

Grange Community Junior School



E-Safety Policy

Ratified: June 2015

Signed:

Review: June 2018

Introduction

The Internet is now regarded as an essential resource to support teaching and learning. The curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail and mobile learning, such as phones and touch screen tablet devices. Computer skills are vital to access life-long learning and employment; indeed Computing is now seen as an essential life-skill. Young people have access to the Internet from many places, home, school, friends' homes, libraries and in many cases mobile phones. Schools have a number of services to help ensure that curriculum use is safe and appropriate. However, access out of school does not usually have these services and has a range of risks associated with its use. Schools are ideally placed to help young people learn to become e-safe. This policy is designed to ensure safe internet use by pupils in school, but also while on-line at home etc.

1. Core Principles of Internet Safety

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies such as mobile phones.

There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

2. Why is Internet use important?

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, well-being and to support the professional work of staff and to enhance the school's management information and business administration systems.

3. 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 learn appropriate Internet use and be given clear objectives for Internet use.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

4. How will Internet access be authorised?

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. Parents will be informed that pupils will be provided with supervised Internet access.

5. How will filtering be managed?

The school's ISP (Internet Service Provider) is Hampshire County Council This provider has a filtering cache system to prevent primary-aged children from viewing inappropriate material.. It constantly updates its list of unsuitable sites.

If staff or pupils discover unsuitable or illegal sites, the URL (address) and content must be reported to the ICT co-ordinator. Parents of the children involved will be notified immediately.

6. 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. Neither the school nor the LA can accept liability for the material accessed, or any consequences of Internet access.

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

7. Managing Content

7.1 How will pupils learn to evaluate Internet content?

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT manager who can block the site. Schools should ensure that staff and pupils are aware that the use of internet derived materials should comply with current copyright laws and fair user policy.

Specific lessons will be included within the Computing Scheme of Work that teaches all pupils how to read for information from web resources.

7.2 How should website content be managed?

The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.

Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified by name unless agreed.

Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

8. Communication

8.1 Managing e-mail

Pupils may only use approved e-mail accounts on the school system and these can only email within the establishment.

Pupils must immediately tell a teacher if they receive offensive e-mail.

Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone. .

8.2 On-line communications and social networking

Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.

Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

Pupils will be advised to use nicknames and avatars when using social networking sites as part of the e safety programme.

8.3 Mobile technologies

Appropriate use of mobile phones will be taught to pupils as part of their e-safety programme.

Pupil mobile phones are not permitted within the school.

Emerging technologies will be examined for educational benefit before use in school is allowed.

9. Introducing the Policy to Pupils

Rules for Internet access will be posted around the school.

A module on responsible Internet use and e-safety will be included in the curriculum covering both school and home use. This will include the necessity of keeping personal information safe, how to use mobile technologies appropriately and using online communication appropriately.

Instruction on responsible and safe use should precede Internet access.

Pupils will be informed that Internet use will be monitored.

10. Parents and E-Safety

Regular information will be provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and home.

Internet issues will be handled sensitively to inform parents without undue alarm.

A partnership approach with parents will be encouraged. This could include practical sessions and suggestions for safe Internet use at home.

All parents will receive support information as and when available.

11. Staff and their inclusion in the E-safety Policy

All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.

Staff development in safe and responsible Internet use and on the school Internet policy will be provided as required.

12. How will complaints be handled?

Responsibility for handling incidents will be delegated to a senior member of staff.

Any complaint about staff misuse must be referred to a senior member of staff.

Parents and pupils will need to work in partnership with staff to resolve issues.

There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.