

**St Oswald's Catholic Primary School**

**E Safety Policy**

**Revised version 2017/2018**

**E-Safety**

**E-Safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, email , social networking, 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 Policy has been extensively revised to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole.**

**The school's e-safety policy will operate in conjunction with other policies including those for Computing,Pupil Behaviour, Safeguarding, Bullying, Curriculum, Data Protection and Security.**

**End to End e-Safety**

**E-Safety 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 Network including the effective management of filtering.**
- National Education Network standards and specifications.**

### **School e-safety policy**

#### **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.**

- Our e-Safety Policy has been written by the ICT Leader, building on the Wigan e-Safety Policy and government guidance. It has been agreed by senior management and approved by governors.**
- The e-Safety Policy and its implementation will be reviewed annually.**
- The e-Safety Policy was revised by: Mrs J Hassan in August 2017**
- It was originally approved by the Governors on: 20<sup>th</sup> January 2011 and is 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.
- Security strategies will be discussed with Wigan LA and St Edmund Arrowsmith.

### 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 website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **Publishing pupil's images and work**

- It is therefore the policy of the school to not allow children's surnames or for any photographs which clearly identify any children to be used on the website without the parents/carers permission.
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### **Social networking and personal publishing**

- The school will block/filter access to social networking sites.
- 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.
- The school twitter account will be a closed account

### **Managing filtering**

- The school will work with the LA, DfES and 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 ICT/ 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 videoconferencing**

- IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.

- **Pupils should ask permission from the supervising teacher before making or answering a videoconference call.**
- **Videoconferencing 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.**

### **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**

- **The school will provide an internet code of use for all staff and pupils.**
- **Access to the Internet will be under adult supervision to access specific, approved on-line materials.**
- **Parents/pupils/staff will be asked to sign and return a consent form.**

#### **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. Neither the school nor St Edmund Arrowsmith nor Wigan LA can accept liability for the material accessed, or any consequences of Internet access.**
- **The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is 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 headteacher.**
- **Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.**
  
- **Pupils and parents will be informed of the complaints procedure.**
- **Advice would be sought from Wigan LA in the event the school needed to establish procedures for handling potentially illegal issues.**

### **Community use of the Internet**

- **The school will liaise with local organisations to establish a common approach to e-safety.**

### **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.**
- **Forensic software will be used to check and monitor internet use by pupils and staff.**

### **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, on the school twitter and school website.**

**Adopted by Governors on 20<sup>th</sup> January 2011**

**Reviewed 2012**

**Reviewed 2013**

**Reviewed 2014**

**Reviewed 2015**

**Reviewed 2016**

**Reviewed 2017**

**Signature of Chair \_\_\_\_\_ 2017/2018**

**This Policy will be reviewed during the academic year 2018-2019**