



Bidbury Infant School

E-Safety Policy

Rationale

At Bidbury Infant School we believe that e-learning supports wider learning and life long learning skills. We also believe that in order to access e-learning all pupils and staff need to access and use it safely and responsibly.

We believe that ICT is a fundamental way of developing people's capacity to enhance and support learning. We want to enable both staff and children to use ICT safely and responsibly whilst developing their skills.

Purpose of Policy

- To identify the need for and aims of E-safety at Bidbury Infant School.
- To highlight the importance of accessing and using the internet safely and responsibly
- To ensure common practice throughout the school and the development of common, agreed protocols

Aims/Principles

- Enable children to become responsible and safe users of e-learning
- Use ICT as a safe tool to support learning, teaching and management across the school

Overview

At Bidbury Infant School e-safety encompasses all internet technologies and electronic communications. These include using websites, e-mail, online games and learning platforms.

E-safety depends on effective practice at a number of levels

- Responsible ICT use by staff and pupils
- Sound implementation of e-safety policy in both curriculum and administration
- Safe and secure broadband from Hampshire County Council

- All staff will be given the school E-safety Policy, its importance and their roles and responsibilities explained
- Pupils access to the internet will be under adults supervision at all times
- E-safety rules will be posted in each year group ICT area and will be discussed with the pupils at the start of each term.
- Everyone will be made aware that Internet traffic can be monitored and traced to the individual user
- Pupils will be informed that network and Internet use will be monitored.
- Parents' attention will be drawn to the School e-Safety Policy
- Parents will be asked to sign and return a Internet access consent form and use of photographs consent form
- All staff will be asked to read and sign the Safe Use of ICT agreement
- 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 Hampshire County Council can accept liability for the material accessed, or any consequences of Internet access.
- Complaints of Internet misuse will be dealt with by the Leadership Team
- The leadership team undertake an e-Safety audit each year to assess whether the e-safety basics are in place.

Internet

Safety

- The school's internet provider ensures accessing the internet is safe for pupil use and includes filtering appropriate to the age of the children
- The school will ensure that the use of materials taken from the internet comply with copyright law
- Downloads from the internet will only be undertaken by adults and the School Server is organised to ensure pupils have this restriction in force on their user IDs.
- Virus protection will be updated regularly
- Security safety protocols will be updated in accordance with Hampshire Policy via EdICT
- If any inappropriate/offensive websites are seen, these should be immediately reported to the ICT Manager or Admin Officer who will contact EdICT to have them blocked by the Hampshire firewall

Pupils will be taught:

- What internet use is acceptable and what is not and how to use it responsibly
- Clear safety rules will be agreed with the children before they use the internet and will be revised with them regularly
- How to use the internet effectively to research, including how to locate, retrieve and evaluate information
- The importance of checking the validity of information found on the internet
- The potential risks with using the internet using the Thinkuknow website resources

E-Mail

Safety

- Children can only use approved e-mail accounts on the school system (via learning platform)
- Children will only be able to e-mail other children in the building via the learning platform which is restricted to internal use only and can be monitored by teaching staff
- E-mail to external organisations will only be undertaken when closely supervised by a member of the teaching staff. All e-mails to external organisations should be reviewed by a member of the Leadership Team or Admin Officer before being sent to ensure data protection protocols are being met.
- E-mails sent externally **will not** reveal personal details of themselves or others and must not arrange to meet anyone off or on the school site without permission from the Leadership Team

Pupils will be taught:

- How to use e-mail
- Rules and safe procedures for using e-mail, including not divulging personal details or arranging to meet people online
- To immediately tell a teacher if they receive an e-mail which is offensive or attempts to make arrangements to meet with them

School Website/Learning Platform

- Contact details to include school name, address, telephone number, web address and administrative e-mail account
- Staff or pupils' personal information will not be published anywhere on the website or learning platform
- The website/learning platform will be checked regularly for infringements
- Photographs of pupils will only be included on the website with the written consent of parents (consent forms are included in the Welcome to Bidbury pack for every child) in the case of each child and staff for themselves
- Parents will also be asked to sign an agreed Code of Contact for how the Learning Platform will be used
- Photographs of staff will only be included on the website with their consent
- The Headteacher and Chair of Governors take overall editorial responsibility and ensure that content is accurate and appropriate before it is uploaded

Pupils will be taught:

- How to safely use the Learning Platform (see Internet and E-mail sections above)

Social Networking and Personal Publishing

- The school will block/filter all social networking sites from school based ICT equipment, except the one available on the learning platform
- The learning platform blog/social networking will only be accessed internally and will be monitored by class teachers and/or the ICT Manager weekly

Pupils will be taught:

- Safe use of social networking sites (see Internet and E-mail sections above) and the age restrictions on sites outside of school (for example, Facebook)
- never to divulge personal information
- advised that the use of social networking sites outside school is inappropriate/dangerous for primary aged children

Parents

Parents will be advised of how to safeguard their children when using the internet, e-mail and other sites. This will be in the form of an annual meeting and an annual flier. They will also be asked to sign an initial contract when their child is permitted access to the school's designated Learning Platform. The Thinkuknow website will form the basis of the information given to parents.

Staff Information

Staff will be advised of how to safeguard themselves on social networking, e-mail and the internet by the implementation of the following guidelines alongside the advice sheet distributed by Hampshire County Council (*Safe Use of ICT Resources Dos and Don'ts: Advice to Staff from Manual of Personnel Practice Volume 1*)

- staff may not discuss school or any member of the school community (staff, children, parents, governors, volunteers, outside agencies) or any other information related to their time in school (see Confidentiality Policy for additional information)
- staff may not accept any children as 'friends' on social networking sites or e-mail them or communicate with them via a parent/friends social networking site or e-mail
- staff should not accept parents as 'friends' on social networking sites and/or communicate with them about school via social networking sites. Even if the information is innocent (i.e. when is the next INSET day?) it is still considered '*special access*' which is not available to all parents and is therefore not permitted. Such communications can lead to parents believing it is acceptable to discuss other matters as a 'door' has been opened. This can lead to many safeguarding issues. (see Confidentiality Policy for additional information)
- staff may not use school e-mail accounts as a means to register/open an account with a social networking sites

Personal Data

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

The Information Sharing Protocols should be read in conjunction with this policy

This policy should be read in conjunction with the following policies:

ICT Policy

Child Protection Policy

Health and Safety Policy

Information Sharing documentation

Confidentiality Policy

Staff Safe Use of ICT Policy

Chair of Governors _____ Date _____

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Reviewed July 2017

Next Review: July 2020