ST. TERESA'S CATHOLIC PRIMARY SCHOOL

With Jesus we live, learn and love

E-Safety Policy

Policy Adopted:	Autumn 2014			
Review Date:	Autumn 2015	Autumn 2018		
Completed	NC, SF	NC, SF, FM		

1. INTRODUCTION

The Internet is now regarded as an essential resource to support teaching and learning. The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and email and mobile learning, such as phones and touch screen tablet devices. Computer skills are vital to access life-long learning and employment; ICT is now seen as an essential life-skill.

Young people have access to the Internet from many places; home, school, friends' homes, libraries and in many cases mobile phones. Schools have a number of services to help ensure that curriculum use is safe and appropriate; however, access out of school does not usually have these services and has a range of risks associated with its use. Schools are ideally placed to help young people learn to become e-safe. This policy is designed to ensure safe internet use by pupils in school, but also while on-line at home etc.

2. CORE PRINCIPLES OF INTERNET SAFETY

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies such as mobile phones. There are no straightforward or totally effective solutions and staff, parents and pupils themselves must remain vigilant.

3. WHY IS INTERNET USE IMPORTANT?

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, wellbeing and to support the professional work of staff and to enhance the school's management information and business administration systems.

4. HOW WILL INTERNET USE ENHANCE LEARNING?

The school Internet access will be designed expressly for educational use and will include filtering appropriate to the age of pupils. Pupils will learn appropriate Internet use and be 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.

5.   HOW WILL INTERNET ACCESS BE AUTHORISED AND MONITORED?

The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date; for instance a member of staff may leave or a pupil's access be withdrawn. Parents will be informed that pupils will be provided with supervised Internet access. Pupils will be issued an individual email account which is only accessible via Purple Mash, the platform we use for computer skills, but will only be authorised to use it within the platform, i.e. to send to and receive within school. There will be a structured approach to Internet access and Internet searches, with clear progression through the school.

6.   HOW WILL FILTERING BE MANAGED?

The school will work in partnership with parents and ICT technician Matt Gault (B.I.S. Solutions Ltd) to ensure systems to protect pupils are reviewed and improved. If staff or pupils discover unsuitable or illegal sites, the URL (address) and content must be reported to the Internet Service Provider Essex County Council via the ICT Co-ordinator. Parents of the children involved will be notified immediately. The ICT Co-ordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

7.   HOW WILL THE RISKS BE ASSESSED?

In common with other media such as magazines, books and DVDs, some material available via 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. The School cannot accept liability for the material accessed, or any consequences of Internet access. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990. Methods to identify, assess and minimise risks will be reviewed regularly. The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

8.   MANAGING CONTENT

8.1   How will pupils learn to evaluate Internet content?

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to Matt Gault, B.I.S. Solutions Tel: 020 33 22 26 26. The School will ensure that staff and pupils are aware that the use of Internet derived materials should comply with current copyright laws. Specific lessons will be included within the ICT Scheme of Work that teaches all pupils how to read for information from web resources. Nominated persons (ICT technician) will be responsible for permitting and denying additional websites as requested by colleagues.

8.2   How should website content be managed?

The point of contact on the website should be the school address, school email and telephone number. Staff or pupils' home information will not be published. Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified by name.   Pupils' full names will not be used anywhere on the website in association with photographs. Written permission from parents or carers will be obtained before photographs of pupils are published on the School Website.

9.   COMMUNICATION
9.1   Managing email

Pupils may only use approved email accounts on the school system. Pupils must immediately tell a teacher if they receive offensive email. Pupils must not reveal details of themselves or others in email communication, such as address or telephone number, or arrange to meet anyone. Email sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

9.2   On-line communications and social networking

Pupils will be taught about how to keep personal information safe when using online services. Each year group will have specific ICT lessons dedicated to e-safety. The school will gauge the range of activities which pupils undertake and how safely they are using them e.g. keeping personal information safe, experiences of cyber bulling etc. The use of online chat is not permitted in school other than as a part of its online learning environment.

9.3   Mobile technologies

Appropriate use of mobile phones will be taught to pupils as part of their e-safety programme. Pupil mobile phones are not permitted within the school. In exceptional circumstances pupil mobile phones can be left in the school office if parent has sought permission from the Headteacher. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school allowed.

10.   INTRODUCING THE POLICY TO PUPILS

A module on responsible Internet use and e-safety will be included in the curriculum covering both school and home use. This will include the necessity of keeping personal information safe, how to use mobile technologies appropriately and using online communication appropriately. Instruction on responsible and safe use should precede Internet access. Pupils will be informed that Internet use will be monitored.

11.   PARENTS AND E-SAFETY

Parents' attention will be drawn to the School E-Safety Policy on the School Website. Regular information will be provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and home. Internet issues will be handled sensitively to inform parents without undue alarm. A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.

