



INGLETON PRIMARY SCHOOL

A member of The Three Peaks' Family of Schools in North Yorkshire

E-Safety Policy

The Co-Headteachers are E-safety co-ordinators. The Computing Subject Lead will oversee preparation of E-Safety materials for school and parental use. This policy has been prepared by the Computing Subject Lead, E-safety co-ordinators and Teaching Staff and has been agreed by the Headteacher and Governing Body.

Date published: __05__/_05__/_15__

Date of next review (at least annually): __30__/_04__/_16__

Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning.

Scope

This policy applies to all pupils, all teaching staff, all support staff, all governors and all volunteers.

Aims

Our aims are to ensure that all pupils, including those with special educational needs:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

Internet use will support, extend and enhance learning

- Pupils will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters monitored by NYCC.
- Internet use will be embedded in the curriculum.



Pupils will develop an understanding of the uses, importance and limitations of the internet.

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate information on the internet.
- Pupils will be taught how to report inappropriate web content.
- Pupils will develop a positive attitude to the internet and develop their computing capability through both independent and collaborative working.
- Pupils will use the internet to enhance their learning experience.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Pupils will use existing technologies safely

- Pupils will be taught about E-safety e.g. Crucial Crew Y6, NSPCC Y5, E-Safety Week assembly, Police educational visits

Data Protection

- There is a separate Data Protection policy.

E-mail

- Staff will only use approved e-mail accounts when using the school network during school hours.
- Pupils will tell a member of staff if they receive inappropriate e-mail communications.
- Pupils will only use e-mail for approved activities.

Internet Access and Learning Platform

- Staff will read and sign the *NYCC Acceptable Use Policy - ICT and e-Technology* before using any school ICT resource.
- Pupils will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult preferably having covered the screen with our "Dolphin" screen saver.

Mobile Phones and other handheld technology

Pupils are not permitted to have mobile phones or other personal handheld technology in school.

School Website and Published Content

- There is a separate website policy
- All staff who edit website content must read and sign this policy.



E-Safety Policy

Systems Security

- IT systems security will be regularly reviewed with support from Schools IT.

Web Filtering

- The school will work with Schools IT to ensure that appropriate filtering is in place.
- Pupils will report any inappropriate content accessed to an appropriate member of staff who will then in turn report it to IT Services.

Communication of the E-safety policy to pupils.

- Pupils will read (or be read) and sign the age-appropriate Internet Safety Code of Behaviour (Rules)
- E-safety rules will be posted in each room where a computer is used.
- Pupils will be informed that internet use will be monitored.
- e-Safety will be included in the curriculum and regularly revisited

Communication of the e-safety policy to staff.

- The e-safety and acceptable use policies will be given to all new members of staff and visiting students as part of the staff handbook. Volunteers will be asked to read the E-safety policy on the school website.
- The e-safety and acceptable use policies will be signed by all staff and discussed with them at least annually.
- Staff will be informed that internet use will be monitored.

Communication of the E-safety policy to parents/carers

- The acceptable use policies will be available on the school website.
- The school website will include a list of e-safety resources and information for parents to access.
- The school will communicate and publicise e-safety issues to parents through the school newsletter and website.

E-safety Complaints

- Instances of pupil internet misuse should be reported to a member of staff.
- Staff are able to deal with e-Safety incidents. They must log incidents reported to them and refer the matter to the E-Safety Co-ordinators.
- Instances of staff internet misuse should be reported to, and will be dealt with by, the Headteacher.



Whole-School Responsibilities for Internet Safety

Headteacher

- Responsible for e-safety issues within the school but delegates the day-to-day responsibility to the e-safety co-ordinator.
- Ensure that the e-safety co-ordinator is given appropriate time, support and authority to carry out their duties effectively.
- Ensure that developments at Local Authority level are communicated to the e-safety co-ordinator.
- Ensure that the Governing Body is informed of e-safety issues and policies.
- Ensure that appropriate funding is allocated to support e-safety activities throughout the school.

E-Safety co-ordinator (ideally as part of a wider child protection role) and Computing Subject Lead.

- Primary responsibility: establish and maintain a safe IT learning environment (under the direction of Senior Management).
- Establish and maintain a school-wide e-safety programme.
- All staff to develop, review and advise on e-safety policies.
- All staff to develop, and review, E-safety procedures.
- Respond to E-safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and maintain an incident log.
- All staff to review the effectiveness and impact of the policy.
- Establish and maintain a staff professional development programme relating to E-Safety.
- Distribute any parental awareness information.
- Develop an understanding of relevant legislation and take responsibility for their professional development in this area.

Governing Body.

- Appoint an E-Safety Governor (Katie Harrison) who will ensure that E-safety is included as part of the regular review of child protection and health and safety policies.
- Support the Headteacher and/or designated E-safety co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for E-safety solutions, training and other activities as recommended by the Headteacher and/or



E-Safety Policy

designated E-safety co-ordinator (as part of the wider remit of the Governing Body with regards to school budgets).

Network Manager/Technical Support Staff.

- Provide a technical infrastructure to support E-safety practices.
- Ensure that appropriate processes and procedures are in place for responding to the discovery of illegal materials, or suspicion that such materials are, on the school's network.
- Ensure that appropriate processes and procedures are in place for responding to the discovery of inappropriate but legal materials on the school's network.
- Develop an understanding of relevant legislation.
- Report network breaches of acceptable use of IT facilities to the Headteacher and/or the E-safety co-ordinator.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Teaching and Support Staff

- Contribute to the development of E-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues through PHSE and other Curriculum areas and how they relate to pupils in their care.
- Include E-safety regularly in the curriculum.
- Deal with E-Safety issues they become aware of and know when and how to escalate incidents.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.

Wider School Community.

- This group includes: non-teaching staff; volunteers; student teachers; other adults using school internet, or other technologies.
- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of E-safety issues, and how they relate to pupils in their care.
- Know when and how to escalate e-safety issues.



E-Safety Policy

- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Parents and Carers.

- Contribute to the development of E-safety policies by raising concerns where necessary.
- Read acceptable use policies and encourage their children to adhere to them.
- Adhere to acceptable use policies when using the school internet.
- Discuss E-safety issues with their children, support the school in its E-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liase with the school if they suspect, or have identified, that their child is conducting risky behaviour online.