



BUXTON INFANT SCHOOL

Headteacher: Jude Boyd



March 2016

E-SAFETY POLICY

Approved by Curriculum Committee on: 24/03/16

Signed Chair:

Review every 2 years

Date of next review: March 2018

Contents of e-Safety Policy:

1. Introduction
2. Context and background
3. Roles and Responsibilities
4. Technical and Hardware Guidance
5. e-Safety for pupils
 - a. Internet access at school
 - b. Using the Internet for learning
 - c. Teaching the safe use of the Internet
 - d. Using email with pupils
 - e. Chat and online discussions
 - f. Internet-enabled mobile phones and handheld devices
 - g. Cyber Bullying - Online bullying and harassment
 - h. Contact Details and Privacy
 - i. Deliberate misuse – procedures and sanctions
 - j. Complaints - How will complaints regarding e-Safety be handled?
6. Use of ICT by school staff
7. Staff Acceptable Use Agreement form
8. Data Protection policy
9. ICT Loans to staff – agreement form

1. Introduction

Our e-Safety Policy has been written by the school.

It has been discussed with staff, agreed by the senior management and approved by Governors. It will be reviewed annually.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties: the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

Created by: Emma Roberts (Computing Co-ordinator)

2. Context and Background

The technologies

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and the sharing of information.

Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet – World Wide Web
- e-mail
- Instant messaging (often using simple web cams) e.g. Instant Messenger)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs and Micro-blogs (e.g. Twitter)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access

Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities
- E-Safety teaching is embedded into the school curriculum and schemes of work.

3. Roles and Responsibilities

e-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

Leadership team

The school leadership team ensures that the Policy is implemented across the school via the usual school monitoring procedures.

e-Safety Co-ordinator

Our school e-Safety Co-ordinator is Emma Roberts.

She is responsible for keeping up to date on all e-Safety issues and ensuring that staff are updated as necessary.

Governors

The School Governing body is responsible for overseeing and reviewing all school policies, including the e-Safety Policy.

School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. Staff should ensure they are familiar with the school e-Safety policy, and ask for clarification where needed.

They should sign the Staff Acceptable Internet Use agreement annually.

Class teachers should ensure that pupils are aware of the e-Safety rules, introducing them at the beginning of each new school year and revisiting them throughout the academic year. Teachers should ensure that e-safety posters are visible in their classrooms.

Pupils

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with e-Safety issues, both at home and school.

They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school.

Parents

Parents are given information about the school's e-safety policy in their welcome packs and at key points throughout the year e.g. national safer internet day. They are asked to support these rules with their children at home.

4. Technical and hardware guidance

School Internet provision

The school uses IT Just Done Limited to provide a safe Firewall, Internet and Email provision.

Content filter

Our Internet Provider uses a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

- All pupils and staff have been issued with clear guidelines on what to do if this happens, and parent will be informed where necessary.
- Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.

Downloading files and applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

- Pupils are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member.

Portable storage media

- Staff are allowed to use their own portable media storage (USB Keys etc). If use of such a device results in an anti-virus message they should remove the device and immediately report to the ICT Administrator,

Security and virus protection

The school subscribes AVG and Kaspersky Antivirus software. The software is monitored and updated regularly by the school technical support staff

- Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICT Administrator

5. e-Safety for Pupils

We believe it is our responsibility to prepare pupils for their lives in the modern world, and ICT is an integral part of that world. At our school we are committed to teaching pupils to use the ICT effectively and appropriately in all aspects of their education.

a. Internet access at school

Use of the Internet by pupils

Internet access is carefully controlled by teachers according to the age and experience of the pupils, and the learning objectives being addressed. Pupils are always actively supervised by an adult when using the Internet, and computers with Internet access are carefully located so that screens can be seen at all times by all who pass by.

Access for all pupils

In line with our inclusion policies across the school, we want to ensure that all our pupils have access to the Internet, particularly where this will directly support their learning.

Out of Hours Provision

There is a breakfast club that runs each day from 8.00 – 8.55am, and an after school club that runs from 3.15-6pm. There is also a private nursery on site.

They are both private providers and as such have their own policies on e-safety.

b. Using the Internet for learning

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials.

Using the Internet for learning is now a part of the Computing Curriculum (Sept 2014) We teach all of our pupils how to find appropriate information on the Internet as part of their learning.

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focused and using appropriate and relevant materials.
- Children are taught how to use search engines and how to evaluate Internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.

c. Teaching safe use of the Internet and ICT

We think it is crucial to teach pupils how to use the Internet safely, both at school and at home, and we use a range of resources to support our teaching in this area.

The main messages we aim to get across to pupils are:

1. People that you don't know are strangers and people that you meet online are not always who they say they are.
2. Meeting someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they are present.
2. Things we write on line can be seen by lots of people. We only write kind words and are nice to each other, just like we would be on the playground.
3. Some information needs to be kept private. We need to be careful when sharing personal information about ourselves and we need to understand why it is important to have log in's, passwords and privacy settings.
4. If you ever get that 'uh oh' feeling and it makes you worried or uncomfortable, tell a grown up you can trust.

