

Wexham Court Primary School

E-Safety Policy

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and PDAs. 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.

This E-Safety Policy:

- replaces the previous Internet Policy which has been revised and renamed as the School's E-Safety Policy to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole;
- will operate in conjunction with other school policies including those for ICT, Behaviour, Child Protection, Curriculum Planning, and Health & Safety; and
- has been written by the school, based on a template provided by Slough Borough Council which itself is based on government guidance and is considered a model of good practice nationally.

Further information can be found at:

<http://www.becta.org.uk/schools/esafety>

<http://www.ceop.gov.uk/>

The school E-Safety Coordinator is the ICT Co-ordinator (Miss Gemma Charnock) who will liaise with the designated Child Protection Co-ordinator (Miss Angela Hermon - Headteacher) as issues arise.

This E-Safety Policy and its implementation will be reviewed annually.

Teaching and Learning

Why is use of the Internet so 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.

What are the benefits of using the Internet for the education of our children?

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional organisations and colleagues;
- improved access to technical support including remote management of networks and
- exchange of curriculum and administrative data at both local and national government levels.

How will Internet use enhance the learning of pupils?

- The school Internet access will be designed expressly for pupil use and will include appropriate filtering.
- 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.

How will pupils will be taught 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

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.

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.
- Access by pupils to external personal e-mail accounts whilst in school will not be 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 Headteacher will take overall 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 by name.
- 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.

Social networking and personal publishing

- 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 about the risks of using social network spaces outside school.
- The school will block/filter access to social networking sites at school.

Managing filtering

- The school will work with the LA, DCSF 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 Internet Service Provider via the ICT Co-ordinator / 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 videoconferencing

- Pupils should ask permission from the supervising teacher before making or answering a video-conference call.
- Video-conferencing will be appropriately supervised for the pupils' age.

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.
- The sending of abusive or inappropriate text messages is forbidden – pupils are not allowed to bring mobile phones into school.

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 Staff Code of Conduct 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.
- Parents will be asked to sign and return a consent form.

Assessing risks

- In common with other media such as magazines, books, videos and DVDs, some material available via the Internet is unsuitable for our pupils. 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. Neither the school nor Slough Borough Council can 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 a senior member of staff.
- 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.

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.

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.

Review date: October 2010

Signed.....Chair of Governors Date.....

Signed.....Headteacher Date.....