



E-SAFETY POLICY

At Willaston Church of England Primary School we aim to provide a caring, supportive and stimulating Christian environment with high quality care to promote the highest standards of e-safety for our whole school community.

E- Safety: The Rationale

E-Safety encompasses the use of new technologies, internet and electronic communications such as, mobile phones, video conferencing, 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.

Teaching and Learning

Why Internet use is important

- At Willaston the Internet is an essential element in 21st century life for education, business and social interaction. Willaston provides pupils with quality internet access as part of their learning experience.

Internet use enhancing learning

- Willaston schools Internet access is designed expressly for pupil and family use and includes filtering appropriate to the age of pupils.
- Pupils and families are informed what internet use is acceptable and what is not and are given clear guidance objectives for internet use. Pupils are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

Managing Internet Access

Information System Security

- Our school ICT systems and security are reviewed regularly.
- Virus protection is installed on every computer and is set to update automatically at least every week if not daily.

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive an 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-mails 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.
- Children do not have their own individual e-mail accounts. School accounts are anonymously named, so there is no reference to the child.

Published Content and the School Website

- The contact details on our web site are the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupils' Images and Work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupil's full names will not be used anywhere on the website
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Social Networking and Personal Publishing

- The school will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be taught never to give out personal details of any kind which may identify them or their location.
- Pupils and parents may be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing Filtering

- The school will work with the LA, DFE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Coordinator, **Mr Graham** who should be known to all members of the school community.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing Emerging Technologies

- Emerging technologies are examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used by teachers during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Children are not allowed to bring mobile phones into school, or other similar electronic devices. Where parents of Y6 children have requested that their child has a mobile phone for travelling to and from school, mobile phones are collected and stored for the day by the class teacher.
- Staff will not use personal equipment or non-school personal electronic accounts when contacting pupils. They will be issued with 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.

Authorising Internet Access

- All pupils and their parents must read, agree and sign the 'Responsible Internet Use' in the Safeguarding Booklet (See Appendix 1).
- The school will keep a central record of all staff and pupils who are granted internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- Within our school, access to the internet by pupils will be supervised by school staff.

Assessing Risks

- 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. Neither the school nor the local authority can accept liability for the material accessed, or any consequences of internet access.
- The coordinator will regularly audit computing provision to establish if the e-safety policy is adequate and that its implementation is effective.

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 safeguarding procedures.
- Pupils and parents will be informed of the complaints procedure.

- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Community Use of the Internet

- The school will liaise with local organisations to establish a common approach to e-safety.

Introducing the E-Safety Policy to Pupils

- E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.

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' Support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, and on the school website.

The school's E-Safety Policy will operate in conjunction with other policies including those for Behaviour, Bullying, Teaching and Learning and Data Protection/GDPR.

Approved by Governors February 2019

A handwritten signature in black ink, appearing to read "Paul A. G.", is written over a faint dotted grid background.

Signed Chair of Governors



Responsible Internet Use

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

- I will ask permission before entering any website, unless my teacher has already approved that site.
- On a network, I will use only my own login and password, which I will keep secret, or the login and password given by my teacher.
- I will not look at or delete other people's files.
- I will not bring computer disks or memory sticks into school without permission.
- I will only send e-mails which my teacher has approved.
- The messages I send will be polite and sensible.
- When sending an e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment.
- I will not use internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer system, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, of the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.