



## Hevingham & Marsham

Primary School Partnership

### **E-Safety and Internet Policy**

The E-safety Policy is part of the School Improvement Development Plan and relates to other policies including those for Anti-bullying, Safeguarding and Child Protection, Behaviour for Learning and Equality

- The member of staff who has an overview of E-safety is: K. Hutchison (HT and Senior Designated Professional (SDP))
- Our E-safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by senior management and approved by governors
- The E-safety Policy and its implementation will be reviewed annually
- The E-safety Policy was discussed by Staff on: 15.02.13
- The E-safety Policy was revised by: S. Gibbons and K. Hutchison
- It was approved by the Governors on: .....

# Teaching and learning

## Why 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 students with quality Internet access as part of their learning experience.
- Internet use is a part of the curriculum and a necessary tool for staff and pupils.
- The school Internet access is provided by Norfolk Children's Services and includes 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.
- Pupils will be educated in the effective use of the Internet
- Pupils will be shown how to publish and present information appropriately to a wider audience.

## Pupils will be taught how to evaluate Internet content

- The school will seek to 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.
- Pupils will be taught how to report unpleasant Internet content e.g. making it known to a member of staff as soon as possible, or reporting the content using a specific installed reporting function.

# **Managing Internet Access**

## **Information system security**

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

## **E-mail**

- Pupils and staff may only use approved e-mail accounts on the school system.
- 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.
- Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from pupils to external bodies is presented and controlled.

## **Published content and the school web site**

- 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.
- **S Gibbons and K.Hutchison** will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **Publishing photographs, images and work**

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. The school will look to seek to use group photographs rather than full-face photos of individual children.
- Pupils' full names will be avoided on the Web site or learning platform, as appropriate, including in blogs, forums or wikis, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs or images of pupils are published.
- Written permission from adults will be obtained before their names, photographs or images of themselves are published.
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

## **Social networking and personal publishing on the school learning platform**

- The school will control access to social networking sites, and consider how to educate pupils in their safe use e.g. use of passwords.
- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.
- Pupils must not place personal photos on any social network space provided in the school learning platform without permission.
- Pupils, parents and staff will be advised on the safe use of social network spaces
- Pupils will be advised to use nicknames and avatars when using social networking sites.

## **Managing filtering**

- The school will work in partnership with Norfolk Children's Services to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the nominated member of staff.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

## **Managing videoconferencing**

- Videoconferencing will use the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised 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.

## **Other devices**

- Mobile phones and associated cameras will not be used during lessons or formal school time except as part of an educational activity.
- The sending of abusive, offensive or inappropriate material is forbidden.
- Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care will be taken with their use within the school use.
- Staff should not share personal telephone numbers with pupils and parents. (A school phone will be provided for staff 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.

## **Policy Decisions**

### **Authorising Internet access**

- All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.
- Parents will be asked to sign and return a consent form.
- **Pupils must agree to comply with the Responsible Internet Use statement before being granted Internet access**
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' form before being allowed to access the Internet on the school site.

### **Assessing risks**

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Norfolk Children's Services can accept liability for the material accessed, or any consequences of Internet access.  
The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and 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 head teacher.
- Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

## **Community use of the Internet**

- All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.



## **Communications Policy**

### **Introducing the E-safety policy to pupils**

- Appropriate elements of the E-safety policy will be shared with pupils
- E-safety rules will be posted in all networked rooms.
- Pupils will be informed that network and Internet use will be monitored
- Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for pupils

### **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.
- Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

### **Enlisting parents' support**

- Parents' and carers attention will be drawn to the School E-safety Policy in newsletters, the school brochure and on the school web site.
- Parents and carers will from time to time be provided with additional information on E-safety.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

# Responsible Internet Use

## SCHOOL RULES

- The school has developed a set of guidelines for Internet use by pupils. These rules will be made available to pupils and kept under constant review. All members of staff are responsible for explaining the rules and their implications.
- All members of staff need to be aware of possible misuses and their responsibilities towards pupils.

### The following rules apply to all pupils:

- I will ask permission before entering any web site, unless my teacher has already approved that site
- I will only use my own login and password, which I will keep secret
- I will not look at or delete other people's files
- I will not bring disks/memory sticks/mobile phones into school without permission
- I will only e-mail people I know, or 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 sent by someone I do not know
- 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

## SANCTIONS

- Violations of the above rules will result in a temporary or permanent ban on Internet use
- Additional consequences may be added in line with existing Behaviour for Learning policy
- When applicable, police or local authorities may have to be involved