



Ark Ayrton
Primary Academy

E-Safety Policy

Policy for e-Safety

Overview

The computer system is owned by the school and is made available to staff for professional activities and to pupils to further their education and the school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

E-Safety encompasses Internet technologies and electronic communications such as mobile phones 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 those for Behaviour, Bullying, Curriculum, Data Protection, IT and Safeguarding.

The school has a separate Acceptable Use Agreement for staff.

The e-Safety manager will be the computing manager.

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 pupils 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.

Pupils may use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

Internet use will enhance learning

The school's Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.

Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

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

Staff guide pupils in on-line activities that support the learning outcomes planned for the pupils' age and maturity.

Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils are taught how to evaluate Internet content

The school ensures that the use of Internet derived materials by staff and pupils complies with copyright law.

Pupils are taught to be critically aware of the materials they read and are shown how to validate information before accepting its accuracy.

Pupils are taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

MANAGING INTERNET ACCESS

Information system security

School system capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

Security strategies will be discussed with CIVICA and Ark.

Access should only be made via the authorised internet service provider, which should not be modified by any person using the internet;

Staff must respect the ICT system security and are reminded that it is a criminal offence to use a computer for a purpose not permitted by the school.

Staff will not disclose any password or login name to anyone, other than where appropriate, to staff responsible for maintaining the system.

E-mail

Pupils may only use approved e-mail accounts on the school system.

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.

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.

Staff will ensure that electronic communications with pupils are compatible with their professional role and cannot be misinterpreted

Published content and the school Website

The contact details on the Web site are the school address, e-mail and telephone number. Staff or pupils' personal information is not published.

Publishing pupil's images and work

Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs. When children join Ark Ayrton, parents / carers are given a permission form to sign to clarify where images of their children can be shown.

Written permission will be sought when the named work of children will be published.

Social networking and personal publishing

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved.

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Pupils and parents are advised about safe use of the internet and being aware of the appropriateness of information available. This information is also displayed in the classroom and staff remind pupils during discussions regarding internet safety.

Employees are responsible for exercising good judgement regarding the reasonableness of personal use. If there is any uncertainty, employees should consult their supervisor or manager.

Managing filtering

The school will work with PCC and LGFL to ensure systems protect pupils.

If staff or pupils discover an unsuitable site, or have any concerns, it must be reported to the Designated Safeguarding Person if appropriate.

Our IT consultants will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Any material that the school believes is illegal must be reported to appropriate agencies such as Internet Watch Foundation or Child Protection and Online Protection Centre.

Managing video conferencing

Video conferencing will be done over the network to ensure quality of service and security.

Pupils will be supervised by their teacher during this process.

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.

Mobile phones will not be used in school by pupils and will be held securely by school staff. Adults are not permitted to use mobile phones in areas of the school where children are present. The sending of abusive or inappropriate text messages is forbidden.

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

The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

Visitors to the school can be allocated a guest log in to allow them to access the internet. Access can be restricted to a limited time, appropriate to the visit.

Assessing risks

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 and the school cannot accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

The installation of hardware and software cannot be undertaken without the permission of the Computing Manager or CIVICA and staff are reminded of this through this policy and the staff handbook.

Methods to identify, assess and minimise risks will be reviewed regularly.

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 headteacher.

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

Parents and pupils will need to work in partnership with staff to resolve issues.

COMMUNICATIONS:

Introducing the e-safety policy to pupils

E-safety rules will be shared and displayed in all rooms. They will be referred to when children are using the internet.

Pupils will be informed that network and Internet use will be monitored. Children in Key Stage 1 & 2 will be taught the importance of e-safety during their computing lessons.

Staff and the e-safety policy

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

On a half termly basis staff will be reminded to teach the importance of sharing e-safety rules with children.

Internet activity must be compatible with staff professional activity or the student's education.

Enlisting parents' support

The E Safety Policy is available on the school's website.

Internet issues will be handled sensitively, and parents will be advised accordingly. When staff are meeting with new parents there will be a discussion about the importance of e-safety.

Revised September 2020

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