Policy for E-Safety

January 2015

Dorridge Primary School

E Safety Policy

1. All school staff, governors and parents work in partnership for the benefit of all pupils.

2. Teachers and support staff enable all pupils to achieve their full potential as independent life-long learners.

3. Our broad, balanced and enriched curriculum promotes challenge, enabling all pupils to make a positive contribution towards their own achievement.

4. We foster strong links with the community and encourage children to be responsible citizens, who are respectful and tolerant.

5. We encourage initiative within a happy, healthy and safe environment where all achievement is valued and celebrated.

In our school, it is our responsibility to adopt appropriate policies and strategies to promote the safety of learners in our care, both when they are in school and beyond.

We must also ensure that policies are current and adhered to, that instances of breaches and abuse are monitored and reported to the Child Protection DMS (Head Teacher, Deputies); posters are displayed in all key entrances and all staff receive relevant information about emerging issues.

Of major importance in creating a safe ICT learning environment is the internet safety education which occurs in the classroom itself and is initiated by the class teacher or TLSA. ICT and, specifically, web-based resources are increasingly being used across the curriculum. Teaching the safe use of the internet follows the Local Authority E-Safety guidance and is integrated across our school curriculums.

This policy (based on acceptable use) is in place to protect the interests of both our staff and children and it appears at the heart of our practice.

Effective Practice in e-Safety

E-Safety depends on effective practice in each of the following areas:
- Education for responsible ICT use by staff and pupils;
- A comprehensive, agreed and implemented e-Safety Policy;
- Secure, filtered internet provision from the local authority network;

All users are responsible for their use of school computer systems.

They are provided for use
I.   by pupils to support their education,
II.   by staff to enhance their professional activities including teaching, research, administration and management

Where appropriate, the Local Authority monitors the use of the e-mail and Internet services provided as part of Solgrid. This information may be recorded and used in disciplinary procedures.

The council and our school reserve the right to review any materials posted to the extranet and to remove any materials at their discretion.

As a condition of our use of the Internet and E-mail Services provided as part of Solgrid, we will undertake not to use those services for any purpose that is unlawful or prohibited by the terms of this policy. If an undesirable site is accessed by accident the URL of the site should be reported in writing.

This policy has been agreed by our leadership and management team and approved by our governors. It relates to other policies including those for ICT and Bullying and for child protection and will be reviewed annually.

Terms of the Policy

Members of our school community should not use the services in any manner which could damage, disable, overburden, or impair any service provided by EICTS or by our school itself.

Members of our school community should not attempt to gain unauthorised access to any council or School service, other accounts, computer systems or networks connected to any such service, through hacking, password mining or any other means.

The Solgrid provision contains e-mail and other communication facilities designed to enable collaboration (e.g. extranet). Users agree to use these facilities only to post, send and receive messages and appropriate material. By way of example, and not as a limitation, we agree that we will follow our acceptable use policies (see appendix A and B)

Learning and Teaching

- The internet is an essential element for education, business and social interaction. It is our duty to provide our children with quality access as part of their learning experience.
- Our school internet access is designed expressly for pupil use and includes filtering appropriate to the age of our children.
- We educate our children in effective use of the internet for research, information retrieval and evaluation.
- Our children sign up to and are taught about acceptable use
- As a school, we will ensure that the use of internet derived materials (by staff and children) complies with copyright laws.

Managing Internet Access

- Systems security and Virus protection are reviewed and updated regularly, in accordance with Local Authority guidance.
- Children and staff may only use approved e-mail accounts on our school system.
- Children are taught to tell a member of staff if they receive an offensive email.
- When communicating through e-mail, children know to keep any personal information private.
- Written permission from parents or carers is obtained before photographs of our children are published on the website.

Managing Filtering

- As a school, we will ensure that systems to protect pupils are reviewed and improved.
- If staff or children come across unsuitable on-line materials, the site must be reported in the agreed manner (see appendix B).

Managing Emerging Technologies

- Mobile phones should not be used during lessons or formal school time. Children are taught about the responsible use of mobile phones as part of the E-safety curriculum.
- Children are taught within the PSHE curriculum about the effects of cyber bullying.
- Staff use the school phone where contact with parents is required.

- Children understand that mobile phones are prohibited in school and can only be used when a written explanation has been given and permission has been granted by the school. In this instance, the phone must be kept in the Secretaries office for the duration of the school day, until needed.

Authorising Internet Access

- All members of staff have read and signed an Acceptable Use Policy Agreement.
- Any person not directly employed at our school, will be asked to sign this policy, before being allowed to access the school network.

Children and the E-Safety Policy

- E-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.

Staff and the E-Safety Policy

- All staff are familiar with our E-Safety Policy and understand its contribution to the e-safety curriculum.

Parents'/Carers' and the E-Safety Policy

- This policy will be published on our schools websites and extranet sites.
- This policy will be provided for new parents'/carers' in their 'Welcome Pack'.

The policy aims to ensure that any communications technology is used without creating unnecessary risk to users while supporting learning.

I agree that I will:
- only use personal data securely
- implement the schools policy on the use of technology and digital literacy
- educate pupils in the effective use of the Internet in research, including
- the skills of knowledge location, retrieval and evaluation
- educate pupils in the recognition of bias, unreliability and validity of sources
- actively educate learners to respect copyright law
- only use approved e-mail accounts
- only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified
- ensure that network and extranet access is only given to appropriate users
- set strong passwords – a strong password is one which uses a combination of letters, numbers and other permitted signs
- report unsuitable content or activities to the e Safety Coordinator (see school e-safety policy)
- ensure that videoconferencing is supervised appropriately for the learner's age
- read and sign this acceptable use policy
- pass on any examples of Internet misuse to a senior member of staff

I agree that I will not:
- visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
– pornography (including child pornography)
– promoting discrimination of any kind
– promoting racial or religious hatred
– promoting illegal acts
– breach any Local Authority/School policies, e.g. gambling
– do anything which exposes children in my care to danger
– any other information which may be offensive to colleagues
– forward chain letters
- breach copyright law (see Copyright Design and Patents Act, 1988)
- post derogatory comments on any form of social network or public forum, which in anyway undermine the school or its staff

I accept that my use of the school and Local Authority ICT facilities may be monitored and the outcomes of the monitoring may be used.
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Name…………………………………………………..

I confirm that I have read and agree to the above policy.

Signed………………………………………… Date………………………………..