

**E-SAFETY POLICY**

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| **Policy Date:** | November 2018 |  | **Version:** | | | |
| **Policy Review Date:** | November 2020 | Mrs R Dulieu (Headteacher) | Signature | | Date |
| **Ratified by Governing Body:** | | | | | | |
| Name: Ms R Gill-Harrison | | | Signature | | Date | |

**St Mary’s Fields School**

**E-SAFETY POLICY**

1. **Writing and reviewing the e-safety policy**

The e-safety policy is part of the School Development Plan and relates to other policies including those for ICT and child protection.

* The school appoints an e-safety Co-ordinator. This may be the designated Child Protection Co-ordinator as the roles overlap
* Our e-safety policy has been written. It has been agreed by staff and Governors.
* The e-safety policy will be reviewed annually.

1. **Teaching and Learning**

**2.1 Why internet use is important**

* + The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality internet access as part of their learning experience.
  + Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
  1. **Internet use to enhance learning**
  + The school internet access is designed expressly for pupil use and will include filtering appropriate to the age of the pupils.
  + Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.
  + 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.
  + Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils’ age and maturity.
  1. **Evaluating internet content**
  + If staff or pupils discover unsuitable sites the URL (address), time, date and content must be reported to the Computing Co-ordinators/technician
  + The school will ensure that the use of internet derived materials by staff and by pupils complies with copyright law.

**3.** **Managing Internet Access**

**3.1** **Information system security**

* The security of the school information systems will be reviewed regularly.
* Virus protection will be installed and updated regularly.
* The school uses the EMPSN broadband with its firewall and filters.

**3.3 Published content and the school web site**

* The contact details on the web site are the school address and telephone number. Staff and pupils personal information will not be published.
* The Web site administrator (Liz Lawton ) will take overall editorial responsibility and ensure that content is accurate and appropriate.

**3.4 Publishing pupils images and work**

* Photographs which include images of pupils will be selected carefully and will not enable individual pupils to be identified.
* Pupils’ names will not be used anywhere on the web site, particularly in association with photographs.
* A form signed by parents or carers must be obtained before photographs of pupils are published on the school web site. (Written permission from parents)

**3.5 Social networking and personal publishing**

* Social networking sites and newsgroups will be blocked. (unless a specific use is approved)
* Pupils are advised never to give out personal details of any kind which may identify them or their location.

**3.6 Managing filtering**

* The school will work in partnership with Leicester City Council e-learning team to ensure that filtering systems are as effective as possible.
* If staff, students or pupils discover unsuitable sites, the URL, time and date must be reported to the school e-safety co-ordinator, the ICT technician, then the LA.

**3.7 Managing emerging technologies**

* Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

**3.8 Protecting personal data**

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

1. **Policy Decisions**

**4.1 Authorising internet access**

* The school will maintain a current record of all staff and students who are granted internet access.
* All staff (and students) must read and sign the acceptable ICT use agreement and e-safety agreement form for school staff before using any school ICT resource.
* All Foundation Stage and Key Stage 1 access to the internet will be by adult demonstration with directly supervised access to specific approved on-line materials.
  1. **Assessing risks**
* In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate 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 school computer. Neither the school nor the LA can accept liability for the material accessed, or any consequences of internet access.
* The headteacher will ensure that the e-safety policy is implemented.
  1. **Handling e-safety complaints**
* Complaints of internet misuse will be dealt with by a senior member of staff.
* Any complaint about staff misuse must be dealt with in accordance with school child protection procedures.

1. **Communications Policy**
   1. **Introducing the e-safety policy to pupils**

* Rules for internet access will be posted in all networked rooms
* Pupils will be informed that internet use will be monitored
  1. **Staff and the e-safety policy**
* All staff will be given a copy of 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.
  1. **Enlisting parents’ support**
* Parents will be informed about the school e-safety policy on the school web site, and in newsletters.
* The school will arrange presentations / workshops for parents regarding e-safety awareness.

This policy will be reviewed in November 2019 (or sooner, only if national legislation policy demands it )