

Llanbister C.P School

E- Safety Policy

Accepted by Teachers:



Date: February 2016

Accepted by Governors:



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Introduction

The purpose of this policy is to ensure that all staff, parents, governors and children understand and agree the school's approach to e-safety.

The ICT Team lead (Kay Hughes) and Headteacher are the school's designated E-Safety managers. The e-Safety policy has been agreed by all staff, the senior management team and approved by the governors. Parents and governors have also had the opportunity to comment and contribute.

This policy is reviewed on an annual basis.

Date to be revised: February 2017

Teaching and Learning

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems. Access to the Internet is a necessary tool for staff and children. It helps to prepare children for their on-going career and personal development needs. It is a requirement of the National Curriculum (NC) orders for ICT and its use essential for other subject orders.

Internet Use Enhances Learning

Internet access is provided by Powys County Council. This includes filtering appropriate to the content and age of pupils.

Internet access is planned to enrich and extend learning activities.

Access levels are reviewed to reflect curriculum requirements.

Pupils are given clear objectives for Internet use.

Staff select sites which support the learning outcomes planned for pupils' ages and maturity.

Pupils are taught how to take responsibility for their own Internet access.

Pupils are taught how to evaluate Internet content

Pupils are taught ways to validate information before accepting that it is necessarily accurate.

Pupils are made aware that the writer of an e-mail or the author of a Web page might not be the person claimed.

Pupils are encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable or concerns them.

E-mail

Pupils are allowed to use school email accounts only. These accounts are password protected.

Pupils must tell a teacher immediately if they receive an offensive email.

In emails, pupils are taught that they must not reveal their personal details, those of others or arrange to meet anyone without specific permission.

Pupils are taught not to open suspicious incoming email or attachments.

The forwarding of chain letters is not permitted.

Published content and the school website

The website complies with the school's guidelines for publications.

Pupils are taught to consider the audience and purpose for the work they publish on the school website and ensure their work is of high quality.

All material must be the author's own work or where permission to reproduce has been obtained, it is clearly marked with the copyright owner's name.

The contact details on the website are for school administrator only.

Publishing pupils' images and work

Photographs must not identify individual pupils.

Children's photographs are not accompanied by names.

Children's work which contains photographs must not also contain the child's name.

Social networking and personal publishing

Pupils will not be allowed to access public chat rooms.

New applications will be thoroughly tested before pupils are given access.

Managing filtering

The school works in partnership with parents, the LEA, The National Assembly for Wales and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Headteacher.

Managing technologies

Children are not allowed mobile phones on the school premises without permission from teachers.

The sending of abusive or inappropriate text messages is forbidden.

Cameras in mobile phones are not used by staff or pupils.

Only school cameras are used by both staff and children for educational purposes.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Staff must not keep confidential information on removable devices such as USB devices unless suitably security protected.

Authorising Internet access

All staff must read and sign the schools 'Staff code of conduct for ICT' before using any school ICT source.

All children have access to the internet and email as part of the National Curriculum. All children must sign the acceptable use form.

Assessing risks

The school takes all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. Neither the school, nor Powys County Council can accept liability for any material accessed, or any consequences of Internet access.

The school's e-safety policy and its implementation will be monitored and reviewed on a regular basis. Children using computers do so under supervision of the teacher to further limit the risk.

Handling e-safety complaints

Complaints of internet misuse must be referred to the Headteacher.

Any complaint about staff misuse must be referred to the Headteacher.

Complaints of a child protection nature must be dealt with in accordance with the All Wales Child Protection Procedures.

Pupils and parents are informed of the complaints procedure.

Communications Policy

Introducing the e-safety policy to pupils. E-safety posters are posted next to all computers so that all users can see them. Pupils are informed that network and Internet use is monitored and appropriately followed up.

Staff and the e-safety policy

All staff are trained regularly and receive a copy of the e-safety policy.

Enlisting parents' and carers' support

Parents' and carers' attention is drawn to the school's E-safety Policy in newsletters, the school prospectus, and the school website and on receipt of the Home/School agreement on entry to school.

Responsible Use Policy

Staff Code of Conduct for ICT

To ensure that members of staff are fully aware of their professional responsibilities when using information system, they are asked to sign this code of conduct.

I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.

I understand that school information systems may not be used for private purposes without specific permission from the Headteacher.

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 an e-Safety Co-ordinator, the designated Child Protection Co-ordinator/Headteacher.

Instant Messaging and Social Networking with pupils is not permitted.

I will promote e-safety with children in my care and will help them to develop a responsible attitude to system use, communications and publishing.

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

Name.....Signature.....

Date