



THE FEDERATION OF BURLEY AND SOPLEY PRIMARY SCHOOLS  
Executive Headteacher: Mrs Helen Morris



**E-SAFETY POLICY**

Review Date: ~~Month~~  
2019 Summer 2020

**INTRODUCTION**

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The school's e-safety policy should operate in conjunction with other policies including those for Student Behaviour, Anti-Bullying, Curriculum, Data Protection and Security.

**End to End e-Safety**

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband including the effective management of filtering systems

**School E-Safety Policy**

**Writing and Reviewing the E-Safety Policy**

The e-Safety Policy is part of the school safeguarding practices.

- The ICT Coordinator works in close co-operation with the Executive Headteacher, who is the Designated Safeguarding Lead (DSL), and Deputy DSLs.
- Our e-Safety Policy has been written by the school. It has been agreed by the staff and governors.
- The e-Safety Policy will be reviewed annually

**Teaching and Learning**

**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 pupils 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.

**Internet Use Will Enhance Learning**

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity and educate them 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**

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the school ICT Coordinator.
- Staff should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

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## **Managing Internet Access**

### **Information System Security**

- The security of the school information systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The school uses broadband with its firewall and filters.

### **E-Mail**

- Pupils may only use approved e-mail accounts on the school system. Children are not allowed access to personal e-mail accounts or chat rooms whilst in school.
- 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.
- 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 Website**

- 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.
- The Executive Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **Publishing Pupil's Images and Work**

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Pupil's work can only be published with the permission of the pupil and parents.

### **Social Networking and Personal Publishing**

- Social networking sites and newsgroups will be blocked unless a specific use is approved.
- Pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, IM address, e-mail address, names of friends, specific interests and clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for primary aged pupils.

### **Managing Filtering**

- The school will work in partnership with the service provider to ensure filtering systems are as effective as possible.
- If staff or pupils discover unsuitable sites, the URL, time and date must be reported to the school E-Safety coordinator.
- Senior staff will ensure that checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **Managing Video-Conferencing (Not currently applicable at Burley & Sopley Primary Schools)**

- IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- External IP addresses should not be made available to other sites.
- Pupils should ask permission from the supervising teacher before making or answering a video-conference call.
- Video-conferencing should be supervised appropriately for the pupils' age.

### **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.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff have access to a school phone where contact with pupils is required.

#### **Protecting Personal Data**

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

#### **Assessing Risks**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school can accept liability for the material accessed, or any consequences of Internet access.
- The Executive Headteacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

#### **Policy Decisions**

##### **Authorising Internet Access**

- All staff, including Teaching Assistants and Supply Teachers must adhere to the school's ICT Acceptable Use Policy (AUP) before using any school ICT resource.
- Children's access to the Internet will be by adult demonstration or through supervised access to specific, approved on-line materials.

##### **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 Executive 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.
- Sanctions within the school discipline policy include: – interview/counselling by class teacher / headteacher; – informing parents or carers; – removal of Internet or computer access for a period.

##### **Community Use of the Internet**

- The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.
- Parents using school ICT equipment must adhere to the school's ICT Acceptable Use Policy (AUP).

#### **Communications Policy**

##### **Introducing the E-Safety Policy to Pupils**

- Pupils will be informed that Internet use will be monitored.
- Advice on e-Safety will be introduced at an age-appropriate level to raise the awareness and importance of safe and responsible internet use.

##### **Staff and the E-Safety Policy**

- 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.

##### **Enlisting Parents' / Carers' Support**

— A copy of this policy will be made available on the school website or in hard copy via the school office upon request.

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**This policy was approved by the Governing Body on: Summer Term 2017**

**This policy will be monitored and reviewed on: Summer Term 2018**

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#### Appendix 1: Internet Use

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Possible Teaching and Learning Activities	Key E-Safety issues	Relevant Websites
<a href="#">Using search engines to access information from a range of websites.</a>	<a href="#">Pupils should be supervised.</a> <a href="#">Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.</a>	<a href="#">Web quests e.g.</a> <a href="#">Ask Jeeves for kids</a> <a href="#">Yahoo!igans</a> <a href="#">CBBC Search</a> <a href="#">Kidsclick</a> <a href="#">Picsearch</a> <a href="#">safesearch</a> <a href="#">NOT Google images</a>
<a href="#">Exchanging information with other pupils and asking questions of experts via e-mail.</a>	<a href="#">Pupils should only use approved e-mail accounts.</a> <a href="#">Pupils should never give out personal information.</a> <a href="#">Consider using systems that provide online moderation e.g. SuperClubs.</a>	<a href="#">GridClub</a> <a href="#">School Net Global</a> <a href="#">Kids Safe Mail</a> <a href="#">E-mail a children's author</a> <a href="#">E-mail Museums and Galleries</a>
<a href="#">Publishing pupils' work on school and other websites.</a>	<a href="#">Pupil and parental consent should be sought prior to publication.</a> <a href="#">Pupils' full names and other personal information should be omitted.</a>	<a href="#">School website</a> <a href="#">Learn Premium</a> <a href="#">Espresso</a>
<a href="#">Publishing images including photographs of pupils.</a>	<a href="#">Parental consent for publication of photographs should be sought.</a> <a href="#">Photographs should not enable individual pupils to be identified.</a> <a href="#">File names should not refer to the pupil by name.</a>	<a href="#">School website</a>
<a href="#">Communicating ideas within chat rooms or online forums.</a>	<a href="#">Only chat rooms dedicated to educational use and that are moderated should be used.</a> <a href="#">Access to other social networking sites should be blocked.</a> <a href="#">Pupils should never give out personal information.</a>	<a href="#">GridClub</a>
<a href="#">Audio and video conferencing to gather information and share pupils' work.</a>	<a href="#">Pupils should be supervised.</a> <a href="#">Only sites that are secure and need to be accessed using an e-mail address or protected password should be used.</a>	<a href="#">City Learning Centres</a>

[Creating web directories to provide easy access to suitable websites:](#)

- [Pupils should be supervised.](#)
- [Pupils should be directed to specific, approved on-line materials.](#)

[Internet Rules and Permission: Please see related document – ‘The Federation of Burley and Sopley Primary Schools E-safety and Acceptable Use of IT by Pupils’ \( to be signed by parents and pupils \)](#)

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