St Stephen & All Martyrs' CofE Primary School

Online & E-Safety Policy

Bolton Council

St Stephen & All Martyrs' CofE Primary School Internet E-safety Policy

This policy outlines our purpose of providing internet access at St Stephen & All Martyrs' CofE Primary School to raise the educational standards, support the professional work of staff and to enhance the school's management information systems. Access to the internet is a necessary tool for staff and entitlement for pupils who show a mature and responsible approach.

INTERNET ACCESS IN SCHOOL

The internet is an essential element in 21st century life for education, business and social interaction St Stephen & All Martyrs' CofE Primary 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.

To ensure Internet use provides effective learning, access will be planned to enrich and extended learning as an integrated part of the curriculum. Pupils will be:

- Given clear objectives for Internet use
- Provided with relevant and suitable web sites
- Educated in taking responsibility for Internet Access
- Informed that checks can be made on files held on the system
- Supervised appropriately when using the internet
- Asked to sign an approved internet use agreement

We believe that, in order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the Internet is intended for an adult audience, much of the information on the Internet is not properly audited/edited and most of it is copyright.

- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true;
- When copying materials from the Web, pupils will be taught to observe copyright;
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Internet Access will be purchased from a supplier that provides a service designed for pupils. This will include filtering appropriate to the age of the children.

To ensure Internet Access is appropriate and safe staff will check sites selected for pupil use are appropriate to the age and maturity of the pupils.

Senior staff will monitor the effectiveness of Internet strategies and will ensure occasional checks are made on files to monitor compliance with the school's E-Safety Policy.

USING E-MAIL

- Pupils are expected to use e-mail as part of their ICT development.
- Communications with organisations and persons will be managed to ensure appropriate educational use and that the good name of the school is maintained.
- Forwarding chain letters will be banned.
- Pupils may only send and receive e-mails as part of planned lessons.

AUTHORISING INTERNET

All staff must read and sign the E-Safety Agreement before using any school ICT resource. Parents, pupils and teachers will be asked to sign and return 'Our E-Safety Promise' agreement.

INTERNET ACCESS AND HOME/SCHOOL LINKS

- Rules for Internet Access will be posted near all computer systems.
- All staff, including teachers, classroom assistants and support staff will be provided with the E-Safety Policy and its importance explained.
- Short term supply teachers will not teach the use of the Internet or use the Internet as part of a lesson.
- E-Safety will be taught to all pupils from year 1 and will be readdressed every year. Sessions will be taught using age appropriate resources and cover the following areas: Email, SMS Messaging, Social Networking and Cyber Bullying. All children within these sessions will have the opportunity to agree to their own Acceptable Users Policy.
- Parents' Attention will be drawn to the policy in news letters, School Prospectus, Learning Platform and through the focus of Anti-Bullying week?

PUBLISHING PUPIL'S IMAGES AND WORK

- Staff and pupils using digital cameras, video recorders or sound recorders will ensure that they inform others before recording them and always use the equipment in a respectful manner.
- Written permission from parents or carers will be obtained before photographs or video of pupils are published.
- Pupils full names will not be used anywhere particularly in association with photographs.
- Where pupils work is published the school will ensure that the child's identity is protected.

MAINTAINING THE SECURITY AND SAFETY OF THE SCHOOL NETWORK

- The school's ICT systems capacity and security will be reviewed regularly.
- Virus protection is updated regularly.
- The school will work closely with the LA/service provider to ensure systems to protect pupils are reviewed and improved. Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- Personal data sent over the internet will be encrypted or otherwise secured.
- USB drives may not be brought into school without specific permission.
- If staff or pupils discover unsuitable sites, the ICT coordinator will be informed. The URL (address) and content will be reported to the ICT support team;
- If it is thought that the material is illegal, after consultation with the ICT support team, the site will be referred to the Internet Watch Foundation and the police;
- Senior staff will ensure occasional checks are made on files to monitor compliance with the school's E-Safety Policy
- The headteacher will ensure that the policy is implemented effectively.
- Accessing school emails on personal mobiles is discouraged unless you feel it is necessary. Please speak to the Headteacher to discuss. If there is a need then all security measures must be taken to ensure that security and confidentiality is maintained throughout this process

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor BOLTON LEA can accept liability for the material accessed, or any consequences thereof.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

St Stephen & All Martyrs' CofE Primary School

Staff Code of Conduct for ICT

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras; email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that school information systems may not be used for private purposes without specific permission from the head teacher.
- I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the e-Safety Coordinator, the Designated Child Protection Coordinator or Headteacher.
- I will ensure that electronic communications with pupils including email, IM and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Staff Code of Conduct for ICT.

Signed: …… Capitals: …… Date: ……

Accepted for school: …… Capitals: ……

St Stephen & All Martyrs' CofE Primary School

Dear Parent/ Guardian,
During the Autumn Term as part of our computing lessons, your child has been learning about internet safety; during these computing lessons we have discussed the importance of staying safe on-line and general E-safety. They have signed their E-Safety promise: As a school we like to keep parents/carers informed: therefore, a copy of our school E-Safety Promise is detailed below for your reference.
We will continue to promote the importance of E-safety thought out our Computing and PHSCE delivery as the year progresses.
Safe access to the internet is important to us; as this ICT tool promotes enjoyment and enhances research for learning, however, it is important that it is used safely. We ask for your support with this important area of their learning by reinforcing these rules with your child at home, if they are using the internet.

Yours faithfully,
Mrs R Walton

Computing Lead

Key Stage 1

My E-Safety promise

I will only use the internet when an adult is with me

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

I can search the Internet with an adult.

I will always ask if I get lost on the Internet.

We will send and open emails together.

I can write polite and friendly emails to people that I know.

Key Stage 2

My E-Safety promise

I will ask permission before using the Internet.

I will only use websites that an adult has chosen.

I will immediately close any webpage we not sure about.

I will only e-mail people an adult has approved.

I will send e-mails that are polite and friendly.

I will never give out personal information or passwords.

I will never arrange to meet anyone we don't know
I do not open e-mails sent by anyone we don't know.

I will never use Internet chat rooms in school.

I will tell an adult if I see anything I am unhappy with.

CHILDS NAME:	SIGNATURE:	DATE: