

Bronllys Community Primary School **E-Safety Policy**

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 policy relates to other policies including ICT curriculum, Internet Access, Bullying, Child Protection and Health and Safety.

Reviewing the e-Safety policy

This policy will be reviewed annually due to the constant change in Information Technology

Teaching and Learning

The importance of internet and digital communications

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 learners.

It helps to prepare learners for their on-going career and personal development needs.

It is a requirement of the National Curriculum (NC) orders for ICT and is implied in other subject orders.

Internet use enhances learning

Internet access is provided by Powys County Council and designed for pupils. 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 the curriculum requirement.

Pupils are given clear objectives for Internet use and sign an Internet agreement.

Staff select sites which support the learning outcomes planned for pupils' age 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 taught to acknowledge the source of information, when using Internet material for their own use.

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.

Managing Internet Access

Information System Security

School ICT system security is reviewed regularly.

Virus protection is updated regularly.

Security strategies are discussed with the Local Authority.

E-mail

Pupils are allowed to use school e-mail accounts only.

Pupils must tell a teacher immediately if they receive offensive e-mail.

In e-mails, 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 e-mail or attachments.

The forwarding of chain letters is not permitted.

Published content and the school web site

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 admin only.

Publishing pupils' images and work

Children's photographs are only allowed to go on the website once written permission has been received from the child's parents.

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 LA, 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.

Managing video conferencing and webcam use

Video conferencing is not yet available.

Managing emerging technologies

Mobile phones must not be used during lessons. The sending of abusive or inappropriate text messages is forbidden.

Cameras in mobile phones are only used by staff when no other camera is available. Pictures are uploaded in school as soon as possible.

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.

Policy Decisions

Authorising Internet access

Parents are asked to sign a consent form regarding their child's internet use (see Acceptable Use Policy).

Any person not directly employed by the school will be asked to read and sign the "acceptable use of school ICT resources" before being allowed to access the internet from the school site.

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.

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 school's child protection policy.

Pupils and parents are informed of the complaints procedure.

Pupils and parents are informed of the consequences for pupil misuse of the Internet (see Acceptable Use Policy).

Communications Policy

Introducing the e-safety policy to pupils

Newsletters remind parents and pupils of appropriate use.

PC Eckley gives e-safety talks annually to Key Stage 2 pupils.

Pupils are informed that network and Internet use is monitored and appropriately followed up.

The children receive e-safety lessons and are constantly reminded of online safety.

Staff and the e-safety policy

All staff receive a copy of the e-safety policy.

Staff are informed that network and Internet traffic can be traced to an individual user.

Staff will always use a child friendly safe search engine when accessing the web with pupils.

Enlisting parents' and carers' support

Parents' and carers' attention is drawn to the school's E-Safety Policy in newsletters, the school brochure and on the school website.

The school has links on its website to e-safety resources.

The school asks all new parents to sign the pupil/parent agreement when they register their child with the school.
