of such work without express written permission.

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named - will not use pupils' names in image files if published on the web.
- Pupils will continue to own the copyright on any work published.

### **Personal Devices**

Pupils using their own technology in school, such as leaving a mobile phone turned on to send nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

### **Support Structures**

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

### **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Headteacher.

**School Name:** South Street Primary School

**Name of Pupil:** \_\_\_\_\_

**Class/Year:** \_\_\_\_\_

**Pupil**

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

**Pupil's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

**I accept the above paragraph  I do not accept the above paragraph**   
*(Please tick as appropriate)*

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

**I accept the above paragraph  I do not accept the above paragraph**   
*(Please tick as appropriate)*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

### APPENDIX 3

#### Acceptable Use Policy: Adults working in school

All adults working with ICT equipment in South Street Primary School must ensure that they have read and agree to abide by the User Policy.

#### Personal use:

- Do not give anyone access to your login name or password.
- Do not open other people's files without express permission. Do not corrupt, interfere with or destroy any other user's information.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- Users should log out and close their browser when their session has finished.

#### Personal E-mail:

- Follow school guidelines contained in the ICT policy for the use of e-mail.
- Observe *netiquette* on all occasions. E-mail should not be considered a private medium of communication.
- Do not include offensive or abusive language in your messages or any language which could be considered defamatory, obscene, menacing or illegal. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority. You should be aware that school e-mail can be monitored.
- Make sure nothing in the messages could be interpreted as libellous.
- Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.
- Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.

#### When using the Internet, Learning Platform or e-mail with children:

- Remind children of the rules for using the Internet, the Learning Platform or e-mail.
- Check before publishing children's work; make sure that you have parental permission.
- Ensure children cannot be identified from photographs and ensure that children do not use any personal photographs on their personal homepage on the Learning Platform
- **Report any breaches of the school's Internet policy to the designated person.**

#### Staff /Adult Form

Please read the attached school Acceptable Use Policy sign and return this permission form to the Headteacher.

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

I agree to follow the school's Acceptable Use Policy on the use of the Internet and computers. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

**Signature:** \_\_\_\_\_ **Date:**

