

# Ashmole Primary School



## E Safety Policy

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# E Safety Policy

## 1 WRITING AND REVIEWING THE E-SAFETY POLICY

- Our e-Safety Policy has been written by the school, following government and LGFL 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 advised by:
- It was approved by the Governors on:

## 2 AREAS OF RISK FOR OUR SCHOOL COMMUNITY

### Content

- exposure to inappropriate content, including online pornography, hate promotion, ignoring age rated content
- content validation: how to check authenticity and accuracy of online content

### Contact

- grooming
- online bullying in all forms

### Conduct

- privacy issues, including disclosure of personal information
- digital footprint and online reputation

## 3 MANAGING INTERNET ACCESS

### **Managing filtering**

- The school has filtered Internet access through the London Grid For Learning
- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator so that unsuitable sites can be blocked using the LGFL urladmin tool.

### **Social networking and personal publishing**

- The school will block/filter access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

## 4 PUBLISHED CONTENT

### **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 Staff or pupils' personal information will not be published
- The head of school will take overall editorial responsibility and ensure that content is accurate and appropriate

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website; **permission will also be sought from children themselves**
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified
- Pupils' full names will not be used anywhere on the school web site or, particularly in association with photographs

## **5 MOBILE PHONES AND DEVICES**

- Student mobile phones which are brought into school must be handed in at reception upon arrival
- Mobile phones will not be used during lessons or formal school time
- The sending of abusive or inappropriate text messages is forbidden
- Staff should use the office phone where contact with pupils or their parents is required
- Staff recording images, video and audio on any mobile phone or device is to be avoided; if this occurs, content must be transferred to the school network and removed from the device before the staff member leaves the school on that day with that device
- The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.

## **6 E-MAIL**

- The school will communicate with the staff via LGFL Staff Mail
- E-mails 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
- Pupils should use LGFL Pupil Mail Email. By default it is turned off
- Teachers are expected to monitor the use of Pupil Mail when used

## **7 POLICY DECISIONS**

### **Authorising Internet access**

- All staff and pupils must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource
- The school will keep an up to date record of all staff and pupils who are granted Internet access
- The Head of School reserves the right to refuse network access to any member of staff or pupil who breaches the Acceptable Use ICT policy

### **Assessing risks**

- 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. The school will not accept liability for material accessed, or any consequences of Internet access

### **Network system security**

- The school's ICT security will be reviewed regularly with the Computing Subject leader and IT Technician
- Sophos virus protection is updated regularly on all networked PCs

### Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by the E Safety Lead Officer
- Any complaint about staff misuse must be referred to the Head of School
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures

### Failure to Comply

- Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by the Head of School and E Safety Lead Officer

## 8. COMMUNICATION OF POLICY

### Pupils

- IN DEVELOPMENT - E-safety rules will be posted around the school and discussed with the pupils throughout the year
- Pupils will be informed that network and Internet use will be monitored
- E Safety planning is available to all staff to provide ideas for E Safety lesson activities
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy
- IN DEVELOPMENT - The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law

### 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' attention will be drawn to the School e-Safety Policy in presentations, newsletters, and the school brochure and on the school Web site
- If necessary parents will be approached individually if the school has any concerns regarding a pupil's use of the internet

## 9. UN RIGHTS OF THE CHILD - RIGHTS RESPECTING ARTICLES

As part of our commitment to be a Rights Respecting School our E-Safety Policy underpins the following articles. Identified areas of risk and related policy guidelines support these two articles.

**Article 16 (Right to privacy):** *Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.*

**Article 17 (Access to information; mass media):** *Children have the right to get information that is important to their health and well-being. Governments should encourage mass media – radio, television, newspapers and Internet content sources – to provide information that children can understand and to not promote materials that could harm children. Mass media should particularly be encouraged to supply information in languages that minority and indigenous children can understand. Children should also have access to children's books.*

**STAFF ACCEPTABLE USE AGREEMENT/CODE OF CONDUCT**

This agreement document is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT in school and as part of the professional role. All staff are expected to sign this agreement document and adhere at all times to its contents. Any concerns or clarification should be discussed with the School's eSafety coordinator.

- I will only use the school's email / Internet / Network and any related technologies for professional purposes or for uses deemed 'reasonable by the Head of School / Governing Body.
- I will not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download or upload or send material that could be considered offensive or illegal.
- Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer/**child**
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Head of School
- I will respect copyright and intellectual property rights
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies

**User Signature**

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature .....

Date .....

Full Name .....