

York Road Junior School & Language Unit

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.

- The school will appoint an e-Safety Coordinator. This may be the Designated Child Protection Coordinator as the roles overlap. It is not a technical role.
- Our e-Safety Policy has been written by the school, building on the Kent e-Safety Policy and government guidance. It has been agreed by senior management and approved by governors.
- The e-Safety Policy was revised by:
- It was approved by the Governors on:
- The next review date is (at least annually):

Teaching and learning

Why the Internet and digital communications are 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 where necessary 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 at a relevant stage in their education.
- Pupils will be shown how to publish and present information to a wider audience at an appropriate stage in their education as part of the school's ICT teaching plan.

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 at the relevant stage in the ICT curriculum.
- Pupils will be taught how to report unpleasant Internet content by following the school's e-safety guidance.

Managing Internet Access

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.

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.
- Pupils will be educated as part of the school's ICT curriculum on sensible and responsible email practices.

Published content and the school web site

- Staff or pupil personal contact information will not generally be published. The contact details given online should be the school office.
- The designated member(s) 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. 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.

- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories

Social networking and personal publishing

- The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- 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, their friends or their location.
- Ideally pupils would use only moderated social networking sites, e.g. SuperClubs Plus
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering

- The school will work with the Kent Community Network, ASK and Becta to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site 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 videoconferencing & webcam use

- Videoconferencing should 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 should 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 pupils during lessons or formal school time. 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 „Staff Code of Conduct for ICT“ before using any school ICT resource. (www.kenttrustweb.org.uk?esafety)
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- At Key Stage 1, 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.
- Any person not directly employed by the school will be asked to sign an „acceptable use of school ICT resources before being allowed to access the internet from the school site.

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 KCC can accept liability for any material accessed, or any consequences of Internet access.
- The school should 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 headteacher.

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 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, possibly based on the materials from CEOP.
- E-Safety training will be embedded within the ICT scheme of work.

Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.

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.
- Beginning September 2010, the school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

Appendix 1: Internet use - Possible teaching and learning activities

Activities	Key e-safety issues	Relevant websites
Creating web directories to provide easy access to suitable websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be directed to specific, approved on-line materials.	Web directories e.g. Ikeep bookmarks Webquest UK Kent Learning Zone The school / cluster VLE
Using search engines to access information from a range of websites.	Filtering must be active and checked frequently. Parental consent should be sought. Pupils should be supervised. Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.	Web quests e.g. Ask Jeeves for kids Yahooligans CBBC Search Kidsclick
Exchanging information with other pupils and asking questions of experts via e-mail or blogs.	Pupils should only use approved e-mail accounts or blogs. Pupils should never give out personal information. Consider using systems that provide online moderation e.g. SuperClubs Plus.	RM EasyMail SuperClubs Plus School Net Global Kids Safe Mail Kent Learning Zone Cluster Microsite blogs
Publishing pupils' work on school and other websites.	Pupil and parental consent should be sought prior to publication. Pupils' full names and other personal information should be omitted. Pupils' work should only be published on „moderated sites“ and by the school administrator.	Making the News SuperClubs Plus Headline History Kent Grid for Learning Cluster Microsites National Education Network Gallery
Publishing images including photographs of pupils.	Parental consent for publication of photographs should be sought. Photographs should not enable individual pupils to be identified. File names should not refer to the pupil by name. Staff must ensure that published images do not breach copyright laws.	Making the News SuperClubs Plus Learninggrids Museum sites, etc. Digital Storytelling BBC – Primary Art Cluster Microsites National Education Network Gallery
Communicating ideas within chat rooms or online forums.	Only chat rooms dedicated to educational use and that are moderated should be used. Access to other social networking sites should be blocked. Pupils should never give out	SuperClubs Plus FlashMeeting

	personal information.	
Audio and video conferencing to gather information and share pupils' work.	Pupils should be supervised. Schools should only use applications that are managed by Local Authorities and approved Educational Suppliers.	FlashMeeting National Archives "On-Line" Global Leap JANET Videoconferencing Advisory Service (JVCS)

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