

E-safety policy

Initial policy

Reviewed October 2018

Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, at Freeman's we need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Core principles of E-safety

E-safety involves pupils, staff, governors and parents making best use of technology, information, training and this policy to create and maintain a safe online and ICT environment for Freeman's Academy. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

The resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information, which has sometimes not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times they will be able to move beyond these to sites unfamiliar to the teacher. There is therefore the possibility that a pupil may access unsuitable material either accidentally or deliberately.

Our e-safety Policy has been written by the school, following government guidance. It has been agreed by senior management and approved by governors.

Why is internet use important?

The Internet is an essential element for education, business and social interaction. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils, so the school has a duty to provide pupils with quality Internet access as part of their learning experience:

How will internet use enhance learning?

- The school Internet access will be designed expressly for educational use and will include filtering appropriate to the age of pupils.
- Pupils will be given clear objectives for Internet use and taught what use is acceptable and what is not.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- As part of the new Computing curriculum, all year groups have E-safety topics that focus on different elements of staying safe on line. These units include topics from how to use a search engine, digital footprints and cyber bullying.
- Pupils are taught in all lessons to be critically aware of the materials/content they access on-line and are guided to validate the accuracy of information

Authorised Internet Access

By explicitly authorising use of the school's Internet access pupils, staff, governors and parents are provided with information relating to e-safety and agree to its use:

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access and asked to sign and return a consent form for pupil access.
- Only authorised equipment, software and Internet access can be used within the school.

How will filtering be managed?

- The school will work in partnership with the School's broadband providers to ensure that the accessible content is age appropriate.

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. 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.

Internet

The Internet opens up new opportunities and is becoming an essential part of the everyday world for children: learning, homework and sharing are some of the legitimate

and beneficial uses. However, there are inappropriate and undesirable elements that must be managed:

- If staff or pupils discover unsuitable sites, the URL (address), time and content shall be reported to the teacher who will then report to the ICT co-ordinator, by recording the incident in an e-Safety Log, which will be stored in the ICT co-ordinator's classroom. The e-Safety Log will be reviewed termly by the ICT co-ordinator.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- The school will work to ensure filtering systems are as effective as possible. This filtering system is provided by the Broadband provider and is reviewed regularly to ensure that content is appropriate to the pupils.

E-mail

E-mail is a quick and easy method of communication, ensuring beneficial and appropriate usage is an important part of e-safety:

- Pupils 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.
- Whole class or group e-mail addresses should be used in school rather than individual addresses.
- Access in school to external personal e-mail accounts is not allowed.
- Chain letters, spam, advertising and all other emails from unknown sources will be deleted without opening or forwarding.
- Children will be taught about the safe use of emails within E-safety lessons throughout the school.

Security and passwords

Passwords should be changed regularly. Pupils and staff should never share passwords and staff must never let pupils use a staff logon.

- Children will be taught about the importance of keeping passwords safe.
- Children will be taught about creating safe passwords.

Social Networking:

Social networking Internet sites (such as, MySpace, Facebook) provide facilities to chat and exchange information online. This online world is very different from the real one with the temptation to say and do things beyond usual face-to-face contact.

- Use of social networking sites and newsgroups in the school, is not allowed and will be blocked/filtered.
- Pupils will be advised never to give out personal details of any kind that may identify themselves, other pupils, their school or location. This will also include not using personal photographs and videos.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Pupils will be encouraged to only interact with known friends, family and staff over the Internet and deny access to others.
- Parents, pupils and staff will be advised of the dangers of discussing pupils, staff or the school on social networking sites. The governors will consider taking legal action, where appropriate, to protect pupils and staff against cyber bullying and defamatory comments.

Reporting:

- All breaches of the e-safety policy need to be recorded in the E-Safety reporting book that is kept in the ICT co-ordinators classroom. The details of the user, date and incident should be reported.
- Incidents which may lead to child protection issues need to be passed on to one of the Designated Teachers immediately.
- Incidents which are not child protection issues, but may require intervention from the Principle (e.g. cyberbullying) should be reported to the Principle the same day.
- Allegations involving staff should be reported to the Principle. If the allegation is one of abuse then it should be handled according to the DFE document titled 'Dealing with allegations of abuse against teachers and other staff'.
- Evidence of incidents must be preserved and retained.

Mobile Phones

- Pupils are permitted to bring mobile phones onto the school site. These are to be handed into the school office at 8:45 and collected at the end of the day.
- Appropriate use of mobile phones will be taught to pupils as a part of their e-safety programme.
- The sending of abusive or inappropriate text messages is forbidden.
- Staff should always use the school phone to contact parents.

- Staff, including students and visitors, are not permitted to access or use their mobile phones within the classroom. All staff, visitors and volunteers should ensure that their phones are turned off and stored safely away during the teaching day.
- Staff may use their mobile phones in the staffroom/one of the school offices.
- On trips staff mobiles are used for emergency use only

Digital/Video Cameras/Photographs

Pictures, videos and sound are not directly connected to the Internet, but images are easily transferred.

- Pupils will not use digital cameras or video equipment at school unless specifically authorised by staff.
- Parents and carers are permitted to take photos/videos of their own children in school events. They are requested not to share photos/videos from school events on social networking sites if other pupils appear in the background.
- Staff should always use a school camera to capture images and should not use their personal devices.

Published Content and the School Website

The school website is a valuable source of information for parents and potential parents.

- Contact details on the Website will be the school address, e-mail and telephone number.
- Staff and pupils' personal information will not be published.
- Pupils' full names will not be used in association with photographs.
- Consent from parents will be obtained before photographs of pupils are published on the school Website.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.

Communication of Policy

Pupils:

- Pupils will be informed that Internet use will be monitored.
- Pupils will be informed of the importance of being safe on social networking sites. This will be strongly reinforced across all year groups during ICT lessons and all year groups look at different areas of E-safety.

Staff:

- All staff will be given the School e-safety Policy and its importance explained.

Parents:

- Parents' attention will be drawn to the School e-safety Policy in newsletters and on the school Website.