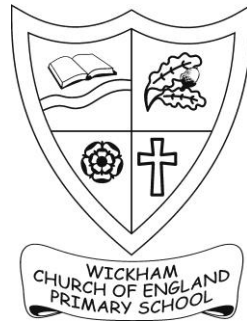


WICKHAM CHURCH OF ENGLAND PRIMARY SCHOOL



E-SAFETY POLICY

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's E-Safety policy will operate in conjunction with other policies including those for Behaviour, Data Protection, Anti-Bullying, Child Protection, Safeguarding and PSHE.

Our E-Safety Policy has been written by the school, building on County and Government guidance. It has been agreed by the staff, senior leadership team and approved by governors.

The E-Safety Policy will be reviewed annually.

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff, governors and pupils; 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 including the effective management of content filtering.

Aims and Objectives of Internet Use

Why is Internet Use Important?

The purpose of Internet use in 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 administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to

the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access.

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between pupils world-wide;
- 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 across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DCSF;
- access to learning wherever and whenever convenient.

How can Internet Use Enhance Learning?

- The school Internet access will be designed expressly for pupil use and includes 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.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support 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.

Acceptable ICT use

Authorised Access

- All staff, governors and pupils must follow the 'Acceptable ICT Use' sections of this policy.
- Parents will be asked to sign and return an Internet Safety Charter in their child's home School Diary (see Appendix B/C).
- Staff and Governors will be asked to sign and return a 'Staff and Governors Acceptable Use' form (see Appendix D) on beginning employment at Wickham Church of England Primary School.

World Wide Web

- If staff, governors or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Senior Admin Officer who will contact IT services to block said site.

- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- In keeping with The Prevent Duty published by the DfE in 2015, staff, Governors and Pupils will follow the acceptable use policy which requires them to report any extremist communications and comments that insight hatred to a Teacher, the Computing Leader or Head teacher.

Virtual Learning

Wickham Church of England Primary School recognises the value of Virtual Learning. We also believe that teaching children how to operate safely in an online environment is an important life skill.

Because of this, Wickham Church of England Primary School has signed up to 'Bug Club' reading scheme and 'My Maths' online mathematics scheme to further promote Virtual Learning through maths and reading at home.

Prevent Duty and E-Safety

The school will follow the county guidelines to ensure children are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering.

Staff at School

- We will provide all users with secure login and password, individual to each user. We have control over who is able to access our virtual learning sites.
- We will provide staff with the ability to add activities and content to our virtual learning sites to enhance the learning experience offered by the school.
- We will share resources and communicate with children with the same standard of professionalism as we would show in our daily interactions with children.
- We will show children how to use the virtual learning sites, and teach them how to use them safely.
- We will monitor children's use of the virtual learning sites, including messages sent between children, and deal with misuse of them appropriately.
- We will ensure that children who do not have internet access at home are provided with the opportunity to use the sites in school.

Children at School, or at Home

- Children must look after their logon information, and not share it with others. Children will only logon using their information.
- Children must use the virtual learning sites appropriately. Using the sites to publish derogatory remarks will not be tolerated.
- Children will not give out personal information such as addresses, phone numbers, or external e-mail addresses using the virtual learning sites.

- If children find anything they don't like on the site, children will report it to a parent, guardian, or teacher as soon as possible.
- Children will remember to respect the views of others, and keep discussion relevant to the topics in hand.
- Children will understand that use of strong language, swearing or aggressive behaviour is not permitted.

Parents at Home

- Parents will promote E-Safety at home.
- Parents may need to assist their children in keeping their logon information secure.
- Parents will report any misuse of the virtual learning sites to the school.
- Use of the virtual learning sites at home will be governed by the wishes of the parent, and it will be the responsibility of the parent to control access to the sites from home, just as it is for any other website.
- Parents will ensure that equipment is safe to use and that their child takes regular breaks.

Password Security

These are the specific guidelines that we will follow regarding password security, particularly with regard to the virtual learning sites:

All staff and children are initially issued with a unique username and standard password. It is the responsibility of all users to show good E-Safety by keeping login details private. All staff should ensure that, with the help of IT Leader and Technician, they have changed their password from the standard to a personal password.

At Key Stage 1 children will keep the standard password and this will be shared with parents at home. KS1 children will have 2 stickers issued in their home-school diary, with username and password printed on; one for My Maths and one for Bug Club. Children will be taught the importance of keeping login cards safe. Parents should login with KS1 children and can login with their KS2 child. They should encourage their child to share their details with them only.

Social Media

As a school we recognise that social media and networking are playing an increasing role within everyday life and that many staff and governors are users of tools such as Facebook, Twitter and blogs using these for both personal and professional use. We will ensure that staff, governors and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks.

