

# Halstead CP School

# E-Safety Policy



Approved by the Full Governing Body

Signed :

Steve Grice (Chair of Governors) – Mr Hawkins (Headteacher)  
Date : 18<sup>th</sup> November 2015  
To be reviewed : February 2017

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The Internet access policy has been agreed by all members of the school community and builds on the KCC e-safety policy and government guidance. The school e-safety co-ordinator is : Mr L. Hawkins

## **Why Internet access is important.**

The purpose of Internet access in school is to raise educational standards, to promote pupil achievement, support the professional work of staff and to enhance the school management information and business administration systems.

Internet use is part of the statutory curriculum and is an important tool for learning. Internet is an entitlement for all pupils who show a responsible and mature approach to its use. Pupils are encouraged to use the internet outside school. They will need to learn how to evaluate the information they find and be aware of safety and security issues.

## **Benefit of Internet use to the whole school community.**

These benefits include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in the National Education Network which connects all UK Schools.
- Information and cultural exchanges between pupils world-wide;
- Discussion with experts in many fields for pupils and staff;
- Staff professional development – access to educational materials and curriculum practice;
- Communication with the advisory and support services, professional associations and colleagues;
- Exchange of curriculum and administration data with LA and DCSF.

The school provides an online personal learning space for all pupils.

## **Using the Internet to enhance learning and teaching.**

- The school internet access will include filtering appropriate to the age of pupils.

Internet access will be planned to enrich and extend learning activities.

- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for Internet use.
- Staff will select sites which will support the learning outcomes planned for pupils' age and maturity.
- Approved sites will be stored on the school 'I Keep Bookmarks' account.
- The use of search engines by pupils will be avoided unless as part of a specific lesson on their use.
- Pupils will be educated to take responsibility for Internet access and educated in the effective use of the internet in research.

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## How pupils learn to evaluate Internet content

- Pupils and staff should be made aware of and comply with the copyright laws.
- Pupils will be taught to be critically aware of the materials they read and understand that it is not necessarily accurate in all subjects.
- Pupils will be taught to acknowledge the source of information, when using Internet materials for their own use;
- Pupils will be made aware that the writer of an e-mail or the author of a web page might not be the person claimed;

## How the security of the school ICT systems will be maintained

- Virus protection will be installed and updated regularly.
- All internet access will be arranged through the KCN to ensure compliance with the county's security policy.
- Portable media (CDs, flash drives, software) will only be used by pupils with permission from an adult.
- When sensitive information is sent via the internet, suitable security will be in place.
- When personal data is stored on the computer it will be password protected and passwords will be changed regularly. Data will only be copied onto portable media with the agreement of the head teacher and a copy of the passwords kept in the safe. The headteacher should be informed if data is missing.

## How e-mail will be managed.

- E-mail must only be used in school for educational purposes.
- Pupils may send e-mails as a part of planned lessons.
- Received e-mail may be examined and could, for example, be pinned to a notice board for collection by pupils.
- Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper.
- The forwarding of chain letters will be banned, as will the use of chat lines.
- Pupils must not reveal personal details of themselves or others by e-mail or arrange to meet anyone whom they only know through e-mail.

## How publishing on the web will be managed.

- The web site will comply with the school guidelines as shown on the letter of consent.
- Staff and pupils will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience.
- All materials must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name.
- The point of contact on the Web site should be the school address and telephone number. Staff and pupils personal information will not be published.

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- The head teacher will take overall editorial responsibility but the ICT subject leader will ensure that content is accurate and appropriate.
- Written parental permission will be obtained, on entry to the school, for publication of pupils' work or photographs on the school website. Photographs will not be accompanied by information which would identify individual pupils.

## **How emerging technologies will be managed**

- Emerging technologies (for instance video conferencing, podcasting) will be examined for educational benefit and risk assessment will be carried out before use in school is allowed.
- Pupils will not be allowed to bring mobile phones into school, in order to avoid inappropriate use. If a school is brought into school it will be handed into the office and held till the end of the day.

## **How internet access will be authorised.**

- Key stage one will have supervised access to specific approved websites
- Key stage two internet access will be granted to the whole class as part of the scheme of work, following suitable lessons in responsible internet use. Search engines will only be used when teaching the skills related to these.
- Parents will be requested to sign a consent form permitting their child access to the internet and informed that pupils will be provided with supervised internet access.

## **How the risks will be assessed.**

In common with other media such as magazines, books and video, some material available via the internet is suitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material.

- However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that unsuitable material will never appear on the terminal. Neither the school nor KCC can accept liability for the material accessed, or any consequence therefore.
- The use of the computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.
- The Headteacher will ensure that the policy is implemented effectively.
- Internet safety poster will be displayed through out the school wherever the internet is accessible.

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## **Procedure for dealing with e-safety issues**

- Pupils will be encouraged to tell an adult immediately if they encounter any material that makes them feel uncomfortable.
- The adult will use their professional judgement as to whether the matter should be referred to the head teacher.
- All members of the school will be aware of the procedure for dealing with issues relating to e-safety.
- Any complaint about staff misuse will be referred to the head teacher.
- Parents/carers will be informed if their child/ren are involved in any e-safety misuse.
- The head teacher will decide whether the police should be contacted in the event of a very serious issue.

## **How the School will ensure Internet access is safe**

- Pupils will be informed that Internet use will be supervised and monitored;
- The school will work in partnership with parents, the LA, DCSF 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 will be reported to the Internet Service Provider via the ICT co-ordinator.

## **REVIEW**

This policy will be reviewed every two years by :

- The Staff of Halstead Community Primary School
- The Governors

Following the review the policy will go to the full Governing Body for ratification.