



E-Safety Policy

Signed:.....Chair of Governors.

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(October 2009)

What is e-safety?

This e-Safety Policy replaces the Internet Policy to reflect the need to raise awareness of the safety issues associated with information systems and electronic communications as a whole. E-Safety encompasses not only Internet technologies but also electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology. It provides safeguards and raises awareness to enable users to control their online experiences. The Internet is an unmanaged, open communications channel. The World Wide Web, e-mail, blogs and social networking all transmit information using the Internet's communication infrastructure internationally at low cost. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it an invaluable resource used by millions of people every day, but with it brings possible issues or problems. Much of the material on the Internet is published for an adult audience and some is unsuitable for pupils.

Usually, in the classroom, the resources used by pupils in our school are carefully chosen by the teacher and determined by curriculum policies. The internet, by its very nature is different. Children will have access to information which at times has not been selected by the teacher. Whilst pupils will usually be directed to sites that have been previously evaluated by teachers, there will be times, when children will be able to move away from these 'familiar' sites to areas that are unfamiliar to the teacher.

We at Huyton with Roby Church of England Primary School, are genuinely concerned that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet
- Describe how these fit into the wider context of our discipline policy
- Demonstrate the methods used to protect children from sites containing pornography, racist or politically extreme views and violence.
- Explain what happens if an e-safety issue is reported.

Huyton with Roby Church of England Primary School believes that the benefits to pupils from access to the resources on the internet far outweigh the disadvantages. Ultimately, the responsibility for setting and conveying the

standards that children are expected to follow, when using the media and information resources of the internet, is one which the school shares with parents/carers.

At Huyton with Roby Church of England Primary School, we feel that the best recipe for success lies in a combination of site filtering, of supervision, by educating the children about the issues and by fostering a responsible attitude in our pupils in partnership with parents.

Parents will be sent out our internet guidelines, on a yearly basis, along with the Internet Use Agreement consent form. This forms an extension to our Home School Agreement.

How does the Internet benefit education and learning?

The purpose of the internet in school is to raise educational standards. It is used to promote pupil achievements. It is used as a means of supporting the professional work of teachers and support staff and to enhance the business and administrative systems within the school.

The benefits include:

- Access to world wide educational resources
- Gaining an understanding of people and cultures around the globe
- Access to experts in many fields for pupils and staff
- Staff professional development through access to new curriculum developments and materials, experts knowledge and good practice
- Greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others.

The school intends to teach pupils about the vast information resources available on the internet, using it as a planned part of many lessons.

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

Initially the pupils may be restricted to sites which have been reviewed and selected for content. Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

Pupils will have the opportunity to exchange via email. Children will be taught how to use searching techniques to locate specific information for themselves.

Comparisons will be made between researching from different sources of information, (CD Rom, books, WWW). We hope that pupils will learn to decide when it is appropriate to use the internet, as opposed to other sources of information, in terms of: time taken; the amount of information found; the usefulness and reliability of information located.

At times, information, such as text or photographs may be 'downloaded' from the internet for use in pupils' presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye.

Evaluating Internet content:

The quality of information received via the internet is variable. Everyone needs to develop the skills of selection and evaluation. Information found on the internet comes from all different sources. Pupils and staff need to develop good handling skills, as a means of ascertaining whether this information is trustworthy or not. It may be difficult at times to determine origin and accuracy, as the contextual clues present with books or television may be missing or difficult to read.

In an ideal world, children would not be subjected to inappropriate material. However, this is not easy to achieve and cannot be guaranteed. It is a sad reality that pupils may be confronted with inappropriate material, despite all attempts to filter by the authority. Pupils need to be made aware of the procedure to follow if they come across something they deem as being inappropriate.

- Pupils and staff need to report the URL (address) of unsuitable sites to the ICT subject leader, who will then pass this information onto the LEA internet service provider. *(This procedure is listed in the Pupil Internet Agreement).*
- Pupils in the upper years should be taught to be critically aware of the materials they read, before accepting its validity and accuracy.
- Pupils will be taught to acknowledge the source of information used and to respect copyright laws, when using internet material in their own work.
- Pupils will be made aware that simply copying information from a web site does not show understanding or learning.

Email

Email is an essential means of communication in the world today. It has many educational benefits and can be used to communicate with children from different countries.

At Huyton with Roby Church of England Primary School we are very aware of the possible dangers associated with email.

- No pupil is to have their own email account set up on the school network. The use of personal email accounts, for pupils, such as Hotmail or Yahoo accounts is prohibited. Any child found using such email accounts will be denied access to the school internet system.
- Where children are to use email, whole class or project email addresses should be used. This is to be done via the class teacher setting up an email account.
- Children should be told they are not to use this class e-mail address at home, and the inbox and outbox should be checked regularly by the class teacher.
- No child is to write an email unless a teacher or suitable adult is present to supervise. However, it is unrealistic to suppose that the adult's attention will always be directed toward the computer screen.
- Any information being sent by a child in an email is to be carefully checked by the class teacher. Pupils must not reveal any details of themselves or others in an email communication, such as address or telephone number, or arrange to meet anyone.
- Pupils must immediately tell a teacher if they read or receive offensive material via emails.
- Any email attachments being 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.
- Under no circumstances should staff give children email accounts.

Internet Access for children and staff

Children:

Huyton with Roby Church of England Primary School will use Knowsley Metropolitan Borough Councils 'filtered' Internet Service, which will minimise the chances of pupils encountering undesirable material. As a school we can not alter this filtering.

Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectations we have of pupils when using the internet.

Pupils will not be allowed access to public or unregulated chat rooms.

The use of Mobile phones and WAP technology is not permitted in school, unless a child's parents have arranged with class teachers other arrangements for safety reasons. (See Health and Safety Policy, and staff handbook for further details)

The school will keep records of all pupils who are granted Internet access.

At Huyton with Roby Church of England Primary School, access to the internet will mostly be by adult demonstration, with occasional directly supervised access to specific, approved on-line materials.

Parents will be informed that pupils will be provided with supervised internet access via the information booklet given out at the beginning of each academic year, and parents will be asked to sign and return a consent form at the beginning of every academic year.

Staff:

Members of staff at Huyton with Roby Church of England Primary School, will have access to the internet through the same provider as pupils at the school.

All Staff, parent helpers and volunteers, should accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.

Staff members are able to use the internet for research/lesson preparation or for personal use to familiarise themselves with the resource.

All adult users of the internet should act in a responsible manner and should not attempt to access unsuitable material.

Adult users should be aware that periodic monitoring of internet traffic may take place to ensure that responsible school use of the internet is maintained.

Staff are advised not to give their own e-mail addresses, or add pupils to their own social network, as on occasions even innocent communications can be counted as inappropriate and lead to further investigations by the school or by the police.

Expectations of pupils using the Internet

Foundation Stage children will experience the Internet guided by practitioners during focussed activities. All Key Stage One and Key Stage Two pupils are expected to read and agree the Internet Agreement.

At Huyton with Roby Church of England Primary School, we expect all pupils to be responsible for their own behaviour when using the Internet, just as they are anywhere else in the school. This includes materials they choose to access and language they use.

Pupils using the internet are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally they are expected to report it immediately to a teacher, so that the service provider can block further access to the site.

Pupils are expected not to use any rude language in the email communications and contact only people the teacher has approved.

Pupils should not access other people's files unless permission has been given.

The Internet should only be used for schoolwork and homework unless permission has been granted otherwise.

No programs on disc or CD Rom should be brought in from home for use in school. This is for both legal and security reasons.

No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.

Pupils choosing not to comply with these expectations will be warned, and subsequently, may be denied access to internet resources and subjected to the Positive Behaviour Policy.

Web Site Guidelines

Huyton with Roby Church of England Primary School does have its own website. Although there are many ways to obtain information about the school and pupils, a website is accessible to anyone who chooses to 'surf' the internet. As a school, we will consider very carefully from a security viewpoint, all material that is placed on our website. A website can celebrate good work, promote the school, publish resources and link with other good sites of interest.

- No names and photographs that identify individual children will appear on it.
- Home information and email identities will not be included only the point of contact to the school i.e. phone number, school address and email to the Head teacher and the School Office.
- Pupils' names will not be placed on the website, particularly in association with photographs.
- Written permission will be obtained before photographs are published on the website via our information booklets given out at the beginning of the year.
- Work displayed on the website will be of the highest quality and reflect the status of the school.

Teaching children about e-safety and social networking

Despite precautions at Huyton with Roby Church of England Primary School, our pupils may use social networking sites such as Bebo and Facebook at home. These sites allow children to set up an account and create a web page in minutes. Information given by users is not checked and there are very limited safeguards. Children are being told to look at their sites.

At Huyton with Roby we suggest that our pupils are alerted to the dangers in this way:

If one of your friends, or an older person, tells you about a site they want you to see, think carefully. If someone sends you a link, don't open it unless you are sure it's safe. If you are worried, tell a teacher or an adult in your family.

Pupils should be told not to upload photographs or videos of themselves or other pupils. They must not publish personal information, such as location and contact details. Consideration should be given to advising pupils to use an anonymous "cyber name" where logging into sites is essential.

At Huyton with Roby we will educate our children in the use of the internet on a regular basis. This may be done by the class teacher, or by outside agencies

such as the CEOP (Child Exploitation Online Protection) team. We will do our best to make the children aware of the dangers and difficulties with using the internet and social networking sites.

If a child reports an issue of concern to a member of staff about using a social networking site or the internet (at home or in school), the member of staff should follow the schools child protection guidelines. S/he should report it to the ICT Subject Leader who will work in conjunction with the Child Protection Officer to deal with the incident.

Review:

This policy will be reviewed on a yearly basis, due to the changes and advances which take place in ICT.

Review date: February 2010.

Appendix

- Huyton with Roby Primary School: Responsible Internet Use
- Parental Consent form

Huyton with Roby C of E Primary School Responsible Internet Use

We use the school computers and internet connection for learning

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

- **Before entering any website I will ask permission, unless my teacher has already approved that site.**
- **On the school network, I will only use my own login and password, which I will keep secret.**
- **I will only look at and edit my own files.**
- **I understand that I must not bring any software into school.**
- **Memory Sticks must not be brought into school without first seeking permission from my teacher.**
- **I will not use the e-mail without first seeking my teacher's approval.**
- **Any messages that I send will be polite and sensible.**
- **When using the e-mail facility, I understand that I must never give my home address or phone number, or arrange to meet someone.**
- **I will not use Internet Chat rooms or Social Networking Sites.**
- **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 may monitor the Internet sites I visit.**
- **I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.**

The school may exercise its right by electronic means to monitor the use of the school's computer system, including the monitoring of the internet use, the interception of e-mails 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 being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

TO BE DISPLAYED NEAR ALL COMPUTERS THROUGHOUT THE SCHOOL.