As a school we block access to social networking sites on all school computers.

Staff and governors should:

- ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- not accept current or ex-pupils as 'friends' on social media sites such as Facebook. This is to ensure any possible misinterpretation. We do understand that some staff members

live and have friends within the local community and ask that these members of staff take extra care when posting online.

- ensure that their communication maintains their professionalism at all times.
- be aware that electronic texts can be misconstrued so should endeavour to minimise the possibility of this happening.
- not use these media to discuss confidential information or to discuss specific children.
- check with the Computing Leader if they need advice on monitoring their online persona and checking their security settings.

Pupils should not be signed up to most social networking sites due to the over-13 age limit. However, we recognise that some are signed up with, or without, parental knowledge. As a school we will monitor the use of social networking and ensure it is part of our curriculum. We will ensure that parents are aware of how to minimise the risk if their children are using these sites. As a school, we do reserve the right to contact sites such as Facebook and ask them to remove our children's accounts should any issues, such as cyber-bullying occur.

As a school we are trying to improve our website and we will be trialling the use of 'blogging' to post information as a means of communicating to parents and the World Wide Web. There is a link to the school blog on the school website homepage.

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

Filtering

The school will work in partnership with the Local Authority, BECTA and the Internet Service Provider to ensure filtering systems are as effective as possible.

Managing Emerging Technologies/ Future developments

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. This policy will be amended as required.

Use of Memory Sticks (and other portable storage)

Where memory sticks are used to store data, teaching staff must minimize storage of sensitive and/or confidential information (e.g. reports, IEPs) on these devices and they must be encrypted.

Published Content and the School Website

- The contact details on the Web site should be the school address, e-mail and telephone number.

- Staff, governors or pupils' personal information will not be published.
- The head teacher and Computing leader will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Digital and Video Images

We follow these rules to maintain safety on our school website:

- For a photograph of a child to appear on the site, consent must have been gained from the parent or guardian of the child. This consent is sought on admission and reviewed annually in September. A parent or guardian may choose to withdraw permission at any time.
- If we do not have permission to use the image of a particular child, we will make them unrecognisable to ensure they are not left out of situations unnecessarily.
- We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See above.)
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Personal information about children or staff is not shared on our website. Contact e-mails are provided only for School office.
- All information on the school website is published by the website administrator, even if it is not written by him/her. This avoids content on the website inadvertently contravening these rules.
- Photographs of swimming, changing for PE and other instances deemed inappropriate by class teacher will not be taken.

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Hampshire County Council can accept liability for the material accessed, or any consequences of Internet access.
- The school should review ICT use to establish if the E-Safety policy is adequate and that the implementation of the E-Safety policy is appropriate. This policy is reviewed annually.

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 must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.

E-Safety incidents will be responded to in accordance with the flowchart in Appendix A.

Communication of Policy

Pupils

- A Charter for Internet Safety will be posted in all rooms and a page of the Home School Diaries has been set aside for this (see Appendix B)
- Pupils will be informed that Internet use will be monitored.
- All children will sign the policy in their classroom

Staff and Governors

- All staff and governors will be given the School E-Safety Policy and its importance explained.
- Staff and governors should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff and Governors will sign the acceptable use document (Appendix C).

Parents

- Parents' attention will be drawn to the School E-Safety Policy in newsletters and on the school Website.
- Parents will be asked to sign the copy of the Internet Safety Charter in their child's home school diary

