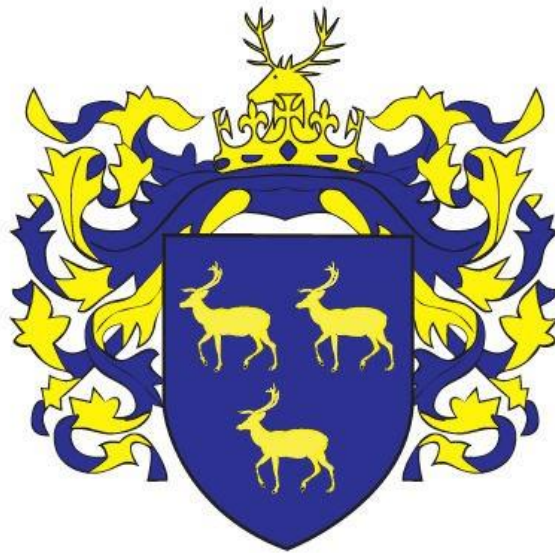# Green Meadow Independent Primary School

E-Safety Policy

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This policy should be read in conjunction with the Schools Safeguarding and Child protection Policies/File.

Green Meadow Independent Primary School

E-Safety

E-Safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The school's e-Safety policy will operate in conjunction with other policies including those for Student Behaviour Management Curriculum, 'and GDPR.

End to End e-Safety

E-SSafety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of e-Safety policy in both administration and curriculum,

  including secure school network design and use.
- Safe and secure broadband including the effective management of filtering.

School e-Safety policy

The e-Safety Policy is relates to other policies including those for ICT, behaviour management and for safeguarding.

- The school will appoint an e-Safety Coordinator. This person is also the safeguarding officer as the roles overlap.
- Our e-Safety Policy has been written by the management, building government

  guidance. It has been agreed by all staff.
- The e-Safety Policy and its implementation will be reviewed annually.

Teaching and learning

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.

Internet use will enhance learning
- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and 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.
- Pupils will be taught how to evaluate Internet content
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet

Access

Information system security
- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

- E-mail 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.
- The forwarding of chain letters is not permitted.

Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The management team will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Pupil's work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

- The school will work with the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering
  methods selected are appropriate, effective and reasonable.

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.
- Mobile phones will not be allowed in school. The sending of abusive or inappropriate text messages is forbidden.
- Staff will use a school phone where contact with pupils is required.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the GDPR.

Policy Decisions

Authorising Internet access

- All staff must read and adhere to the 'Acceptable ICT Use Agreement' before using any school ICT resource.

- Access to the Internet will be by directly supervised access to specific, approved on-line materials.

Assessing risks

- 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.

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 referred to the manager.

- Complaints of a safeguarding nature must be dealt with in accordance with school safeguarding procedures.
- Pupils and parents will be informed of the complaints procedure.

- Discussions will be held with the Police youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Communications Policy

Introducing the e-Safety policy to

pupils

- E-Safety rules will be posted in all classrooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.

Staff and the e-Safety policy

- All staff will be given 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.

Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the
  school prospectus and on the school Web site.