

Bryncoch Church in Wales Primary School



E-Safety Policy



E-safety Policy



Aim:

The purpose of Internet use in Bryncoch Church in Wales Primary School is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. In addition, we recognise the Internet is an essential element in 21st century life for education, business and social interaction. Our school has a duty to provide students with safe, quality Internet access as part of their learning experience.

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, bullying and for child protection.

- The school has appointed an e-Safety Coordinator.
- Our e-Safety Policy has been written by the e-safety Coordinator and Headteacher, building on the NPTCBC e-Safety Policy and government guidance. It has been agreed by senior management and approved by governors
- The e-Safety Policy was revised by: Mrs Kath Phillips
- It was approved by the Governors on: 17/3/15
- The next review date is (at least annually): March 2024

Teaching and learning

Why the Internet and digital communications are important

- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security

Internet use will benefit education

- Inclusion in the Lifelong Learning Network Wales which connects schools in NPT
- Access to world-wide educational resources including museums and art galleries

- Access to learning wherever and whenever convenient

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 shown how to publish and present information to a wider audience
- 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

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 will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content e.g. by reporting it to their teacher immediately

Managing Information Systems

Information system security

- School ICT systems security will be reviewed regularly
- Virus protection will be updated regularly
- Security strategies will be discussed with the Local Authority
- The school will work closely with the Local Authority to ensure the safety and integrity of any wireless system used or installed in the school
- School or Local Authority data should not be stored on personal devices

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

- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission
- The forwarding of chain letters is not permitted
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known
- Access in school to external personal e-mail accounts may be blocked

Published content and the school web site

- Staff or pupil personal contact information will not be published. The contact details given online should be the school office
- The Head Teacher 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 so that individual pupils cannot be identified or their image misused. The school will consider using group photographs rather than full-face photos of individual children
- Pupils' full names will not be used anywhere on a school Web site or other on-line space, 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
- Work will only be published with the permission of the pupil and parents/carers
- Pupil image file names will not refer to the pupil by name
- Parents will be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories

Social networking and personal publishing

- Social Network sites and newsgroups will be filtered unless a specific use is approved
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location
- Pupils will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils

Managing filtering

- The school will work with the LLAN ICT sub group to ensure systems to protect pupils are reviewed and improved
- If staff or pupils come across unsuitable on-line materials, the site will be reported to the e-Safety Coordinator

Managing videoconferencing & webcam use

- Videoconferencing will use the educational broadband network to ensure quality of service and security
- Pupils must ask permission from the supervising teacher before making or answering a videoconference call
- Videoconferencing and webcam use will be appropriately supervised for the pupils' age

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
- The senior leadership team will note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications
- Mobile phones will not be used by staff or pupils during lessons or formal school time (except in emergencies). The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden

Protecting personal data

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

Policy Decisions

Authorising Internet Access

- All staff must read and sign the Acceptable Use Policy for ICT before using any school ICT resource
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems
- At Key Stage 1/ Foundation Phase, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials

- Parents will be asked to sign and return a consent form

Assessing risks

- The school will take 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 NPTCBC can accept liability for any material accessed, or any consequences of Internet access
- The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

Handling e-safety complaints

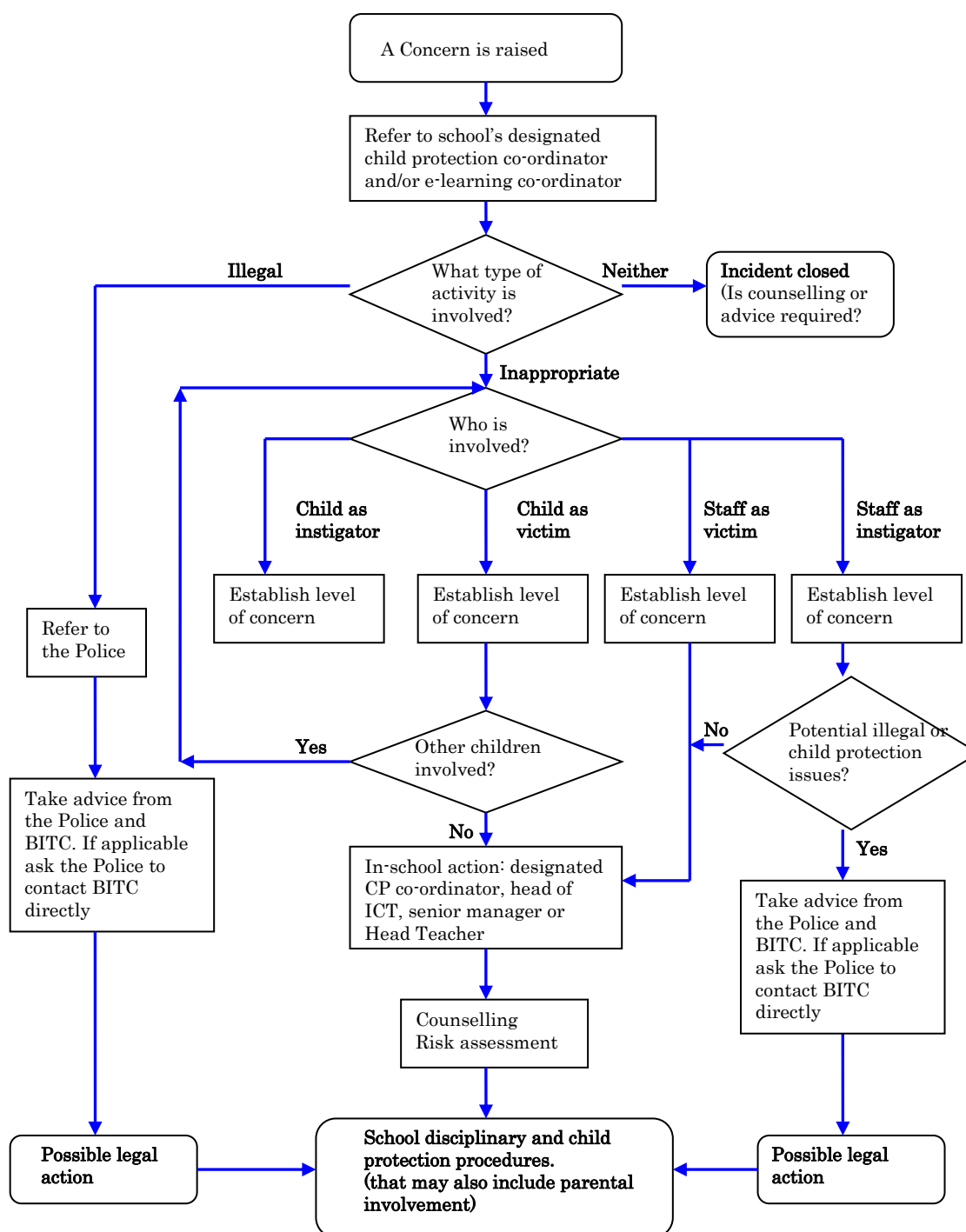
- Complaints of Internet misuse will be dealt with by a senior member of staff
- Any complaint about staff misuse must be referred to the Head Teacher
- Complaints of a child protection nature will be dealt with in accordance with school child protection procedures