Responding to E-Safety incidents - Appendix A

E-Safety Rules for KS1 and KS2 - Appendix B/C

Staff and Governors Acceptable ICT Use Agreement - Appendix D

Refer to Preventing Radicalisation Policy

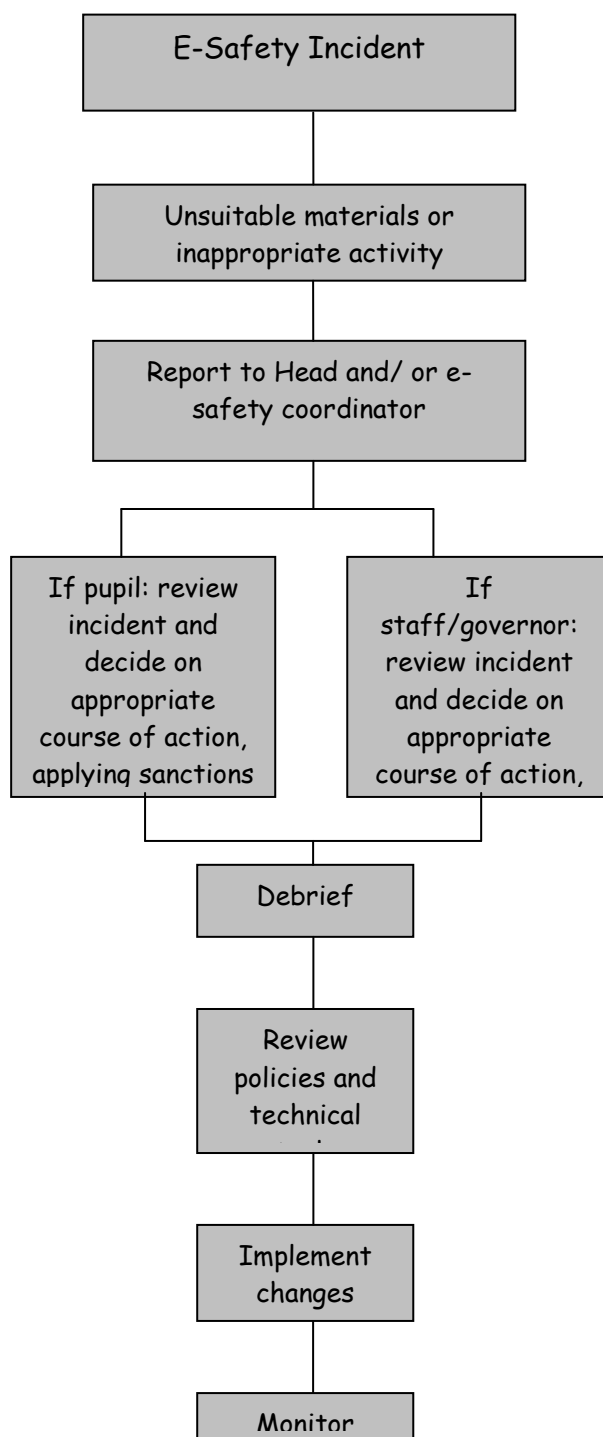
Policy written by Lucy Faulkner, Computing Leader based on guidance from Hampshire County Council, BECTA and the DfE.

Agreed by staff: December 2015 _____

Agreed by governors: February 2016 _____

Review Date: Spring Term 2017

Appendix A
Flowchart for responding to E-Safety incidents in Wickham Church of England Primary School



Adapted from Becta - E-Safety 2005



Appendix B



Wickham Church of England Primary School Key Stage 1 Children's Charter for Internet Safety

I will keep to these rules to keep me e-safe:

- I will always keep my passwords to myself.
- I will only open pages which my teacher has said are OK.
- I will tell my teacher if anything makes me feel scared or uncomfortable.
- I will make sure all messages I send are polite.
- I will look after all the equipment carefully.
- I will show my teacher if I get a nasty message.
- I will not reply to any nasty message or anything which makes me feel uncomfortable.
- I will only email people I know or if my teacher agrees.
- I will talk to my teacher before using anything on the internet.
- I will not tell people about myself online (I will not tell them my surname, my phone number or my address).
- I will not load photographs of myself onto the computer.
- I will never agree to meet a stranger.
- I will not say unkind things on the Internet and will talk to my teacher if someone asks me to do something wrong.

I agree to keep to the rules when using the Internet as explained to me by my teacher.

Signed: _____

Date: _____



Appendix C

Wickham Church of England Primary School Key Stage 2 Children's Charter for Internet Safety

I have agreed the following rules to help me be e-safe at school and at home.

- I will always keep my passwords to myself and I will not 'Log on' or use 'passwords' that belong to others.
- I will be responsible and behave well when using the computers.
- I will only visit sites which are appropriate to my work at the time using the Internet and email as explained to me by my teacher.
- I will tell a responsible adult straight away if anything makes me feel scared or uncomfortable online and will report anyone who disobeys the rules to the Head or class teacher.
- I will look after all the equipment carefully.
- I will make sure all messages I send are respectful.
- I will show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable.
- I will not reply to any nasty message or anything which makes me feel uncomfortable.
- I will only email people I know or those approved by a responsible adult.
- I will always keep my personal details private. (My surname, family information, phone number, address, are all examples of personal details).
- I will always check with a responsible adult and my parents before I show photographs of myself.
- I will never agree to meet someone over the Internet.
- I will not use the Internet to insight hatred towards others and will tell an responsible adult if I feel pressured to take part in or support extremist activity.
- I understand that my parents will be informed if I do not keep to the rules.

I agree to keep to the rules when using the Internet as explained to me by my teacher.

Signed: _____

Date: _____

Appendix D

Staff and Governors Acceptable ICT Use Staff Information Systems Code of Conduct

Purpose: To ensure that staff and governors are fully aware of their professional responsibilities when using information systems. Staff and governors should consult the school's E-Safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school E-Safety Coordinator or the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote E-Safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Signed:.....

Date.....