

# E-Safety Policy



E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's E-safety Policy will operate in conjunction with other policies including those for Safeguarding Children, Behaviour Anti-bullying and Acceptable Use.

## **Good Habits**

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband which includes the effective management of content filtering.

*Vale School acknowledge the assistance of Kent County Council and Sheffield Children and Young Peoples' Directorate in providing content in this document.*

## **School E-Safety Policy**

The school has appointed the IT Manager as E-Safety coordinator to work closely with the Designated Child Protection Officer.

### **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 the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

### **How does Internet Use Benefit Education?**

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DCSF; access to learning wherever and whenever convenient.

### **How can Internet Use Enhance Learning?**

- The school Internet access will be designed expressly for pupil use 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.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

### **Authorised Internet Access**

- The school will maintain a current record of all staff, governors, volunteers and pupils who are granted Internet access.
- Everyone must read and sign a User Agreement Form for Network and Internet Access before using any school ICT resource.
- Parents/Carers will be informed that pupils will be provided with appropriately supervised Internet access.
- Parents/Carers will be asked to sign and return a consent form for pupil access.

## **World Wide Web**

- If users discover unsuitable sites, the URL (address), time, content must be reported to the IT Manager who will escalate this to the ISP.
- School will ensure that the use of Internet derived materials by all 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.

## **Email**

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher/adult or the e-safety coordinator, if they receive any offensive e-mails.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations 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.

## **Social Networking**

- Social networking sites and newsgroups are blocked/filtered.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils should be advised not to place personal photos on any social network space.
- 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.

## **Filtering**

The school will work in partnership with the Internet Service Provider, to ensure filtering systems are as effective as possible. The school maintains its own firewall and has the provision to block any sites immediately.

## **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.
- Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff will be issued with a school phone where contact with pupils is required.

## **Published Content and the School Website**

- 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.
- The headteacher and ICT manager take overall editorial responsibility and ensure that content is accurate and appropriate.

## **Publishing Pupils' Images and Work**

- Pupils' full names will not be used anywhere on the Web site in association with photographs.

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website.
- Work can only be published with the permission of the parents or guardians.

## **Information System Security**

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

## **Protecting Personal Data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **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 West Sussex County Council can accept liability for the material accessed, or any consequences of Internet access.
- The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

## **Handling E-safety Complaints**

- Complaints of Internet misuse will be dealt with by a senior member of staff and the e-safety coordinator.
- 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 child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Potentially illegal issues will be referred to the police.

## **Monitoring**

- The ICT Manager is authorised on behalf of the headteacher to search and monitor the school's network for evidence of unacceptable use or material.

## **Communication of Policy**

### **Pupils**

- Rules for Internet access will be displayed in the school.
- Pupils will be informed that Internet use will be monitored.

### **Staff**

- 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.

### **Parents**

- Parents/Carers attention will be drawn to the school E-Safety Policy in newsletters, the school's prospectus and on the school's website.

## **Appendices**

A hard copy of the following appendix's are all held centrally

- Flowchart for Responding to E-Safety Incidents – Appendix A
- First School E-Safety Rules Poster – Appendix B
- Middle School E-Safety Rules Poster – Appendix C
- Staff Acceptable Use Policy – Appendix D