

Bolsover Infant and Nursery School

E-safety Policy



This Policy has been written in accordance with the wishes of staff, children and Governors of Bolsover Infants and Nursery School.

Date Agreed.....

Signed.....

Bolsover Infant and Nursery School E-Safety Policy

This policy is to be used in conjunction with the school's policy for acceptable use of ICT within the ICT policy.

What is E-safety?

E-safety encompasses Internet technologies and electronic communications such as mobile phones, games consoles, wireless connectivity, websites as well as collaboration tools and personal publishing. It highlights the need to educate pupils and parents about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

Effective Practice in E-safety

E-safety depends of effective practise in the following areas:

- Education for responsible ICT use by staff, parents and pupils
- A comprehensive, agreed and implemented E-safety policy
- Secure, filtered broadband maintained by Mercury
- A school network that complies with the National Educational Network standards and specifications.

What are the school responsibilities for E-safety?

The school has an appointed E-safety coordinator and this will be the designated child protection co-ordinator as the roles overlap. In our school this will be the Head teacher.

The E-safety co-ordinator along with the ICT co-ordinator will maintain the E-safety policy, manage E-safety training and keep abreast of local and national E-safety awareness campaigns.

Schools should audit their filtering systems regularly to ensure that appropriate websites are blocked.

To ensure that pupils and staff are adhering to the policy, any incidents of possible misuse will be investigated.

E-safety will be embedded into the curriculum to ensure that every pupil has been educated about safe and responsible internet use. Pupils and staff need to know the procedures for reporting a problem.

All staff must read and sign the 'Code of conduct' (See appendix 1)

Parents should sign and return the E-safety consent form (In admissions policy)

The E-safety policy should be available to all staff, governors, parents and visitors.

Teaching and learning

Why Internet and digital communications are important

- 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.

- Internet use is a part of the curriculum and a necessary tool for staff and pupils.
- The school Internet access is provided by Mercury and includes filtering appropriate to the age of pupils.
- Pupils need to be taught what Internet use is acceptable and what is not and given clear objectives for Internet use within the E-safety elements of the ICT scheme of work.
- 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 functions.
- Pupils need to be educated in the effective, safe and secure use of the Internet.
- Pupils need to be shown how to publish and present information appropriately to a wider audience as appropriate.

How does internet use benefit education?

- Access to worldwide educational resources including museums and Art galleries
- Educational and cultural experiences between pupils world wide
- Vocational, social and leisure use in Libraries, clubs and at home
- Access to experts in many fields for pupils and staff
- Professional developments 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 data with the DCSF and Derbyshire local authority
- Access to learning wherever and whenever convenient

Pupils will be taught how to evaluate Internet content

- Internet access is planned by teaching staff to enrich and extend learning opportunities.
- Pupils will be monitored by staff whilst accessing the school network and will be supervised whilst using specific, approved on-line materials.
- Pupils will be taught what internet use is acceptable and what is not and will be given clear objectives for safe internet use at an appropriate level for their age (See ICT scheme of work)
- Older pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation through restricted search engines such as ESPRESSO and BBC schools.
- Pupils will be taught how to report unpleasant Internet content through the E-safety Scheme of work.
- Image searches will not be used by pupils.

Managing Internet Access

Information system security

- Mercury security will be reviewed regularly
- Virus protection will be updated regularly by Mercury
- Security strategies will be discussed with the Local Authority.
- The school network and the administration network are not linked together to ensure data protection
- Access to the school server is restricted to designated staff with a username and password system
- Workstations and laptops are secured through a class username and password system

E-mail

Whole class or group email addresses are to be used in our school provided by Mercury

All emails written will be overseen by the class teacher to ensure appropriate content and control

All emails will be opened by the class teacher before the children have sight in a lesson to ensure appropriate content and control.

Published content and the 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.

Fiona Cowan/Laura Cancellara along with A+ websites will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing photographs, images and work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. The school will seek to use group photographs rather than full-face photos of individual children.
- Pupils' full names will be avoided on the Website, as appropriate, including in blogs, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs or images of pupils are published
- Permission from adults will be obtained before their names, photographs or images of themselves are published
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories
- Staff will not keep images of children on personal devices e.g. memory sticks, or use them for any use other than in school.

Social networking and personal publishing on the school website

- The school will control access to social networking sites, and consider how to educate pupils in their safe use e.g. use of passwords again through the E-Safety scheme of work.
- Newsgroups will be blocked unless a specific use is approved.
- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.
- Pupils, parents and staff through our e-safety information will be advised that social networking sites such as Facebook, Bebo, twitter and chat rooms outside school can pose a variety of dangers for Primary age children.
- Pupils will be advised to use nicknames and avatars when using social networking sites as appropriate for the age of the children

Managing filtering

- The school will work in partnership with the Local Authority to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to Mercury immediately.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

What are the procedures for responding to an incident of concern?

