Be the best you can be!

E-SAFETY POLICY

Spring 2015

Manager

Mr Kettle

Review Date – Spring 2018

Rationale

The E-Safety Policy is part of the ICT Policy and relates to other policies including those for behaviour, for personal, social and health education (PSHE) and for citizenship.

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Most technologies present risks as well as benefits. Internet use must be assessed and strategies used to minimise these risks.

Internet use is expanding; this brings young people into contact with a wide variety of information, some of which could be unsuitable. It is important that schools and parents adopt suitable strategies for the responsible and safe use of the Internet. In line with school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and a need to teach them to be aware of and respond responsibly to the risks.

Schools need to protect themselves from possible legal challenge. Schools can protect themselves by making it clear to pupils and others that the use of school equipment to access all inappropriate material is "unauthorised".

Core Principles of Internet Safety

Guided Educational Use
Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

Risk Assessment
21st Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become "Internet Wise". Schools need to ensure they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Pupils need to know how to cope if they come across inappropriate material.

Responsibility
Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

Why is Internet use important?

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance Gayton's management information and business administration systems.

Benefits of using the Internet in education include:

- access to the world-wide web.
- educational and cultural exchanges between pupils world-wide
- staff professional development
- communication with support services, professional associations and colleagues;
- improved access to technical support
- providing pupils and parents/carers with a platform to access relevant school information.

How will Internet use enhance learning?

Gayton's Internet access has been designed expressly for pupil use and includes filtering appropriate to the age of our pupils. Our pupils are taught what is acceptable and what is not acceptable and are given clear objectives for Internet use and research. Internet access is planned to enrich and extend learning activities, with staff guiding on-line activities.

How will pupils learn to evaluate Internet content?

Pupils are taught research techniques including the use of subject catalogues and search engines. They are encouraged to question the validity, currency and origins of information – key information handling skills. They also use alternative sources of information for comparison purposes.

How will e-mail be managed?

E-mail can be an essential means of communication. Directed e-mail use can bring significant educational benefits and interesting projects between neighbouring villages and between continents have been created, often with the help of "project finder" sites.

At Gayton we intend to use a whole class method, such as e-mail to link with other schools

How should the website content be managed?

The point of contact on the website should be Gayton's address, school e-mail and telephone number. Staff or pupils' home information will not be published.

Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified. Pupils' full names will not be used anywhere on the website, particularly associated with photographs.

We will ask for consent prior to publishing any photos of children on our website. All published information will be in compliance with the Data Protection Act.

How can emerging Internet uses be managed?

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

How will social networking, social media and personal publishing be managed?

Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends/family, specific interests and clubs etc.

- Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location.

- Staff official blogs or wikis should be password protected and run from the school website with approval from the Senior Leadership Team. Staff should be advised not to run social network spaces for pupil use on a personal basis.

- If personal publishing is to be used with pupils then it must use age appropriate sites suitable for educational purposes. Personal information must not be published and the site should be moderated by school staff.

- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others by making profiles private.

- Pupils are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.

How will Internet access be authorised?

Gayton allocates Internet access for staff and pupils on the basis of educational need. Internet access is available on most of the computers in school, to staff and children. Children are supervised when on the internet and staff are aware that they should not be visiting any unsuitable sites.

How will the risks be assessed?

Gayton 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. Neither Gayton nor the LA can accept liability for the material accessed, or any consequences of Internet access. Children are asked to turn off or minimise the screen if something appropriate does appear and report this to the nearest adult.

- Methods to identify, assess and minimise risks will be reviewed regularly.
- The headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

How will filtering be managed?

Gayton works in partnership with the LA and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

- Senior staff, the ICT technician and the LA ensure that regular checks are made to ensure that the filtering methods selected are appropriate and effective.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT coordinator.

We discourage aimless surfing. Children are taught to use the Internet in response to an articulated need – e.g. a question arising from work in class. Children should be able to answer the question "Why are we using the Internet?"

How will the policy be introduced to pupils?

Many pupils know a great deal about Internet use and culture.

- Rules for Internet access are posted near all computer systems.
- Pupils are informed that Internet use is monitored (via dedicated monitoring software, accessed by the Coordinator and Technician).
- Instructions in responsible and safe use precede Internet access.

How will staff be consulted?

All staff must be aware of the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with Gayton's Internet 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 development in safe and responsible Internet use, and on school Internet policy will be provided as required.

How will the ICT system security be maintained?

Gayton's ICT systems, with regard to security are reviewed regularly. Virus protection has been installed and is updated regularly.

Any new security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.

- Personal data sent over the Internet will be encrypted or otherwise secured.
- Files held on Gayton's network will be regularly checked.
- The ICT Technician will ensure that the system has the capacity to take increased traffic caused by Internet use.

How will complaints regarding Internet use be handled?

Responsibility for handling incidents will be delegated to a senior member of staff.

Any complaint about staff misuse will be referred to the headteacher. There may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies.

How will parents' and carers' support be enlisted?

Parents' and carers' attention will be drawn to the Responsible Internet Use – For Children in newsletters, Gayton brochure and on Gayton website.

- Internet issues will be handled sensitively to inform parents and carers without undue alarm.
- A partnership approach with parents and carers will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents and carers.
- **Any digital communication between staff and students / pupils or parents / carers (email and text messages) must be professional in tone and content.** These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or public chat / social networking programmes must not be used for these communications.

Appendix:

- Responsible Internet Use – for children
- Consent Form

Be the best you can be!

Rules for Responsible Internet Use

We use Gayton computers and Internet connection for learning.
These rules will help us to be fair to others and keep everyone safe.

- I will only access the system with my class login and password.

- I will not access other people's files.

- I will only use the computers for schoolwork.

- I will not bring CD ROMs, SD cards or USB sticks into school without permission.

- I will only use the internet when a member of staff has given me permission to do so.

- The messages I send will be polite, responsible and sensible.

- If I send a message, I will not give my personal details or arrange to meet someone.

- I will not use Internet chat rooms without permission from a teacher.

- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would protect other pupils and myself.

- I understand that a teacher may check anything I have saved and will monitor any Internet sites I visit.

- Incidents of cyber-bullying, through inappropriate messages sent via social-networks will be dealt with by the Head teacher, in conjunction with parents/carers.

- I will never give my password to anyone, even my best friend, and I will log-off when I have finished using the computer.

- I will never respond to unpleasant, suggestive or bullying emails or bulletin boards and I will always report it to a teacher or a parent.

- I will not look for bad language or distasteful images while I'm online and I will report these to a teacher/parent if I come across them accidentally.

- I will always be myself and will not pretend to be anyone or anything I am not.

- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

Gayton Junior School

Pupil Agreement - Responsible Internet Use

I understand Gayton rules for responsible Internet use. I will use the computer system in a responsible way and obey these rules at all times.

Please complete, sign and return to the school office.

Pupil:	*Class:*
Signed:	*Date:*

Parent and Carer Consent

I have read and understood Gayton rules for responsible Internet use and give permission for my son or daughter to access the Internet. I understand that Gayton will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that Gayton cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that Gayton is not liable for any damages arising from use of the Internet facilities.

Signed:	*Date:*
Please print name:	

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