



Cummersdale Primary School

E-Safety Policy

1. Who will write the policy?

The e-Safety Policy is part of the School's Development Plan and relates to other policies including those for ICT, bullying and for child protection.

The Headteacher who is the Designated Child Protection Officer will also deal with any issues relating to e-safety.

The e-safety Policy has been written by the school, based on government guidance and approved by governors.

The e-Safety Policy and its implementation will be reviewed every two years.

Signed: _____

Date: _____

Revision date: _____

2 Teaching and learning

Why is Internet access important?

- The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information & administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

3 Internet use will enhance learning

- Internet access will be planned to enrich and extend learning activities. Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be given clear objectives for internet use.
- Pupils will be taught how to access the internet responsibly.
- Pupils will be taught how to use the Internet for research, including the skills of information location, retrieval and evaluation.

4 How will pupils be taught to assess 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.
- Pupils will be taught to acknowledge the source of information, when using Internet material for their own use.

5 How will e-mail be managed?

- E-mail must only be used in school for educational purposes.
- 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.
- In-coming e-mail will be regarded as public. Received e-mail may be examined and a paper copy given to the recipient.
- 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.
- Pupils will not be allowed to access personal e-mail from the school system.
- The forwarding of chain letters is not permitted.

6 How will publishing on the Web be managed?

- 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.
- Home information or individual e-mail identities will not be published.
- Written parental consent must be sought before images are published on the school web site.
- Full names will not be used anywhere on the web site, names will not appear beside photos.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

7 What other Internet applications are available?

- Pupils will not be allowed to access public chat rooms.
- New facilities will be thoroughly tested before pupils are given access

8 How will Internet access be authorised?

- Internet access is a necessary part of the statutory curriculum. It is an entitlement for pupils based on responsible use.
- At KS1 the majority of the access to the Internet will be by the teacher/TA/adult demonstration. However, there may be situations when children have supervised access to specific approved on-line materials.
- At KS2 Internet access will be granted to a whole class as part of the scheme of work, after a discussion on responsible Internet use.
- Parents will be informed that pupils will be provided with supervised Internet access at the start of each academic year.
- Parents will be asked to sign and return the Responsible Internet Use Form.

9 How will the school ensure Internet access is safe?

- The school's internet access is protected by Cumbria LA firewall. The school will work with the LA and DSCF to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the teacher.
- Methods to identify, assess and minimise risks will be reviewed.
- The school's ICT Technician will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. (Les Cooper- ICT Technician)
- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that unsuitable material will never appear on a terminal.
- The Headteacher will ensure that the policy is implemented effectively.

10 How will the school manage videoconferencing?

- The school utilises videoconferencing opportunities, but these are always arranged and set up by staff.

11 How will the school manage emerging technologies?

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

- Mobile phones are not allowed in school.
- Children are not allowed to take a mobile phone on an educational visit or on an outdoor education residential.
- Staff will be issued with a school phone when on an educational visit or residential.
- The school uses Teachers2Parents text messaging service to communicate with parents. Any text going out to parents has to be authorised by the Head Teacher.

12 How will the school protect personal data?

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

13 How will the school deal with any 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.
- Discussions will be held with the Community Police Officer and LA to establish procedures for handling potentially illegal issues.

14 How will the school introduce 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.

Responsible internet use, e-safety and issues surrounding personal safety using technology will be discussed at the start of each year.

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.

The ICT subject leader and Headteacher attended an e-safety course run by the LA.

15 How will the school manage community use of the Internet?

- The school will be sensitive to Internet related issues experienced by pupils outside of school, e.g. social networking sites. Appropriate advice and guidance on safe use will be given to pupils in Key Stage 2.

Appendix - Internet use - Ideas for teaching and learning activities

Activities	Key e-safety issues	Relevant websites
<p>Creating web directories to provide easy access to suitable websites.</p>	<p>Pupils Internet use should be supervised at all times. Internet access is not allowed during playtimes & the lunch hour, including wet breaks. Pupils should be directed to specific, approved on-line materials.</p>	<p>Teachers check the suitability of Internet sites before use.</p> <p>Espresso BBC</p>
<p>Using search engines to access information from a range of websites.</p>	<p>Parental consent sought. (see above) Pupils should be supervised. Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.</p>	<p>-Yahooligans -CBBC Search</p>
<p>Publishing pupils' work on school and other websites.</p>	<p>Pupil and parental consent should be sought prior to publication. Pupils' names may be included providing a consent form has been received.</p>	<p>Discuss with all stakeholders prior to going 'on-line'</p>
<p>Publishing images including photographs of pupils.</p>	<p>Parental consent for publication of photographs should be sought.</p>	<p>School website</p>