Welton Primary School

E-Safety Policy

POLICY STATEMENT

At Welton Primary School we fully recognise, acknowledge and embrace the importance and benefits of the 'virtual world'. The opportunities for learning created by providing access to such a world are limitless, and must therefore become part of the day to day teaching and learning in school.

Being part of the internet community also opens up the possibilities of exposure to dangers which would otherwise not be present, eg access to inappropriate materials, contact with potentially dangerous strangers, 'cyber bullying' and identity theft. It is, therefore, the role of the school to ensure that such risks are minimised, and more importantly, that children are provided with the knowledge, skills and attitude necessary to become positive, safe and healthy on-line citizens.

Responsibilities

We believe that E-Safety is the responsibility of the whole school community, and everyone has their part to play in ensuring all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. The following responsibilities demonstrate how each member of the community will contribute.

SLT

- Develop and promote an E-Safety culture within the school community
- Support the IT Co-Ordinator in their work
- Make appropriate resources, training and support available to members of the school community to ensure they are able to carry out their roles with regard to E-Safety effectively
- Receive and regularly review E-Safety incident logs and be aware of the procedure to be followed should and E-Safety incident occur in school
- Take ultimate responsibility for the E-Safety of the school community.

IT Co-Ordinator

- Promote an awareness and commitment to E-Safety throughout the school
- Be the first point of contact in school on all E-Safety matters
- Create and maintain E-Safety policies and procedures
- Develop an understanding of current E-Safety issues, guidance and appropriate legislation
- Ensure all members of staff receive an appropriate level of training in E-Safety issues
- Ensure that E-Safety is embedded across the curriculum
- Ensure that E-Safety is promoted to parents and carers
- Liaise with the LA, the local safeguarding children's board and other relevant agencies as appropriate
- Ensure an E-Safety incident log is kept up-to-date.

Teachers and Support Staff

- Read, understand and help promote the school's E-Safety policies and guidelines
- Read, understand and adhere to the school staff Acceptable Use Policy
- Develop and maintain an awareness of current E-Safety issues and guidance
- Model safe and responsible behaviours in your own use of technology
- Embed E-Safety messages in learning activities where appropriate
- Supervise pupils carefully when engaged in learning activities involving technology
- Be aware of what to do if an E-Safety incident occurs
- Maintain a professional level of conduct in their personal use of technology at all times.

Pupils

- Read, understand and adhere to the school pupil Acceptable Use Policy
- Adhere to any policies and practices the school creates
- Take responsibility for learning about the benefits and risks of using the Internet and other technologies in school and at home
- Take responsibility for your own and each others' safe and responsible use of technology in school and at home, including judging the risks posed by the personal technology owned and used by pupils outside of school
- Ensure you respect the feelings, rights, values and intellectual property of others in your use of technology in school and at home
- Understand what action you should take if you feel worried, uncomfortable, vulnerable or at risk whilst using technology in school and at home, or if you know of someone who this is happening to
- Discuss E-Safety issues with family and friends in an open and honest way.

Parents and Carers

- Help and support your school in promoting E-Safety
- Read, understand and promote the school pupil Acceptable Use Policy with your children
- Take responsibility for learning about the benefits and risks of using the Internet and other technologies that your children use in school and at home
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies
- Discuss E-Safety concerns with your children, show an interest in how they are using technology, and encourage them to behave safely and responsibly when using technology
- Model safe and responsible behaviours in your own use of technology
- Consult with the school if you have any concerns about your children's use of technology.

Governing Body

- Read, understand, contribute to and help promote the school's E-Safety policies and guidance
- Develop an overview of the benefits and risks of the Internet and common technologies used by pupils
- Develop an overview of how the school ICT infrastructure provides safe access to the Internet
- Develop an overview of how the school encourages pupils to adopt safe and responsible behaviours in their use of technology in and out of school
- Support the work of the school in promoting and ensuring safe and responsible use of technology in and out of school, including encouraging parents to become engaged in E-Safety activities
- Ensure appropriate funding and resources are available for the school to implement their E-Safety strategy.

Teaching and Learning

We believe that the key to developing safe and responsible behaviours online, not only for pupils but everyone within our school community, lies in effective education. We know that the Internet and other technologies are embedded in our pupils' lives not just in school but outside as well, and we believe we have a duty to help prepare our pupils to safely benefit from the opportunities the Internet brings.

