



Brereton C of E (A) Primary School

E-safety Policy

Philosophy

We at Brereton C of E (A) Primary School believe Pupils have a right to access quality online technology (internet technologies and electronic communications, such as mobile phones and gaming devices) as part of their learning experience across all curriculum areas. This is because such access is an invaluable tool in the development of lifelong learning skills in our ever evolving modern world. However, children need to be educated on how to use this technology safely and respectfully, keeping personal information private; identifying where to go for help and support when they have concerns about content or contact on the internet. They should also be able to recognise acceptable and unacceptable behaviour and identify a range of ways to report concerns about content and contact. Using a managed system of online technology with appropriate conduct will not only raise standards for children, but it will support teacher's professional work and enhance the school's management of information and business administration systems.

Aims

At Brereton C of E (A) Primary School we aim to provide clear advice and guidance in order to ensure that all users of online technology and electronic communication devices are aware of the benefits and risks of using online technology.

Practice

- The school aims to ensure that school internet access is managed and not locked down, designed for pupil use, includes filtering provided by the Local Authority, appropriate to the age of pupils and is reviewed and improved regularly.
- The school will work with the LA, DCSF and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- The school ensures that internet access is authorised and that before using any school ICT resource, all pupils and staff read and sign the 'Acceptable ICT Use Agreement', parents sign a 'Home School Agreement' before their child has access and an up to date record is kept of all pupils and school personnel who have Internet access.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils and staff 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 by the class teacher before sending, in the same way as a letter written on school headed paper.
- The school ensures that the school website is used appropriately through Contact details on the website, with only the school address, e-mail address and telephone number. The school ensures that the website does not publish staff or pupils contact details, pictures of children without the written consent of the parent/carer, the names of any pupils who are shown and children's work without the permission of the pupil or the parent/carer.
- The school ensures that social networking sites are not accessed in school except those that are part of an educational network or approved learning platform. Also that news groups are not used unless an identified need has been approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator, who will in turn report it to the internet service provider.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.



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- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.
- 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 procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils will be informed that network and Internet use will be monitored.
- All staff will be given the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Parents' attention will be drawn to the School e-Safety Policy on the school Web site.
- Failure to comply in any way with this policy will be considered a serious risk to health e-safety and all incidents of non-compliance will be investigated by a senior member of staff.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Teaching Guidance

In the Early Years Foundation Stage reception children develop their knowledge and understanding of E-Safety through play and direct teaching under the Understanding of the World, Technology Strand of the Early Years Foundation Stage Framework.

In Key Stage 1 learning builds on the Early Learning Goals for Understanding of the World, Technology. Across their time in KS1 and 2 children have the opportunity to develop their E-Safety learning through 8 key themes;

1. Internet safety
2. Privacy and security
3. Relationships and communication
4. Cyber-bullying
5. Digital footprint and reputation
6. Self- image and identity
7. Information literacy
8. Creative credit and copyright

These themes are built upon each year. Within each year group the children focus on five key topics laid out by the E-Safety curriculum. The first half term of each year focuses on general internet safety and the importance of learning how to log on to the school system and accessing the internet and the learning platform, then for the following five half terms class teachers focus on one of the topics provided by the curriculum. An hour's lesson is taught at the beginning of the half term and then learning is reinforced when ICT devices are used. Coverage of the topics is monitored in the relevant year group files to ensure that the children are receiving a balanced E-Safety curriculum.

Safeguarding Group and School Council

The School Council will be involved in:

- determining this policy with the Governing Body;*
- discussing improvements to this policy during the school year;*
- reviewing the effectiveness of this policy with the Governing Body*



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Pupil Acceptable Use Agreement / e-Safety Rules

Dear Parent/ Carer

ICT including the internet, email, laptops, digital cameras etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please discuss these e-Safety rules with your child:

-  I will only use ICT in school for school purposes.
-  I will make sure that all ICT contacts with other children and adults are responsible.
-  I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will turn off my monitor and tell my teacher immediately.
-  I will not send, to children or adults, anything that could be considered unpleasant or nasty.
-  I will not give out my own details such as my name, phone number or home address.
-  I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
-  I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
-  I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my eSafety.

Parent/ carer signature

We have discussed this and _____(child's name) agrees to follow the eSafety rules and to support the safe use of ICT at Brereton Primary School.

Parent/ Carer Signature:_____ Date:_____



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Staff Acceptable Use Agreement / Code of conduct

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the School e-Safety coordinator.

-  I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
-  I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
-  I will ensure that all electronic communications with pupils and staff are compatible with my professional role
-  I will only use the approved, secure email system(s) for any school business.
-  I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
-  I will not browse, download or upload material that could be considered offensive or illegal.
-  I will not send to pupils or colleagues material that could be considered offensive or illegal
-  Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer.
-  I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
-  I will respect copyright and intellectual property rights.
-  I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature Date

Full Name