Online Safety Policy

St. Lawrence CE (VA) Primary School

With

Little Lawrence's

Napton

Revised

September 2015

At St. Lawrence Primary School we believe that a good E-Safety curriculum is vital for the protection and safeguarding of all members of our school community in this growing digital world.

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

The school's e-safety policy operates in conjunction with other policies including Behaviour, Anti-Bullying, Safeguarding, Computing, Data Protection, Child Protection and PSHE.

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.

- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.

- Safe and secure broadband from the Warwickshire Broadband including the effective management of Websense filtering and Policy Central monitoring.

- National Education Network standards and specifications.

- Training to meet awareness and needs of emerging technologies

Teaching and learning
Why Internet use is 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 statutory curriculum and a necessary tool for staff and pupils.

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 pupils.

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

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

- Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity and educate them in the effective use of the Internet.

Pupils will be taught how to evaluate Internet content
- If staff or pupils discover unsuitable sites, the URL (address), time, date and content is reported to the filtering company to block the site.

- Older pupils are 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
- The security of the school information systems will be reviewed regularly.

- Virus protection is installed and updated regularly.

E-mail
- Pupils may only use approved school e-mail

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

- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

- Use of words included in the Policy Central 'banned' list will be detected and logged

- E-mail sent to an external organisation 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

Mobile Phone Usage Staff:
- All mobile phones will be left off-site or stored in the locked cabinet in the staffroom, turned off or set to silent during the school working day.

Mobile Phone Usage pupils:
- Pupils are not allowed to use mobile phones in school.

- Should children need a mobile for security when walking to and from school, they are asked to hand them into the office at the beginning of the day and collect at the end of the school day.

- The sending of abusive or inappropriate text messages is forbidden.

Tablets and Hand held devices.
- Any use of these devices in school by children should be monitored vigorously.

- Staff should not use personal equipment for taking photos/videos of children in school without prior consent from the SLT.

Published content and the school website
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified unless we have parental permission.
- Pupils' full names will not be used anywhere on the Website, particularly in association with photographs.
- All Class teachers have an updated list annually with parental permissions.

Social networking and personal publishing
- Social networking sites and newsgroups will be blocked in school unless a specific use is approved.
- Pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, IM address, e-mail address, names of friends, specific interests and clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for primary aged pupils.
- Parents may require additional support in advising their child of acceptable use.
- Children should not have Facebook Accounts or similar as they are under the age permitted. Parents and Staff should not make negative or offensive comments on such sites.

Protecting personal data
The school fully complies with the data protection act 1998.

Policy Decisions
Authorising Internet access
- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the acceptable ICT use agreement, 'E-Safety Agreement Form for School Staff', before using any school ICT resource.
  Office Staff to ensure this is completed when a new member of staff is appointed.

- At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.

    Assessing risks
- 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 WCC can accept liability for the material accessed, or any consequences of Internet access.

- The Headteacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

Handling e-safety complaints :

Complaints of Internet misuse will be dealt with either by a member of the E-safety team or a designated Child Protection Officer.

- Any incidents will be recorded and dealt with by the appropriate staff member.

- Any complaint about staff misuse must be referred to the Headteacher.

- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

- Pupils and parents will be informed of the complaints procedure.

Misuse of the internet could result in one or more of the following:
- interview/counselling by Headteacher.
- informing parents or carers
- removal of Internet or computer access for a period.

Community use of the Internet
- The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, use of mobile phones and offer appropriate advice and support.

Communications Policy
Introducing the e-safety policy to pupils
- Rules for Internet access will be posted in all networked rooms.

- Pupils will be informed that their Internet use will be monitored.

- All staff must raise the awareness and importance of safe and responsible internet use.

- Ongoing age appropriate safer internet use teaching.
- All children will read/be made aware and sign the user agreement.

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 using Policy Central.
- All staff will have read and signed the user agreement.

Facebook and other Social Networking Sites
All Staff must take a responsible and professional attitude if using any social networking site e.g. Facebook.
- Care must be taken with any comments made about the school or its members.
- Links between adults and pupils should NOT be made.
- Inappropriate use by Staff or Pupils will result in sanctions being taken.
- Parents should also be made aware of their responsibilities through Newsletters and on the School Website.
- If an incident occurs and staff are 'friends' with the parents involved, on any social networking sites, the member of staff will inform the school.

Enlisting parents' support
- Parents' attention will be drawn to the School e-Safety Policy in newsletters, on the school Website and in the school prospectus.
- All Parents will be updated about Appropriate Websites for Learning through newsletters with at least once a term updates or where situations arise.
- Annual internet safer awareness day.
- e- Safety letters sent out periodically.
- Safer internet use drop in sessions for parents organised.
- Information through displays.