- We will provide a series of specific E-Safety related lessons in specific year groups as part of the ICT and PSCHE lessons.
- We will celebrate and promote E-Safety through a planned programme of assemblies and whole school activities.
- We will discuss, remind or raise relevant E-Safety messages with pupils routinely wherever suitable opportunities arise during all lessons; including the need to protect personal information, consider the consequences their actions may have on others, the need to check the accuracy and validity of information they use, and the need to respect and acknowledge ownership of digital materials.

- We will remind pupils about their responsibilities through an Acceptable Use Policy which every pupil will sign and will be displayed throughout the school.
- Staff will model safe and responsible behaviour in their own use of technology during lessons.

How Parents and Carers will be involved

We believe it is important to help all our parents develop sufficient knowledge, skills and understanding to be able to help keep themselves and their children safe. To achieve this we will include useful links and advice on E-Safety regularly in newsletters and on our school website.

Managing ICT systems and access

The school will be responsible for ensuring that access to the ICT systems is as safe and secure as reasonably possible.

- Servers and other key hardware or infrastructure will be located securely with only appropriate staff permitted access.
- Servers, workstations and other hardware and software will be kept updated as appropriate.
- Virus protection is installed on all appropriate hardware, and will be kept active and up-to-date.
- The school will agree which users should and should not have Internet access, and the appropriate level of access and supervision they should receive.
- All users will sign an Acceptable Use Policy provided by the school, appropriate to their age and access. Users will be made aware that they must take responsibility for their use of, and behaviour whilst using, the school ICT systems, and that such activity will be monitored and checked.
- Any administrator or master passwords for school ICT systems should be kept secure and available to at least two members of staff.
- The wireless network in school is encrypted to reduce the risk of unauthorised access.
- The school will take all reasonable precautions to ensure that users do not access inappropriate material. However it is not possible to guarantee that access to unsuitable material will never occur.
- The school will regularly audit ICT use to establish if the E-Safety policy is adequate and that the implementation of the E-Safety policy is appropriate. We will regularly review our Internet access provision, and review new methods to identify, assess and minimise risks.

Filtering Internet Access

The school uses a filtered Internet service. The filtering is provided through Smoothwall.

- If users discover a website with inappropriate content, this should be reported to a member of staff who will inform the E-Safety Co-Ordinator.
- If users discover a website with potentially illegal content, this should be reported immediately to the E-Safety Co-Ordinator. The school will report this to the appropriate agencies.
- The school will regularly review the filtering and other security systems to ensure they meet the needs of all users.

Using E-Mail

- Staff must use their school e-mail address when sending e-mails to the wider school community.
- Pupils are not permitted to access personal e-mail accounts during school.
- Communication between staff and pupils or members of the wider school community should be professional and related to school matters only.

Any inappropriate use of the school e-mail system, or the receipt of any inappropriate messages by a user, should be reported to a member of staff immediately.

Using Images, Video and Sound

- We will remind pupils of safe and responsible behaviours when creating, using and storing digital images, video and sound. We will remind them of the risks of inappropriate use of digital images, video and sound in their online activities both at school and at home.
- Digital images, video and sound will be created using equipment provided by the school and will not be kept on personally owned computer equipment.
- Staff and pupils will follow the school policy on creating, using and storing digital resources.
- Parental permission will be sought before resources are published online.

Using Mobile Phones

- If a pupil brings a personal mobile phone into school it must be taken into the school office during the school day. The school does not accept liability for pupil mobile phones if they are damaged or misplaced.
- Staff will not be expected to use personal mobile phones in any situation where their mobile phone number or other personal details may be revealed to a pupil or parent.
- Staff mobile phones must not be used down the main school corridors or in the classrooms and should be turned off during lesson times. Staff mobile phones should only be used at the admin end of the school.

Protecting Personal Data

- We will ensure personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Staff will ensure they properly log off from a computer terminal after accessing personal data.
- Staff will not remove personal or sensitive data from the school premises without permission of the Head Teacher.

School Website

- The school website will not include the personal details, including individual e-mail addresses or full names, of staff or pupils.
- A generic contact e-mail address will be used for all enquiries received through the school website.
- The content of the website will be composed in such a way that individual pupils cannot be clearly identified.
- Staff and pupils should not post school-related content on any external website without seeking permission first.