Kettleshulme St James' CE (VA) Primary School
Safeguarding & Child Protection: E-Safety
May 2015
Amendments to policy: October 2016
Policy effective from: May 2015
Review date: Summer 2018
Pupil Welfare & Partnerships Committee

Aims
Our aims in writing a policy for safe access to the Internet are to ensure that:-
- All members of the school community – children, teachers, parents and governors – are aware of the need for safe and responsible internet use.
- All staff **undergo regularly updated** online safety training which is integrated, aligned and considered as part of the overarching safeguarding approach.
- All **children are taught about safeguarding, including online** safety.
- The issues surrounding internet safety are discussed.
- Internet use supports the school's educational aims.
- The requirements of Keeping Children Safe in Education 2016 are satisfied.

Internet access at school
- School internet use is now an important part of teaching, learning, administration and communication.
- It makes possible a wider range of information, the scope and nature of which may or may not be appropriate.
- Used responsibly it can raise educational standards, support the professional work of staff and to enhance the school's management information and business administration systems.
- It is a beneficial learning tool when children have been taught to understand its value and limitations.

The internet as a teaching and learning tool and its benefits
Teachers, parents and children should be able to develop good practice in using the Internet as a tool for teaching and learning. We believe that:-
- Internet access will enrich and extend learning activities.
- On-line activities that will support the learning outcomes planned for the children's age and maturity.
- Children should be confident using the Internet for research, including the skills of knowledge location, retrieval and evaluation of material found.

Benefits of internet access at Primary level include:
- Access to world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between children world wide
- Cultural, vocational, social and leisure use in libraries, clubs and at home
- Access to experts in many fields for children 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 DfE.

Assessing internet content responsibly
- Children will be taught ways to validate information before accepting that it is necessarily accurate.
- Children will be taught to acknowledge the source of information, when using Internet material for their own use.
- Children will be made aware that the writer of an email or the author of a Web page might not be the person claimed.
- Children will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Managing email
Email is an essential means of communication within education.

The following rules for email use will be as followed:-

- ✓ Email must only be used in school for educational purposes.
- ✓ Children will not be allowed to access personal email from the school system.
- ✓ Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper.
- ✓ The forwarding of e-letters is not permitted.

Managing web-publishing
Many schools have created web sites that inspire children to publish work to a high standard, for a very wide audience. A web site can celebrate children's work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the Web site reflects the school's ethos and that information is accurate and well presented.

As Kettleshulme St James Primary School's web site can be accessed by anyone on the Internet, the security of staff and children is paramount. Although common in newspaper reports, the publishing of children's names beside photographs that identify individuals will not occur. Editorial responsibility will lie with a Web Editorial Committee made up of the Head Teacher and the Curriculum Leader for ICT, even where parental help has been established to maintain the site. This is in order to ensure that content is accurate and quality of presentation is monitored. Staff and children will be made aware that the quality of their work published on the web needs to reflect the standard of work expected at Kettleshulme St James Primary School.

- ✓ All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name.
- ✓ The point of contact on the Web site should be the school address and telephone number. Home information or individual email identities will not be published.
- ✓ Photographs must not identify individual children. Group shots or pictures taken over the shoulder will be used in preference to individual "passport" style images.
- ✓ Full names will not be used anywhere on the Web site, particularly alongside photographs.
- ✓ Written permission from parents will be sought to give permission for the school to use photographs of their children on the website.

Internet access and safety
- At Key Stage 1, the majority of the access to the Internet will be by teacher or adult demonstration. However there may be situations when children have supervised access to specific approved on-line materials.

- At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible Internet use.
- Children do not have access to the internet via 3G and 4G as there is no mobile phone signal in the area, however if the situation changes, the school will then consider how to manage this on the premises.
- Parents will be informed that children will be provided with supervised Internet access.
- Parents and pupils will be asked to sign and return a Safe Internet Use Agreement.

- The system the school will use is a blocking system operated by the Cheshire East Council.
- Children will be informed that internet use will be supervised and monitored.
- The school will work in partnership with parents; the LA, DfE and the Internet Service Provider to ensure systems to protect children are reviewed and improved.
- Teachers will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice.
- In the unlikely event that staff or children discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the Curriculum Leader for ICT and blocked through the schools computer filters.
- Unsuitable sites will be reported to CEOP and the IWP.

Risk assessment
It is difficult to remove completely the risk that children might access unsuitable materials via the school system whatever safeguards are put in place.

- Due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal.
- Neither the school nor the LA can accept liability for the material accessed, or any consequences thereof.
- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed at the same time as the policy is reviewed.
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken.
- The Curriculum Leader for ICT and the headteacher will ensure that the policy is implemented effectively.

Security of school ICT systems
- Security strategies will be discussed with the LA.
- The security of the whole system will be reviewed with regard to threats to security from Internet access.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Virus protection will be installed and updated regularly.

Complaints
- Prompt action will be required if a complaint is made. The facts of the case will need to be established as quickly as possible.
- Responsibility for handling incidents will be given to the Curriculum Leader for ICT and if further action is required the School Complaint's Procedure should be followed.
- Sanctions available include interview/counselling by the headteacher and, if appropriate, informing parents or carers.

- A pupil may have Internet or computer access denied for a period of time depending on the nature of the incident.

Consultation

- Rules for Safe Use of Internet access will be discussed with children through School and class council and posted near computer systems.
- All staff including teachers, supply staff, classroom assistants and support staff and parents will be made aware these rules, and their importance explained.
- Parents' attention will be drawn to the policy in newsletters, the school prospectus and on the school web site and parents will be asked to sign to say they have seen a copy of it.
- A unit on responsible Internet use will be included where appropriate in the PHSCE scheme of learning covering any proposed changes to the policy in line with normal school procedures.

Parental Support

The school believes it has a duty to help parents plan appropriate use of the Internet at home, and as such:-

- A careful balance between informing and alarming parents will be maintained.
- Joint home/school guidelines on issues such as safe Internet use will be established.
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

Any questions or concerns regarding this policy should be made to the Head Teacher.

Safe Internet Use

These rules help us to be fair to others and keep everyone safe.

- *I will ask permission before using the Internet.*
- *I will use only my own network login and password.*
- *I will only look at or delete my own files.*
- *I understand that I must not bring software or disks/USB pens into school without permission.*
- *I will only email people I know.*
- *The messages I send will be polite and sensible.*
- *I understand that I must never give my home address or phone number, or arrange to meet someone.*
- *I will ask for permission before opening an email or an email attachment sent by someone I do not know.*
- *I will not use Internet chat.*
- *If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.*
- *I understand that the school may check my computer files and the internet sites I visit.*
- *I understand that is I deliberately break the rules, I may not be allowed to use the internet or computers.*

The school will exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Think then Click

We only use the Internet when an adult is with us.

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.