How do we respond?

The Child Protection or e-Safety Coordinator will provide guidance should you be concerned about the Internet use by a child, young person or member of staff.

The flowchart on the next page illustrates the approach to resolving an incident of concern. This diagram will not be used in isolation and the Education and Children's Services and the Local Safeguarding Children Board will also provide supporting documents to assist schools when responding to incidents.

Response to an Incident of Concern



Community use of the Internet

- The school will liaise with local organisations to establish a common approach to e-safety (when appropriate)

Communications Policy

Introducing the e-safety policy to pupils

- E-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up
- A programme of training in e-Safety will be developed

Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained
- Staff will be informed that network and Internet traffic can be monitored and traced to the individual user
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues

Enlisting parents' and carers' support

- Parents' and carers' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site
- The school will maintain a list of e-safety resources for parents/carers
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

Appendices

Appendix 1: Internet use - Possible teaching and learning activities

Activities	Key e-safety issues
Creating web directories to provide easy access to suitable websites.	Parental consent will be sought. Pupils must be supervised. Pupils will be directed to specific, approved on-line materials.
Using search engines to access information from a range of websites.	Filtering must be active and checked frequently. Parental consent will be sought. Pupils must be supervised. Pupils will be taught what Internet use is acceptable and what to do if they access material they are uncomfortable with.
Exchanging information with other pupils and asking questions of experts via e-mail.	Pupils will only use approved e-mail accounts. Pupils must never give out personal information. Consider using systems that provide online moderation e.g. SuperClubs Plus.
Publishing pupils' work on school and other websites.	Pupil and parental consent will be sought prior to publication. Pupils' full names and other personal information will be omitted. Pupils' work will only be published on 'moderated sites'.
Publishing images including photographs of pupils.	Parental consent for publication of photographs will be sought. Photographs will not enable individual pupils to be identified. File names will not refer to the pupil by name. Staff must ensure that published images do not breach copyright laws.
Communicating ideas within chat rooms or online forums.	Only chat rooms dedicated to educational use and that are moderated will be used. Access to other social networking sites will be blocked. Pupils must never give out personal information.

Audio and video conferencing to gather information and share pupils' work.

Pupils will be supervised.
Schools will only use applications that are managed by Local Authorities and approved Educational Suppliers.

Appendix 2: Useful resources for teachers

BBC Stay Safe

www.bbc.co.uk/cbbc/help/safesurfing/

Becta

<http://schools.becta.org.uk/index.php?section=is>

Chat Danger

www.chatdanger.com/

Child Exploitation and Online Protection Centre

www.ceop.gov.uk/

Childnet

www.childnet-int.org/

Cyber Café

http://thinkuknow.co.uk/8_10/cybercafe/cafe/base.aspx

Digizen

www.digizen.org/

Kent e-Safety Policy and Guidance, Posters etc

www.clusterweb.org.uk/kcn/e-safety_home.cfm

Kidsmart

www.kidsmart.org.uk/

Kent Police - e-Safety

www.kent.police.uk/Advice/Internet%20Safety/e-safety%20for%20teacher.html

Think U Know

www.thinkuknow.co.uk/

Safer Children in the Digital World www.dfes.gov.uk/byronreview/

Appendix 3: Useful resources for parents

Care for the family

www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf

Childnet International "Know It All" CD

<http://publications.teachernet.gov.uk>

Family Online Safe Institute

www.fosi.org

Internet Watch Foundation

www.iwf.org.uk

Kent leaflet for parents: Children, ICT & e-Safety

www.kented.org.uk/ngfl/ict/safety.htm

Parents Centre

www.parentscentre.gov.uk

Internet Safety Zone

www.internetsafetyzone.com