School e-safety policy

Rationale

At College Park Infant School we are committed to developing our pupils' Computing capabilities and supporting their families. It is vital that we also aid our staff to improve their Computing knowledge and skills for teaching, learning and their own professional development. We are aware that we all live in an ever-changing technological world and wish to embrace the current and future technologies. However, this area is open to misuse and school policies and practices are in place to protect all users.

Why Internet use is 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.

Introduction

The e-Safety Policy relates to other policies including those for Computing, use of the internet, anti-bullying and for safeguarding children.

- ➢ The school e-Safety coordinator will be the Computing Subject Leader.
- ➢ Our e-Safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by senior management and approved by governors.
- ➢ The e-Safety Policy and its implementation will be reviewed regularly.
- ➢ The e-Safety policy applies to pupils, staff and stakeholders of the school. We state that anyone using our school site or equipment eg. accessing our school website, will abide by our school policies.

Processes
Teaching and learning

Internet use will enhance learning

- ➢ The school Internet access is provided by Portsmouth City Council and includes filtering appropriate to the age of pupils. An additional filtering set is available in school administration networks only and enables staff access to additional resources.
- ➢ 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.

Pupils will be taught how to evaluate Internet content

- ➢ At College Park we ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- ➢ Pupils are 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 are reviewed regularly.
> Virus protection is installed and updated regularly.
> Security strategies are discussed with the Local Authority.

E-mail

> Pupils and staff may only use approved e-mail accounts on the school system.
> Pupils must immediately tell a teacher, and staff tell the e Safety Co-ordinator, 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.
> Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.
> 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.

Published content and the school web site

> The contact details on the school website will be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
> The Headteacher or nominee will take overall editorial responsibility and endeavour to ensure that content is accurate and up to date.

Publishing pupils' images and work

> Photographs that include pupils will be selected carefully and used appropriately.
> Pupils' full names will not be used anywhere on the website or learning platform including in blogs, forums or wikis, particularly in association with photographs.
> Permission from parents or carers will be obtained before photographs of pupils are published on the school website. If parents do not wish their child's photograph to be used as above, they must put this in writing to the Headteacher.

Social networking and personal publishing on the school learning platform

> Portsmouth City Council will normally block/filter access to social networking sites unless short-term access is required for a specific educational project.
> Newsgroups will be blocked unless a specific use is approved.
> Pupils will be advised never to give out personal details of any kind which may identify them or their location.
> Pupils must not place personal photos on any social network space provided in the school learning platform.
> Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.

Managing filtering

> The school will work in partnership with Portsmouth City Council to ensure systems to protect pupils are reviewed and improved.
> If staff or pupils discover an unsuitable site, it must be reported IT Services Help Desk by email helpdesk@portsmouthcc.gov.uk .

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.

Protecting personal data

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

Policy Decisions

Assessing risks

➢ The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor PCC can accept liability for the material accessed, or any consequences of Internet access.

➢ The school will audit Computing technology use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

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.

➢ Pupils and parents will be informed of the complaints procedure.

Community use of the Internet

➢ All use of the school Internet connection by community and other organisations shall be in accordance with the school e-safety policy.

Communicating the Policy

Introducing the e-safety policy to pupils

➢ e-safety rules will be widely communicated.

➢ Pupils will be informed that network and Internet use will be monitored.

➢ Workshops may be held for older pupils to extend their awareness of e-safety issues.

Staff and the e-Safety policy

➢ All staff will be made aware of the School e-Safety Policy and its importance explained.

➢ Staff are aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

➢ Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

➢ Parents' and carers' attention will be drawn to the School e-Safety Policy in newsletters, an e-safety leaflet, the school brochure and on the school website.

➢ Parents and carers will from time to time be provided with additional information on e-safety.

Review

Agreed : January 2016

By : The Governors' Welfare Committee

Review date : Spring 2018