



## St Andrew's Primary School E-Safety Policy

The development of digital technology and the internet has revolutionised how children (and adults) live their lives. Used appropriately this technology improves and enhances their lives in many ways. It also, however, presents opportunities for unacceptable behaviour and criminality among a small minority of people. The more recent development of 'Smart Phones' and mobile internet devices means that children can be 'online' at all times, which further highlights the need for children, young people and parents to be aware of the dangers and how best to stay safe while enjoying the benefits of digital technology.

The e safety lead in school is Mr Lang, supported by Mrs Miller and Mrs Austin (Deputy DSLs).

The e-Safety Policy and its implementation will be reviewed annually.

### **Managing Internet Access**

#### **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 pupils with secure Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for both staff and pupils.

#### **Safeguarding, Security and ICT Communications in School**

(See also Social Networking Sites and Social Media Policy and Mobile Phone Policy)

#### **School web site**

- The contact details on the Web site should be the school address, e-mail, Fax and telephone number.
- Staff or pupils' personal information will not be published.
- Written permission from parents or carers will be obtained before photographs or video of pupils are published on the school web site.
- Where permission has been given photographs and videos that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the Web site.

#### **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 used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

#### **Protecting personal data**

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

### **Authorising Internet access**

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource. This is to be completed during induction.
- At all Key Stages, access to the Internet will be by adult demonstration and any individual use will be adult supervised.
- Parents will be asked to sign and return a consent form as part of the admission arrangements.

### **Assessing risks**

- The school will take all reasonable precautions to ensure that users access only appropriate material.
- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.
- The school has a firewall in place approved by Lancashire County Council.

### **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.

### **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 and that discretion and professional conduct is essential.

#### **Enlisting parents' support**

- Parents will be able to view the e safety policy on the school Web site.
- Parents will be encouraged to contact school regarding any e safety issues with their children.

#### **Home**

- Pupils and parents will be advised that the unsupervised use of social network spaces outside school is inappropriate for primary aged pupils.
- Pupils and parents will be advised to follow e safety recommendations outside of school.

#### **Rules**

- Pupils must immediately tell a teacher if they receive offensive e-mail or blogs although these will be monitored by staff in school.
- Pupils must not reveal personal details of themselves or others in e-mail communication and /or blogs or arrange to meet anyone without specific permission.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- If staff or pupils discover an unsuitable site, it must be reported to staff.

