



Cecil Road Primary & Nursery School
www.cecil-road.kent.sch.uk

Policy for e-Safety

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| This version | July 2011 |
| To be reviewed | July 2012 |

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| ICT Coordinator | |
| Headteacher | |
| Representative of Governing Body | |

Who will write and review the policy?

The school will appoint an e-Safety Coordinator. This may be the Designated Child Protection Coordinator as the roles overlap. The e-Safety policy and its implementation will be reviewed annually.

Our e-Safety policy has been written by the school, building on the KCC e-Safety policy and government guidance. It has been agreed by the Senior Leadership Team and approved by the governors.

Introduction

- 1 Internet use is part of the statutory curriculum and is a necessary tool for learning. It is a part of everyday 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. Pupils use the Internet widely outside of school and need to learn how to evaluate Internet information and to take care of their own safety and security.
- 2 The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.

Summary of the key points of this policy

- 3 The Internet is a vital tool in our school's aim of delivering a rich, balanced and exciting curriculum. With more and more children accessing the Internet outside school and as part of a social context, we have a duty to support pupils in becoming competent and safe users of this technology. The Internet brings many benefits to education for both pupils and staff. Pupils need to learn the importance of checking reliability and accuracy of information they obtain from digital sources.
- 4 Security of the school's information systems will be regularly reviewed, and pupils will be taught the information that can be safely shared with others. Anonymous images of pupils will be used where appropriate, and with parental permission. Although social networking does not feature as part of our curriculum use, pupils will be taught how to use it safely and appropriately as part of their e-Safety training. Internet access is filtered to ensure that content is appropriate to the age and maturity of the pupils, and new technologies are carefully assessed for educational benefits before their introduction into school. Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- 5 Pupils and parents sign a code of conduct for Internet use in school. Although all reasonable precautions are taken, the school and KCC do not accept liability for any consequences resulting from Internet use. Complaints about Internet misuse are handled as part of the school's complaints procedure, and Cyberbullying as part of the school's anti-bullying policy. All incidents are recorded.
- 6 The e-Safety policy is shared with pupils, parents, staff and governors. Support from all stakeholders in successful Internet use is encouraged.

1. Learning and Teaching

1.1 Why is Internet use important?

Internet use is a statutory part of the curriculum and a necessary tool for learning. The Internet is a part of everyday 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. Pupils use the Internet widely outside of school and need to learn how to evaluate Internet information and to take care of their own safety and security.

1.2 How does Internet use benefit education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- professional development for all staff, including sharing good practice;
- improved access to technical support;
- exchange of curriculum and administration data;
- access to learning wherever and whenever convenient.

1.3 How can Internet use enhance learning?

The school's Internet use will be designed to enhance and extend education. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Access levels will be reviewed to reflect the curriculum requirements and age of pupils. Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

1.4 How will pupils learn to evaluate Internet content?

Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. The evaluation of on-line materials now plays a larger role in the learning within every subject.

2. Managing Information Systems

2.1 How will information systems security be maintained?

The security of the school information systems and users will be reviewed regularly. Virus protection will be updated regularly. Unapproved software will not be allowed in pupils' work areas or attached to email. Sensitive data, including that taken off-site, will be password protected.

2.2 How will email be managed?

Pupils may only use approved KLZ email accounts. Whole class or group email addresses are used in our school. Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult. Staff should not use personal email accounts during school hours or for professional purposes.

2.3 How will published content be managed?

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

2.4 Can pupils' images and work be published?

Images that include pupils will be carefully selected and will not provide material that could be reused. Pupil's full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents and carers will be obtained before images of pupils are electronically published. Details of these parental choices are held in a database held centrally in the administration office.

2.5 How will social networking, social media and personal publishing be managed?

The school will control access to social media and social networking sites. They will rarely, if at all, form part of our curriculum. The filtering software provided as part of the Kent Broadband severely restricts such access in any case. As part of their e-Safety training, children will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, email address, full names of friends and family, interests and clubs etc.

2.6 How will filtering be managed?

The school will work with KCC and the Schools Broadband team to ensure that systems to protect pupils are reviewed and improved. If staff or pupils discover unsuitable sites, the URL must be reported to the e-Safety coordinator. The school's broadband access will include filtering appropriate to the age and maturity of the children.

2.7 How will emerging technologies be managed?

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Our school policy is that mobile phones are not brought into school by pupils, but in exceptional circumstances they may be permitted and held securely in the school office.

2.8 How should personal data be protected?

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

3. Policy Decisions

3.1 How will Internet access be authorised?

The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications. All staff must read and sign the 'Staff Information Systems Code of Conduct' before using any school ICT resource. Parents will be asked to sign and return a consent form for pupil access.

3.2 How will risks be assessed?

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor KCC accept liability for the material accessed, or any consequences resulting from Internet use. The school will regularly audit ICT to ensure that the e-Safety policy is adequate and appropriate.

3.3 How will e-Safety complaints be handled?

Complaints of Internet misuse will be dealt with under the School's Complaints Procedure. Any complaint about staff misuse must be referred to the Headteacher. All e-Safety complaints and incidents will be recorded by the school - including any actions taken.

3.4 How will Cyberbullying be managed?

Cyberbullying (along with all forms of bullying) will not be tolerated in school. Full details are set out in the school's policy on anti-bullying. There will be clear procedures in place to support anyone affected by cyberbullying.

4. Communication Policy

4.1 How will the policy be introduced to pupils?

All users will be informed that network and Internet use will be monitored. An e-Safety training programme will be introduced to raise the awareness and importance of safe and responsible Internet use. Pupil instruction in responsible and safe use should precede Internet use.

4.2 How will the policy be discussed with staff?

The e-Safety policy will be formally provided to and discussed with all members of staff. To protect all staff and pupils, the school will implement Acceptable Use Policies. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

4.3 How will parents' support be enlisted?

Parents' attention will be drawn to the e-Safety policy in newsletters, the school brochure and on the school website. Parents will be requested to sign an e-Safety agreement as part of the Home School Agreement. A partnership approach with parents will be encouraged. This could include parent evenings with demonstrations and suggestions for safe Internet use or highlighting e-Safety at other attended events e.g. parents evenings.

Appendix:
e-Safety Audit

Has the school an e-Safety policy that complies with Kent guidance? **Yes**

Date of latest update (at least annual): **July 2011**

The school e-Safety policy was agreed by governors on:

The policy is available for staff at: **Black ICT folders**

The policy is available for parents/carers at: **School Website**

The responsible member of the Senior Leadership Team is: **M. Trodd**

The responsible member of the Governing Body is: **J. Richards**

The Designated Child Protection Officer is: **W. Hampshire**

The e-Safety coordinator is: **M. Trodd**

Has e-Safety training been provided for all pupils (age appropriate) and all members of staff? **Yes**

Is there a clear procedure for a response to an incident of concern? **Yes**

Have e-Safety materials from CEOP, Childnet and Becta been obtained? **Yes**

Do all staff sign a Code of Conduct on appointment? **Yes**

Are all pupils aware of the e-Safety rules? **Yes**

Are e-Safety rules displayed in all rooms where computers are used and expressed in a way that is accessible to all pupils? **Yes**

Do parents/carers sign an return an agreement that their child will comply with e-Safety rules? **Yes**

Has an ICT security audit been initiated by SLT? **No**

Is personal data collected, stored and used according to the principles of the Data Protection Act? **Yes**

Is Internet Access provided by an approved educational Internet service provider which complies with DFE requirements? **Yes (KCN)**

Has the school-level filtering been designed to reflect educational objectives and approved by SLT? **Yes**