# Horspath C of E Primary School

## E-SAFETY POLICY

Horspath C of E Primary School values and supports all its members as individuals. It is a happy, welcoming and safe environment which promotes learning and self-confidence. We are:

- A school where children thrive, learning skills and values that will guide them their whole lives.
- A church school that underpins teaching, learning and daily school life with the Christian values of forgiveness, respect for others, truth and a sense of accountability.
- A school where all children have the best that the school community can give them so that they are challenged and inspired to achieve their full potential.
- A school that encourages work and play across the age range so that children and staff know everyone in the school community.
- A school that is a key member of our local community.

Our E-Safety Policy has been written by the school using guidance produced by Oxfordshire County Council.

## Teaching and learning

- The purpose of Internet use at Horspath CofE Primary 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 business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- 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.
- Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.
- Safety on the internet will be taught and reinforced across the curriculum not just in computing lessons

### Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- 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 with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with the CSA and DfES;
- access to learning wherever and whenever convenient.

### The Internet enhancing learning

- 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 the 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

## Evaluating Internet content.

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- The school should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- The evaluation of on-line materials is a part of every subject.

## Managing Internet Access

- The security of the school's ICT systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The IT co-ordinator / network manager will review system capacity regularly.

### Rules for Keeping Safe
**These are reinforced through the following:**
- Pupils sign an acceptable use agreement and this is also communicated to parents who we hope will reinforce the messages at home.
- Pupils are helped to understand the student acceptable use policy and school rules for online safety and encouraged to act accordingly.
- All classes have online safety rules displayed in their classroom and staff regularly refer to these, for example, during activities where children are searching the internet for information. Rules are also displayed in other areas where ICT is used.
- Staff act as good role models in their own use of ICT.
- Staff are aware that there may be some children that are more vulnerable than others to being approached online and endeavour to ensure that these children understand the issues involved.
- Online behaviour is dealt with in accordance with our behaviour policy. There are sanctions and rewards in place for this. Education – parents / carers
- We encourage pupils to be SMART http://www.kidsmart.org.uk/beingsmart/
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## Use of Email

- Pupils must not reveal personal details of themselves or others in e-mail communication or arrange to meet anyone without specific permission.
- Excessive social e-mail use can interfere with learning and may be restricted.
- The forwarding of chain letters is not permitted.

## Published Content - Website

- The contact details on the Web site should be the school's address, e-mail and telephone number. Staff or pupil's personal information will not be published.

- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications including respect for intellectual property rights and copyright.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Parents/carers will sign the relevant forms provided if they do not want photographs of pupils published on the school's Website.

## Social networking and personal publishing

- Horspath School has a Service Level agreement with 123ICT School's Broadband to block/filter access to social networking sites.
- Pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, academy, IM address, e-mail address, names of friends, specific interests and clubs etc.
- Pupils are advised not to place personal photos on any social network space. They consider how public the information is and consider using private areas. Advice is given regarding background detail in a photograph which could identify the student or his/her location e.g. house number, street name, academy, shopping centre.
- Teachers will not to run social network spaces for students on a personal basis or to be in contact with parents from the school on social network sites.
- Horspath School is aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.
- The school will work in partnership with parents, the CSA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation.

## Emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in academy is allowed.
- Mobile phones will not be used during lessons or school time.

## Personal data

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

## Internet Access

- The school will keep a 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.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly

supervised access to specific, approved on-line materials.

## Risk Assessment

• 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 an academy computer. Whilst ever precaution is taken, the school cannot accept liability for the material accessed, or any consequences of Internet access. If a pupil accesses an inappropriate site it will be reported and blocked.

• Methods to identify, assess and minimise risks will be reviewed regularly.

• The headteacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

## 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.

## Internet used across the community

• The school will be sensitive to Internet related issues experienced by pupils out of academy, e.g. social networking sites, and offer appropriate advice.

## Communications Policy

• Rules for Internet access will be posted in all networked rooms.
• Pupils will be informed that Internet use will be monitored.
• Instruction in responsible and safe use should regularly precede Internet access.
• A module on responsible Internet use will be included in the PSHE or ICT programmes covering both school and home use.
• All pupils read, accept and sign our E Safety Academy agreement.

## Employees

• All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in academy.
• 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 development in safe and responsible Internet use and on the school's e-Safety Policy will be provided as required.

## Parental Support

• Parents' attention will be drawn to the school E Safety Policy in newsletters and on the school Web site.

**Useful sites**

https://www.ceop.police.uk/safety-centre/

http://www.kidsmart.org.uk/beingsmart/

https://www.thinkuknow.co.uk/


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