12.   CONSULTING WITH STAFF AND THEIR INCLUSION IN THE E-SAFETY POLICY

All staff including teachers, supply staff and support staff, will be provided with the School Internet Policy, and its importance explained. The school's consequences for Internet and mobile phone/PDA/technology misuse will be clear so that all teachers are confident to apply this should the situation arise. All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school. Staff should be aware that Internet traffic is monitored and reported by Essex County Council and can be traced to the individual user. Discretion and professional conduct is essential. Community users of the school's ICT facilities must sign the acceptable user policy before being granted access. The monitoring of Internet use is a sensitive matter. Staff that operate monitoring procedures should be supervised by senior management.

13.   HOW WILL COMPLAINTS BE HANDLED?

Responsibility for handling incidents will be delegated to a senior member of staff. Any complaint about staff misuse must be referred to the Headteacher. Pupils and parents will be informed of the complaints procedure. Parents and pupils will need to work in partnership with staff to resolve issues. There may be occasions when the police must be contacted. Early contact should be made to establish legal position and discuss strategies.

14. REFERENCES
15. 1 Responsible Internet use rules

St Teresa's Catholic Primary School

Responsible Use of the Internet, including e-Folio

1. If I see anything I am unhappy with or I receive messages I do not like, I will tell a member of staff immediately.

2. I will use only my own username, or one provided for me by a member of staff

3. I will use only my own password and I will keep my password private.

4. I will ask permission before entering any Web site, unless a member of staff has already approved that site.

5. Any work I save or display on the computer, including e-Folio, will be work that I know I would want a member of staff, my family and my friends to see.

6. I will only e-mail people I know in school, or people a member of staff has approved.

7. The messages I send will be polite and sensible.

8. I will not give out any personal information, including my home address or telephone number, or arrange to meet someone

9. I will ask permission from a member of staff before opening an e-mail or an email attachment sent by someone I do not know.

10. I will not use Internet chat except if it is a discussion room that has been set up by a member of staff.

11. I know that the school may check my computer files and emails, and may monitor the Internet sites I visit.

12. I understand that if I deliberately break these rules, I could be stopped from using the computers and/or the Internet in school.

I know that the school may exercise its right by electronic means to monitor the use of the schools computer systems, including monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

14.2 SAMPLE LETTER TO PARENTS

St Teresa's Catholic Primary School,
Elsenham Crescent,
Basildon,
Essex
SS14 1UE

Telephone: 01268 553502
Facsimile: 01268 581425

Headteacher Mrs N Cashell

«Parental_Salutation»
«AddressBlock»

18 October 2018

Dear «Parental_Salutation»,

«Forename» «Surname»

Responsible use of the Internet, including e-Folio

The 'Responsible use of the Internet, including e-Folio' agreement sets out the expectations for Parents/Carers, their child and the School of how we use the Internet in school, including our Virtual Learning Environment, e-Folio.

As a school we only give Internet access in school to children when we have received a signed copy of this agreement from their parents/carers.

I would therefore be grateful if you could read the attached document, sign it and return it to school as soon as possible.

Please do not hesitate to contact me at the school if I can provide any further information.

Yours sincerely,

14.3 SAMPLE CONSENT FORM

St Teresa's Catholic Primary School

Responsible Use of the Internet, including e-Folio

AGREEMENT

Please complete, sign and return to the School Office.

Name:	....
Year:	....

Pupil's Agreement

I have read and understand the school rules for Responsible Use of the Internet, including e-Folio. I agree that I will use the Internet, including e-Folio, in a responsible way and obey these rules at all times. In particular, I will not share my password with anybody else. I will not give our personal information, including my name, home address or phone number, in email messages, or write messages that I would not let my teachers and parents read.

Signed: ……………………………………………………………………
Date: ……………………

Parents/Carer's Agreement

I have read and understood the school rules for Responsible Use of the Internet, including e-Folio and give permission for my child (named above) to access the Internet at school. I understand that the school will take all reasonable precautions to ensure children cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

I also agree that when my child accesses the Internet, including e-Folio, at home or anywhere else, that I will take all reasonable precautions to ensure my child cannot access inappropriate materials and that they will use e-Folio in an appropriate manner.

I agree that my child's work may be published on e-Folio.

Signed: ……………………………………………………………………
Date: ……………………
14.4 WEB-BASED RESOURCES

For Schools

KidSmart: http://www.kidsmart.org.uk

SMART rules from Childnet International and Know It All for Parents

Childnet International: http:/www.childnet-int.org/

Guidance for parents, schools and pupils

Internet Watch Foundation: www.iwf.org.uk

Invites users to report illegal websites

Think U Know: www.thinkuknow.co.uk

Home Office site for pupils and parents explaining Internet dangers and how to stay in control.

For Parents

Kids Smart: http://www.kidsmart.org.uk

A downloadable PowerPoint presentation for parents

Childnet International: http://www.childnet-int-org/

"Know It All" CD-ROM free to order resources for parents to help raise awareness of how to help their children stay safe online.