John of Gaunt Infant and Nursery School

E-Safety and Internet Policy

The E-safety Policy is part of the School Improvement Development Plan and relates to other policies including those for Anti-bullying, Safeguarding and Child Protection, Behaviour for Learning and Equality

➢ The member of staff who has an overview of E-safety is: F Chant, Senior Designated Professional (SDP) and K Sweeney.

➢ Our E-safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by senior management and approved by governors.

➢ The E-safety Policy and its implementation will be reviewed annually.

Teaching and learning

Why Internet and digital communications are important

The purpose of Internet use in school is to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems. Benefits of using the Internet in education include:

➢ Access to world-wide educational resources.

➢ Educational and cultural exchanges between pupils world-wide.

➢ Cultural, vocational, social and leisure use in libraries, clubs and at home.

➢ Access to experts in many fields for pupils and staff.

➢ Staff professional development through access to national developments, educational materials and good curriculum practice.

➢ Communication with support services, professional associations and colleagues.

➢ Improved access to technical support including remote management of networks.

➢ Exchange of curriculum and administration data with the LA and DfES.

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. Consequently, in delivering the curriculum teachers need to plan to integrate the use of communications technology such as web-based resources to enrich and extend learning activities. Effective and safe internet use is an essential life-skill for all pupils to master.

> ➢ 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 Norfolk Children's Services and includes filtering appropriate to the age of 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 the Internet

> ➢ Pupils will be shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content

> ➢ The school will seek to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

> ➢ If suitable, pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

> ➢ Pupils will be taught how to report unpleasant Internet content e.g. making it known to a member of staff as soon as possible, or reporting the content using a specific installed reporting function.

Managing Internet Access

Information system security

- ➤ School ICT systems' security will be reviewed regularly.

- ➤ Virus protection will be updated regularly.

- ➤ Security strategies will be discussed with the Local Authority.

E-mail

- ➤ Pupils, Staff and Governors may only use approved e-mail accounts on the school system.

- ➤ Pupils must not use e-mail in school unless it is within a specific taught lesson and under the supervision of the teacher.

- ➤ Pupils must not reveal personal details of themselves or others in any on-line communication.

- ➤ Staff to pupil communication must only take place via the school learning platform and will be monitored.

- ➤ Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

Published content and the school web site

- ➢ The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.

- ➢ *Fiona Chant and Kate Sweeney* will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing photographs, images and work

- ➢ On the school website, photographs that include pupils will be selected carefully.

- ➢ Pupils' full names will not be on the website particularly in association with photographs.

- ➢ Written permission from parents or carers will be obtained before photographs or images of pupils are published.

- ➢ Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

- ➢ Ipads may be used to record and share images of work produced by the children, but this will be deleted at the end of day.

- ➢ Mobile phones may not be used to record images/videos of children.

- ➢ Any visitors to the school will only be allowed to use their own photographic equipment with the specific permission of the Head Teacher.

- ➢ When allowed to do so, parents visiting the school, for example to watch school plays, are permitted to take photographs/videos, but on the understanding that they are for their own personal use.

Social networking and personal publishing on the school learning platform

➢ Pupils have access to the school Learning Platform but school will not allow access to other social networking sites. The school will give appropriate advice and educate pupils in the safe use of passwords.

➢ All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.

➢ Pupils must not place personal photos on the school learning platform without permission.

➢ Pupils, parents and staff will have the opportunity to be advised on the safe use of the internet including social networking.

➢ Staff will use personal social networking accounts responsibly and in a professional way.

➢ Pupils will be advised to use nicknames and avatars if and when appropriate.

Managing filtering

➢ The school will work in partnership with Norfolk Children's Services 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 the nominated member of staff.

➢ The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

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.

Other devices

➢ Mobile phones and associated cameras will not be used during lessons or formal school time except as part of an educational activity.

➢ The sending of abusive, offensive or inappropriate material is forbidden.

➢ Staff should not share personal telephone numbers with pupils and parents. (A school phone will be provided for staff where contact with pupils is required).

Protecting personal data

➢ Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions

Authorising Internet access

➢ All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.

➢ Parents of new pupils will be asked to sign and return a consent form.

➢ Pupils in Key Stage 1 agree to comply with 'Responsible Internet Use'. This is incorporated into 'Our Computer Club Rules' (Appendix 1)

➢ Pupils in Foundation Stage will not be allowed unsupervised access to the internet on the classroom computers.

➢ Any visitor, not directly employed by the school, will be asked to sign an 'acceptable use of school ICT resources' form before being allowed to access the Internet on the school site.

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 Norfolk Children's Services 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.

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

➤ Appropriate elements of the E-safety policy will be shared with pupils.

➤ E-safety advice and 'Our Computer Club Rules' will be posted in all networked rooms.

➤ Pupils will be informed that network and Internet use will be monitored.

➤ Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for pupils.

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 parent agreement when they register their child with the school.

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Responsible Internet Use

The following rules apply to all pupils:

- I will ask permission before entering any web site, unless my teacher has already approved that site.
- I will only use my own login and password, which I will keep secret.
- I will not look at or delete other people's files.
- I will not bring disks/memory sticks/mobile phones into school without permission.
- I will only e-mail if required as part of a taught lesson.
- Any messages including those posted on the Learning Platform will be polite and sensible.
- When sending any messages on-line I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment.
- I will not use Internet chat rooms.
- If I see anything that I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor any Internet sites that I visit.

- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

  These general rules and some others have been put into child-friendly terms in 'Our Computer Club Rules' which KS1 children sign up to at the start of each academic year - see Appendix 1.

Sanctions

➢ Violations of the above rules will result in a temporary or permanent ban on Internet use.

➢ Additional consequences may be added in line with existing 'Behaviour for Learning' policy.

➢ When applicable, police or local authorities may have to be involved.