Suitable materials

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching. Teachers also often save shortcuts to frequently used websites on the desktop, bookmark them or save them to favourites so that they are easier for children to access.

Unsuitable material

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT Administrator
3. Logging the incident – ICT Incident Log Book in the school office
4. Discussion with the pupil about the incident, and how to avoid similar experiences in future.

d. Using E-Mail at school

E-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail, and how to use it appropriately and effectively.

- We teach the use of e-mail as part of our ICT curriculum, and use appropriate email accounts where necessary.

e. Chat, discussion and social networking sites

Children do not have access to social networking sites in school, and we ask that parents who choose to use them at home do so responsibly.

f. Internet-enabled mobile phones and handheld devices

More and more young people have access to sophisticated new internet-enabled devices such as SMART mobile phones, tablets and music players. Pupils are not allowed to have personal mobile phones or other similar devices in school.

g. Cyberbullying - Online bullying and harassment

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on pupils. Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. These include:

- No access to public chat-rooms, Instant Messaging services and bulletin boards.
- Pupils are taught how to use the Internet safely and responsibly, and are given access to guidance and support resources from a variety of sources.

We encourage pupils to discuss any concerns or worries they have about online bullying and harassment with staff, and have a range of materials available to support pupils and their families.

- Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy.
- Complaints related to child protection are dealt with in accordance with school child protection procedures.

h. Contact details and privacy

As specified elsewhere in this policy, pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

Pupils are taught that sharing this information with others can be dangerous.

i. Deliberate misuse of the Internet facilities

All pupils have discussed the rules for using the Internet safely and appropriately. These rules should be displayed in each classroom.

Where a pupil is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse.

Sanctions will include:

Unsuitable material (e.g. online games, celebrity pictures, music downloads, sport websites etc)

- Initial warning from class teacher
- Report to Headteacher
- Letter to parent/care

Offensive material

- Meeting with Parent/Carer to re-sign Internet use agreement
- Subsequent incidents will be treated very seriously by the Headteacher, and may result in exclusion and/or police involvement.

j. Complaints - How will complaints regarding e-Safety be handled?

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- All incidents will be recorded
- Meeting with class teacher, Senior Management Team, e-Safety Coordinator and Headteacher;
- informing parents or carers;
- removal of Internet or computer access for a period,
- referral to LA / Police.

Our e-Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

6. Use of the Internet and ICT resources by school staff

The Internet

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

Internet Availability

To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use. The school also provides an OPENHIVE user account that gives further access to specific resources, online tools and email, including <https://derbyshire.inthehive.net/learning/sitePages/home.aspx>

ICT Equipment and Resources

The school also offers staff access to appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software

Professional use

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet, and to provide pupils with appropriate models to support the school Inclusion and Equal Opportunities policies.

Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the ICT Co-ordinator.

Personal use of the Internet and ICT resources

Some equipment (including laptops) is available for loan to staff, with permission from the ICTCO and Headteacher. The appropriate forms and agreements must be signed.

However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below.

E-mail

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members can ask to be given a school e-mail address to use for professional communication with colleagues, organisations, companies and other groups. However they may choose to use personal accounts.

Staff are reminded that through sending work related emails they are representing the school, and their communications must reflect a high standard of professionalism.

Online discussion groups, bulletin boards and forums, online chat and messaging

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

Social Networking

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements.

Data Protection and Copyright

The school has data protection policy in place – please see separate documentation for more details.

Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.

Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support pupils to do the same.

7. Staff Acceptable Use Agreement form

To follow

8. Data Protection Policy

Our school is aware of the data protection law as it affects our use of the Internet, both in administration and teaching and learning.

We adhere to the LA Guidelines on Data protection.

Staff and pupils understand the legal and disciplinary implications of using the Internet at school for illegal purposes.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the Internet by members of the school community using the connection provided by the school.

9. Staff Laptop and ICT Equipment Loans

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this e-Safety Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of Buxton Infant School at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

Staff must sign the 'Staff Laptop and Computer Loans Agreement before taking the equipment away from the school premises.

Staff Laptop and ICT Equipment Loan Agreement

I have borrowed a school laptop to use out of school in agreement with both Head Teacher and the ICT coordinator.

Make: _____

Model: _____

Serial number: _____

It is understood that I will return the equipment to school if requested to do so by either the Head Teacher or the ICT co-ordinator.

I undertake to take proper care of the equipment whilst in my possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. I agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, I will replace or arrange for the repair of the equipment at my own expense.

I will use the equipment in accordance with the schools e-Safety Policy and Staff Acceptable Use policy.

I agree to the above conditions:

(Signature) _____

(Print name) _____ Date: _____

Returned: _____ Date: _____