FROXFIELD
CE SCHOOL

E-Safety Policy

1. Context and Background

The technologies

Computing in the 21st Century has an all-encompassing role within the lives of children and adults. New Internet and online technologies are enhancing communication and the sharing of information. Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

• The Internet – World Wide Web

• E-mail

• Instant messaging (often using simple web cams) e.g. Instant Messenger)

• Web based voice and video calling (e.g. Skype)

• Online chat rooms

• Online discussion forums

• Social networking sites (e.g. Facebook)

• Blogs and Micro-blogs (e.g. Twitter)

• Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)

• Video broadcasting sites (e.g. You Tube)

• Music and video downloading (e.g. iTunes)

• Mobile phones with camera and video functionality

• Smart phones with e-mail, messaging and internet access

Froxfield C of E Primary School's approach to the safe use of Computing

Creating a safe Computing learning environment includes three main elements at this school:

- Policies and procedures, with clear roles and responsibilities
- E-Safety teaching is embedded into the school curriculum and schemes of work
- An effective range of technological tools to use

2. Roles and Responsibilities

Head teacher

E-Safety is recognised as an essential aspect of strategic leadership in Froxfield C of E Primary School and the Head, Mrs Vickie Farrow, with the support of Governors, aims to embed safe practices into the culture of the school.

Leadership team/ E-Safety Co-ordinator:

ensures that the Policy is implemented across the school via the usual school monitoring and is responsible for keeping up to date on all E-Safety issues and ensuring that staff are updated as necessary.

Governors

The School Governing body is responsible for overseeing and reviewing all school policies, including the E-Safety Policy.

School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school E-Safety procedures. Central to this is fostering a 'No Blame' culture so that pupils feel able to report any bullying, abuse or inappropriate materials.

Staff should ensure they are familiar with the school E-Safety policy, and ask for clarification where needed.

Class teachers should ensure that pupils are aware of the E-Safety rules, introducing them at the beginning of each new school year.

Pupils

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with E-Safety issues, both at home and school. They understand how to adhere to the SMART (Safe, Meeting, Accepting, Reliable, Tell) rules, including what to do if they encounter a problem, at a level appropriate to their age.

Parents

Parents are offered information about the school's E-safety policy at an E-safety meeting where they are asked to support the school guidelines at home with their children.

3. Technical and hardware guidance

School Internet provision

The school uses the standard Local Authority (LA) Internet Service Provider which includes a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

• All pupils and staff have been issued with clear guidelines on what to do if this happens, and parents will be informed where necessary should a breach occur.

Downloading files and applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

• Pupils are not allowed to download any material from the Internet without the permission of a staff member.

Portable storage media

• Staff are allowed to use their own portable media storage (USB Keys etc). If use of such a device results in an anti-virus message they should remove the device and immediately report to the Computing Administrator, Chay Hext.

4 E-Safety for Pupils

We believe it is our responsibility at Froxfield C of E Primary School to prepare pupils for their lives in the modern world, and Computing is an integral part of that world. At our school we are committed to teaching pupils to use Computing effectively and appropriately in all aspects of their education.

Use of the Internet by pupils at school

Internet access is carefully controlled by teachers according to the age and experience of the pupils, and the learning objectives being addressed. Pupils are always actively supervised by an adult when using the Internet, and computers with Internet access are carefully located so that screens can be seen by adults within the classroom.

Using the Internet for learning

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and as a source of digital learning materials.

Using the Internet for learning is now a part of the Computing Curriculum (Sept 2014.) We teach all of our pupils how to find appropriate information on the Internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it may or may not be.

• Teachers carefully plan all Internet-based teaching to ensure that pupils are focussed and using appropriate and relevant materials.
• Children are taught how to use search engines and how to evaluate Internet-based information as part of the Computing Curriculum, and in other Curriculum areas where necessary.
• They are taught how to recognise the difference between commercial and non-commercial Web-sites, and how to make judgements about the reliability of material.
• They are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

Teaching safe use of the Internet and Computing

We think it is crucial to teach pupils how to use the Internet safely, both at school and at home, and we use the Kidsmart safety code to support our teaching in this area:
Kidsmart has been developed by the Childnet charity, and is endorsed by the DfE

http://www.kidsmart.org.uk

Suitable material

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum, via bookmarking and favourites lists and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

Unsuitable material

Despite the best efforts of the LA and school staff, occasionally pupils may come cross something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to minimise the web-page and

report such experiences directly to an adult at the time they occur, so that action can be taken. The action will include:

1. Making a note of the website and any other websites linked to it.

2. Informing the Computing Co-ordinator

3. Informing the LA regarding filtering

3. Logging the incident – Computing Incident Log Book in the school office

4. Discussion with the pupil about the incident, to support them and how to avoid similar experiences in future.

5. Informing the parent (as appropriate)

Using E-Mail at school

E-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail, and how to use it appropriately and effectively.
• We teach the use of e-mail as part of our Computing Curriculum, and use appropriate pupil email accounts where necessary.

• Pupils are not allowed to access personal e-mail using school Internet facilities.

Chat, discussion and social networking sites

These forms of electronic communication are used more and more by pupils out of school, and can contribute to learning across a range of curriculum areas.
Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for young people, and there have been some serious cases highlighted in the media.
We use the resources, guidelines and materials offered by Kidsmart, as outlined above in the Safe use of the Internet section to teach children how to use chat rooms safely.

Cyberbullying - Online bullying and harassment

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on pupils. Froxfield C of E Primary School has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy.

These include:

• No access to public chat-rooms, Instant Messaging services and bulletin boards.

• Pupils are taught how to use the Internet safely and responsibly, and are given access to guidance and support resources from a variety of sources.
We encourage pupils to discuss any concerns or worries they have about online bullying and harassment with staff, and have a range of materials available to support pupils.
• Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy.

• Complaints related to child protection are dealt with in accordance with school Child Protection procedures.

Contact details and privacy

Pupils' personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless permission has been obtained from a parent or legal guardian. Pupils are taught that sharing this information with others can be dangerous – see Teaching the Safe Use of the Internet.

Deliberate misuse of the Internet facilities

All pupils have discussed the rules for using the Internet safely and appropriately. These rules will be displayed in each classroom.

Where a pupil is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse, in line with the School Behaviour Policy.

5. Use of the Internet and Computing resources by school staff

Staff Laptop and Computing Equipment Loans

Any member of staff who borrows or uses a school laptop, computer or any other Computing equipment must adhere to all aspects of this E-Safety Policy.

This must be the case wherever the laptop, computer or other such device is being used.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

Staff must sign equipment out and returned using the appropriate form held in the School Office.

Other linked policies:

Please also refer to the following policies which have links to this E-Safety Policy

  I. Policy on staff use of ICT
 II. Anti-bullying Policy
III. Behaviour Policy

E-Safety Policy written September 2017

L Harriott

Review date September 2019