Pupils

Internet use in school is closely monitored and supervised by staff but there is always an element of risk. Even the most innocent search can occasionally turn up in links to inappropriate content and for young children the greatest risk is inadvertent access through clicking on link buttons. Our approach to the children is simple.

“If you see something you don’t like or understand, **push the button** on the monitor to **make it go away** and **tell a grown up straight away**”

As part of our E-safety curriculum the school makes use of ‘Think you know E-safety materials for 5-7 year olds.

The incident will be reported straight away to the E-safety co-ordinator and appropriate action taken immediately. This may involve the teacher talking to the child and reassuring them and speaking to parents regarding the incident to ensure the incident is dealt with appropriately for their child. The LA/police may need to be informed depending on the nature of the incident.

Staff

If staff receive an e-mail or visit an internet site that contains unacceptable material they must inform the E-safety co-ordinator immediately.

The E-safety co-ordinator will then decide on appropriate action. They will follow safeguarding procedures and inform the LA and police as necessary.

Staff will be asked to provide details relating to the incident and an explanation of how it occurred to assist the investigation.

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.
- The senior leadership team should note that technologies such as mobile phones with wireless internet access can by-pass school filtering systems and present a new route to undesirable material and communications.
- Mobile phones will not be used during lessons or during formal school time. The sending of abusive or inappropriate text message or files by Bluetooth or any other means is forbidden.
- The school should investigate the use of any wireless, infra-red and Bluetooth technologies as and when appropriate.
- Staff are to use the school telephone where contact with pupils or a parent is required and not their own personal mobile phone.
- The 'teachers2parents' texting service is now in place and is currently only used by the administration team and senior managers.

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 the local authority can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective
- The policy will be reviewed with Governors as and when necessary and as part of our updating policies cycle.

Handling 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 head teacher.
- Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.

- Pupils and parents will be informed of consequences for pupils misusing the Internet.

Community use of the Internet

- All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.

Communications Policy

Introducing the E-safety policy to pupils

There is an assumption that children have both understanding and application of 'safety'. Pupils need to understand that rules given to them must be followed. Pupils need to learn e-safety rules in a way that does not frighten them and which gives them confidence to know what to do in certain situations.

There are certain aspects of e-safety which are particularly challenging for young pupils and children with additional educational needs. Pupils will clearly have individual needs that will present a range of issues when teaching e-safety but some common issues may be:

- They may still be developing their social understanding of safety.
- They are likely to find it hard to apply the same rules in different situations.
- Most safety principles rely on children being able to explain what happened or ask for help.
- Some children may have poor recall and difficulties with learning through experience.
- To overcome these factors, our teaching staff will differentiate the e-safety lessons to ensure that individual children's needs are met. This may include adult support for children whilst using the computer, working in pairs and even e-safety away from the computer.

- Appropriate elements of the E-safety policy will be shared with pupils
- E-safety rules will be discussed within the scheme of work and will be displayed appropriately

Staff and the E-safety policy

- 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 who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

- Parents' and carers' attention will be drawn to the School E-safety Policy in newsletters, the school brochure and on the school web site.

- Parents and carers will from time to time be provided with additional information on E-safety.
- The school will ask all new parents to sign the Responsible Internet use parent /pupil agreement when they register their child with the school.
- Parents and carers will be reminded that they must not publish any images or comments of performances and other community events on social network sites before and after each event.

This policy should be read in conjunction with the Schools Safeguarding Policy and Acceptable use of ICT policy.

November 2014

Appendix 1:

Bolsover Infant and Nursery School's Staff, Governor and Visitor E-Safety Code of Conduct

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all adult users are aware of their responsibilities when using any form of ICT. All such users are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Fiona Cowan/ Laura Cancellara

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it is an offence to use a school ICT system and equipment for any purpose not permitted by its owner.
- I will only use the school's email / Internet / Intranet / Website and any related technologies for uses permitted by the Head or Governing Body.
- I will comply with the ICT security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activity carried out under my username
- I will ensure that all school generated electronic communications are appropriate and compatible with my role.
- I will only use the approved, secure email system(s) for any school business
- I will ensure that all data is kept secure and is used appropriately and as authorised by the Head teacher or Governing Body. If in doubt I will seek clarification. This includes taking data off site.
- At school, I will not install any hardware or software without the permission of Mercury/ Fiona Cowan
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images will only be taken, stored and used for purposes in line with school policy and with written consent of the parent, carer or adult subject. Images will not be distributed outside the school network/learning platform without the consent of the subject or of the parent/carers, and the permission of the Head teacher.
- I understand that my permitted use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.

- I will respect copyright and intellectual property rights.
- I will not jeopardise the safety or wellbeing of any child or adult in the school through my use of ICT.
- I will report any incidents of concern regarding children's safety to the Head teacher. (Fiona Cowan)

User Signature

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

Full name:.....(printed)

Role:.....

Signature:.....**Date:**.....