The Edge Schools' Federation

E-SAFETY & ACCEPTABLE USE POLICY

Our e-Safety Policy has been written by the Head Teacher, building on the Shropshire Council E-Safety Policy and government guidance. It has been agreed by the Staff and approved by Governors.

Teaching and learning

- The purpose of Internet use in Church Preen 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 information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- 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.
- Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide through the video-conferencing;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with the LA and DfE;
- access to learning wherever and whenever convenient.

The Internet enhancing learning

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Evaluating Internet content.

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- Staff should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- The evaluation of on-line materials is a part of every subject.

Managing Internet Access

- The security of the school ICT systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with SITTS.
- The IT co-ordinator / network manager will review system capacity regularly.

Use of Email

- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Whole-class or group e-mail addresses should be used at Key Stage 2 and below.
- Excessive social e-mail use can interfere with learning and may be restricted.
- The forwarding of chain letters is not permitted.

Published Content - Website

- 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 Head Teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site should comply with the LA's guidelines for publications including respect for intellectual property rights and copyright.
- 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, 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*.
- Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.

Social networking and personal publishing

- Church Preen School has a Service Level agreement with Shropshire LA to block/filter access to social networking sites.
- Pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, IM address, e-mail address, names of friends, specific interests and clubs etc.
- Pupils are advised not to place personal photos on any social network space. They consider how public the information is and consider using private areas. Advice is given regarding background detail in a photograph which could identify the student or his/her location eg. house number, street name, school, shopping centre.
- Teachers are advised not to run social network spaces for students on a personal basis.
- Church Preen School is aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.
- The school will work in partnership with parents, the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider.
- Staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation.

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.***

Personal data

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

Internet Access

- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Primary pupils will not be issued individual e-mail accounts, but will be authorised to us a group/class e-mail address under supervision.

Risk Assessment

- In common with other media such as magazines, books and video, 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. Neither the school nor Shropshire LA can accept liability for the material accessed, or any consequences of Internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The head Teacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

E-safety complaints

- Complaints of Internet misuse will be dealt with by the Head Teacher.
- Any complaint about staff misuse must be referred to the Head Teacher.

Internet used across the community

- The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

Communications Policy

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the PSHE, Citizenship or ICT programmes covering both school and home use.

Employees

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- 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.
- Staff development in safe and responsible Internet use and on the school eSafety Policy will be provided as required.

Parental Support

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

Policy Agreed   Oct 18……………………

Policy Review Date   Oct 20………………