



ST HELENS PRIMARY SCHOOL

E-SAFETY POLICY

November 2019

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.
- 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.
- 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

- The school's ICT system's capacity and security will be reviewed regularly.
 - Virus protection will be updated regularly.

Email

- Pupils may only use approved email accounts on the school's system.
- Pupils must immediately tell a teacher if they receive an offensive email.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.
- Email 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 website

- The contact details on the website should be the school's address, email and telephone number. Staff or pupils' personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified without parental consent
 - Pupils' full names will not be used anywhere on the website.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
 - Pupils' work 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.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Managing filtering

- The school will work with the LA, DfE 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 Headteacher.
- 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 the schools 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

- 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.
- 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 directly supervised access to specific approved on-line materials.
 - Parents will be asked to sign and return a consent form.

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 cannot accept liability for the material accessed, or any consequences of Internet access.
- 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 the Headteacher.
- Any complaint about staff misuse must be referred to the Headteacher.
- 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.

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.

Staff and the e-Safety policy

- All staff will be given the School's e-Safety Policy and its importance will be 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's e-Safety Policy by newsletter and website.

The e-Safety Policy and its implementation will be reviewed annually.

MONITORING AND EVALUATION OF THE POLICY

This policy will be reviewed in May 2021

Signed _____ Chair of Governors

Date _____