



## **E-Safety Policy**

### **The purpose of the e-safety policy**

The purpose of this policy is to ensure that all staff, parents, governors and children understand and agree the school's approach to e-safety. The policy relates to other policies including Acceptable User Agreement, Bullying, Model Child Protection and Safeguarding and Health and Safety.

### **Writing and reviewing the e-safety policy**

The school will appoint an e-Safety Coordinator who will work closely with the Designated Child Protection Coordinator as the roles overlap.

The e-Safety Policy and its implementation will be reviewed annually.

### **Internet use will enhance learning**

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Pupils will be educated in the effective use of research, including evaluating the reliability of information.

### **Pupils will be taught how to evaluate Internet content**

Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

### **Managing Internet Access**

#### **Information system security**

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

### **The school web site**

The contact details on the web site should be the school address, email and telephone number. Staff or pupils' personal information will not be published.

The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **Kidblog**

The blogging site is used by KS2 pupils only.

Settings are saved so that teachers have to 'approve' blog posts and comments by children before they can be seen by other children in the class.

Settings are such that children's posts and comments are shared with their teacher and classmates only.

Children are allowed to change their avatar, but they are not to use photographs of themselves.

The importance of keeping passwords safe is made clear by teachers during the introduction to Kidblog and profiles will be frozen/ removed if children break the rules.

The e-Safety Co-ordinator will monitor Kidblog use for every class to ensure posts, comments and avatars are appropriate and that children are following the rules.

## **Publishing pupil's images and work**

Photographs that include pupils will be selected carefully.

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

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

## **Managing filtering**

The school will work with the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Co ordinator and ICT technician.

## **Handling e-safety complaints**

The Headteacher will deal with complaints of Internet misuse.

Complaints of a child protection nature must be dealt with in accordance with school Child Protection Procedures.

## **Community use of the Internet**

All use of the internet connection by community and other organisations shall be in accordance with the e-safety policy.

### **Introducing the e-safety policy to pupils**

E-safety rules will be discussed with the pupils at the start of each year.

E-safety posters will be posted next to all computers within classrooms and in a prominent place in the ICT suite, so that all users can see them.

The children receive e-safety lessons and are constantly reminded of online safety.

### **Staff and the e-Safety policy**

All staff will have access to the School e-safety policy and its importance explained.

### **Enlisting parent's support**

Parent's attention will be drawn to the School e-safety policy in newsletters and in conversations.

If using the Internet at home:

- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils must be made aware of how they can report abuse and who they should report abuse to.
- Pupils should be taught the reason why personal photos should not be posted on any social network space without considering how the photo could be used now or in the future.
- Pupils should be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications.
- Pupils should only invite known friends and deny access to others.

**Written by:** Lucy Andrews (Computing leader)

**Agreed: Curriculum and Pupil Support Cttee 3/11/15**

**Signed:** ..... (Chair)

**Review date:** 1 November 2016; 7 November 2017