Believing and Achieving Together

Signed:
Date: January 2019
Review: January 2021 [or sooner if required]

Online and E-Safety

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.
We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems
We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.
Online and E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

Aims:

- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.

Procedure:

Role of the Governing Body

- The GB has:
    - appointed a member of staff to be the Coordinator for Online/ E-Safety;
    - nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the GB;
    - undertaken training in order to understand Online/ E-Safety issues and procedures;
    - a responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

- The Headteacher will:
    - work with the GB and the Online/ E-Safety Coordinator to create a safe IT learning environment by having in place:
        - an effective range of technological tools
        - clear roles and responsibilities
        - safe procedures
        - a comprehensive policy for pupils, staff and parents;

- monitor the implementation of this policy and its effectiveness.

Role of the e-Safety Leader

- The Leader will:
  - ensure that all Internet users are kept up to date with new guidance and procedures;
  - have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate;
  - monitor the implementation of this policy and its effectiveness.

Role of School Personnel

- School personnel:
  - before using any Internet resource in school must accept the terms of the 'Responsible Internet Use' statement;
  - are responsible for promoting and supporting safe behaviours with pupils and Online/ E-Safety procedures;
  - will regularly refer and teach from the programme of study from National Curriculum 2014 - Key Stage 1 [and Foundation Stage] use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies and Key Stage 2 use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.
  - will ensure that the use of Internet derived materials complies with copyright law.

Role of Pupils

- Pupils will be taught to:
  - be critically aware of the materials they read;
  - validate information before accepting its accuracy;
  - acknowledge the source of information used;
  - use the Internet for research;
  - respect copyright when using Internet material in their own work;
  - report any offensive e-mail.

Role of Parents

- Parents will:
  - be asked to support the Online/ E-Safety policy and to sign the consent form allowing their child to have Internet access;
  - make their children aware of the Online/ E-Safety policy.

Internet Use

- The school Internet access will:
  - be designed for pupil use;
  - include filtering provided by the LA;
  - include filtering appropriate to the age of pupils;
  - be reviewed and improved;

Authorising Internet Access

- Before using any school ICT resource, all pupils and staff must read and sign the 'Acceptable ICT Use Agreement'.
- Parents must sign a consent form before their child has access to the Internet.

- An up to date record will be kept of all pupils and school personnel who have Internet access.

E-mail

- Pupils must:
  - only use approved e-mail accounts;
  - report receiving any offensive e-mails;
  - not divulge their or others personal details;
  - not arrange to meet anyone via the e-mail;
  - seek authorisation to send a formal e-mail to an external organization;
  - not take part in sending chain letters.

School Website

- Contact details on the website will be:
  - the school address
  - e-mail address
  - telephone number
- The school website will not publish:
  - staff or pupils contact details;
  - the pictures of children without the written consent of the parent/carer;
  - the names of any pupils who are shown;
  - children's work without the permission of the pupil or the parent/carer.

Social Networking and Personal Publishing

- Pupils will not be allowed access:
  - to social networking sites except those that are part of an educational network or approved Learning Platform;
  - to newsgroups unless an identified need has been approved.

Inappropriate Material

- Any inappropriate websites or material found by pupils or school personnel will be reported to the Online/ E-Safety Coordinator who in turn will report to the Internet Service Provider.

Internet System Security

- New programs will be installed onto the network or stand alone machines by LA technicians.
- Personal floppy disks, CD's and other data record devices may not be used in school.
- Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

Complaints

- The Headteacher will deal with all complaints of Internet misuse by school personnel or pupils.
- Parents will be informed if their child has misused the Internet.

Effectiveness

- We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

Related Policies/ Procedures:

- Staff/ Volunteer Handbook
- Confidentiality Policy/ Statement
- All Safeguarding/ Child Protection Policies/ Procedures
- Staff and Pupil Acceptable Use Policies