

E-Safety Policy

As seen from the evidence, children are using technology at an ever-younger age, and so their e-safety education should start as soon as technologies are introduced. Teachers are bound by a wider duty of care to raise awareness of e-safety issues among children and young people. However, the development of effective e-safety strategies should involve all stakeholders in a child's education, from the Head teacher and governors to the senior management team, classroom teachers, support staff, pupils and parents.

Although e-safety is not explicitly referred to within the National Curriculum at present, there are a number of areas within the programmes of study and non-statutory guidelines (see appendix 4) that offer opportunities to discuss e-safety issues, and these are highlighted within this policy. OfSTED's school self-evaluation framework (SEF) incorporates e-safety:

Section 4b – The extent to which learners adopt safe and responsible practices in using new technologies, including the internet.

ICT and, specifically, web-based resources, are increasingly being used across the curriculum. It makes sense, therefore, that e-safety guidance should be given to pupils wherever and whenever such use occurs, in a manner appropriate to the age, understanding and skill level of the children. Schools are encouraged to look for opportunities for teaching e-safety across the curriculum rather than as a discrete subject, possibly to cover issues that might not be encountered during in-school use of ICT.

Teaching and Learning

Why the Internet and digital communications are 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 enhances learning

- The school Internet access is designed expressly for pupil use and includes filtering materials appropriate to the age of the pupils.
- Pupils are taught what acceptable Internet use is and given clear objectives for Internet use.
- Pupils are educated in the effective use of Internet research, including the skills of knowledge location, retrieval and evaluation.
- Pupils are shown how to publish and present information to a wider audience.

Pupils are taught how to evaluate Internet content

- The school ensures that the use of Internet derived materials by staff and pupils complies with copyright law.

- Pupils are taught the importance of cross-checking information before accepting its accuracy.
- Pupils are also taught how to report unpleasant Internet content e.g. using the report function on CEOP.

Managing Internet Access

Information system security

- School ICT system security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.

E-mail

- Pupils may only use approved e-mail accounts on the school system (Leeds Learning Network account).
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school should consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of Chain letters is not permitted.

Publishing pupil's images and work

- Photographs that include pupils will be selected carefully so that individual's pupils cannot be identified or their image misused. Consider using group photographs rather than full-face photos of individual children.
- Pupils full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website.
- Work can only be published with the permission of the pupil and parents/carers.
- Pupil image file names will not refer to the pupil by name.
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

Managing emerging technologies

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

- The senior leadership team should note that technologies such as mobile phones with wireless internet access can bypass school filtering systems and present a new route to undesirable material and communications.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages or files y Bluetooth or any other means is forbidden.

Protecting personal data

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

Communications Policy

Informing pupils of the e-safety policy

- E-safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- A programme of training in e-safety will be developed, based on the materials from CEOP.
- E-safety is to be embedded within the ICT scheme of work.

Staff and the E-safety policy

- All staff will be given the School E-Safety Policy and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.
- Staff always use a child friendly safe search engine when accessing the web with pupils.

Enlisting parents' and carers' support

- Parents' and carers' attention will be drawn to the school E-Safety Poly in newsletters, the school brochure and on the school Website.
- The school will maintain a list of E-safety resources for parents/carers.
- The school will ask all new parents to sign the parent/ pupil agreement when they register their child with the school.
- Parents will be invited to attend E-safety awareness meetings.