



Kellington Primary School

Title of Policy:
E-Safety

Date
Reviewed:
Spring 2018

Person Responsible:
**SLT/ICT Subject
Leader**

Frequency of Review: 3 yearly

Kellington Primary School Use of the E-Safety Policy

Introduction

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT and computing skills. In delivering the curriculum, teachers need to plan to integrate the use of e-communications technology such as web based resources and e-mail. Computing skills are vital to access life-long learning and employment; indeed we must consider computing a life skill.

The resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. The use of the Internet, by its nature, will provide access to information that has not always been selected by the teacher. Pupils will usually be directed by the teacher to sites which provide reviewed and evaluated sources as part of a lesson, although at other times, including using research skills, pupils will be able to move to other sites. However, a suitable search engine and search words will always be teacher determined and a high level filtering will have occurred on all sites that the children are able to access. YouTube is not used by the children as the content of the site is unmonitored. Any YouTube material used by staff must be previewed before sharing it with children.

In our school, we are committed to the use of ICT to support personalised learning for our pupils, through the use of technology such as, iPADs, laptops, digital media and others. Computing skills are taught on a rolling programme basis with a themed teaching approach, to ensure full coverage of the curriculum.

Most technologies present risks as well as benefits and there is genuine concern that children may access unsuitable material either accidentally or deliberately when using the internet. It is important that as a school we adopt strategies for responsible and safe use of the Internet. The school, along with the Government and the LA, believes that the benefit to pupils from access to the resources of the Internet far exceeds the disadvantages. Ultimately the responsibility for setting and conveying the standards that children are expected to follow, when using the Internet, is one school shares with parents and carers.

The purpose of this policy is to:

- Establish the rules we have in school for using the Internet, e-mail and related e-communication technologies;
- Demonstrate the methods used to protect our pupils from accessing sites containing unsuitable material;
- Establish the procedure for gaining permission from parents/carers for pupils' authorised access to the Internet;
- Set out the guidelines and rationale for our own web site.

Pupils' access to the Internet

At Kellington Primary School we believe that safe use of the Internet lies in a combination of web site filtering, password protection, supervision and fostering a responsible attitude in our pupils, in partnership with parents/carers.

- We will only use recommended Service Providers who provide an advance filtering system (designed for use in schools), which will minimise the chance of pupils encountering undesirable material. In line with LA guidance our service provider is currently NYNet.
- Pupils will only be allowed on the Internet when there is a responsible adult present to supervise;
- Teachers will have access to pupils' Internet related files;
- Members of staff are responsible for explaining the expectations we have and the potential for misuse;
- Spot checks will be made to ensure that expectations of behaviour are being met;
- Expectations of our pupils using the Internet and e-mail are set out in the Internet Access agreement form;
- Rules for 'Internet Access' will be placed prominently in all classrooms.

How Internet access will be authorised

Parents will be sent an explanatory letter and a copy of the rules that form our Internet Use Agreement and a consent form to be completed. Pupils will only be allowed access to the Internet at school once consent has been given by parents/carers.

Using the Internet for Education

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 business administration systems.

The benefits include:

- Access to a world-wide educational resources including museums, art galleries and libraries;
- Rapid and cost effective local, national and world-wide communication;
- Educational and cultural exchanges between pupils world-wide;
- Staff professional development through access to national developments, educational material and good curriculum practice;
- Exchange of curriculum and administrative information with DfE and LA;
- Access to experts in many field for pupils and staff;
- Increased literacy, research and critical thinking skills.

Reception and KS1 pupils' access to the Internet will be restricted to sites from a favourites menu on the school's intranet, which have been reviewed and selected for content.

In KS2 pupils will be taught how to enter a specific URL (unique resource locator) to access a specified web site. As pupils gain experience they will be taught how to use search techniques to locate specific information themselves. Comparisons will be made between researching from different sources of information (CD Rom, books, World Wide Web). Pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of:

- The time taken;
- The amount of information found;
- The usefulness and the reliability of information located.

Information, such as text/photographs may be downloaded from the Internet for use in pupils' presentations. Pupils will be taught to acknowledge the source of information and tasks will be set to encourage children to view web sites and information with a critical eye. All use of the Internet will be supervised. Pupils will be taught about the dangers of cyberbullying, the potential for them to be exposed to extremist views, the dangers of sharing their details online and other potential threats to their safety through PSCHE sessions.

Website content management

Our Website promotes our school, celebrates good work and publishes links to other good sites of interest for parents and pupils. Editorial guidance will ensure that the Website reflects our school's ethos, and that information is accurate and well presented and that personal security is not compromised.

- The point of contact for the Web site is the school address, school admin e-mail and telephone number. Staff and pupil personal information will not be published;
- Web site photographs that include pupils will be carefully selected;
- Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs;
- The Headteacher and School Business Manager take overall editorial responsibility and ensure that content is accurate and appropriate;
- Except where determined otherwise by copyright law, copyright in any material originating in school shall be held by the school and the local authority.

Expectations of Pupils using the Internet

- All pupils are expected to comply to the Use of Internet agreement forms

- Pupils are responsible for their own behaviour on the Internet, just as they are anywhere in school. This includes material they choose to access and language they choose to use.
- Pupils using the Internet are expected not to deliberately seek out offensive material. Should any pupil encounter any such material accidentally, they should report it immediately to a teacher, so that the service provider can block further access to the site;
- Pupils will not use any rude/offensive language in their e-mail communications, blogs, forums and messages and will only contact people approved by the teacher;
- Pupils must ask for permission before using the Internet in school;
- Pupils should not access other pupil's files;
- Computers should only be used in school where permission has been granted;
- Program files may be downloaded from the Internet only with teacher approval;
- Programs on disk or CD Rom from home may only be used with teacher approval. This is for both security and legal reasons;
- No personal information should be given out;
- Pupils choosing not to comply with these expectations will be warned and subsequently may be denied access to Internet resource.

Foundation / Key Stage 1 Pupil Acceptable Use Agreement

Dear Parent/ Carer

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and complete and return this form. If you have any concerns or would like some explanation please contact Mrs Parker.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

Pupil Acceptable Use Agreement / eSafety Rules

- I will only use ICT in class when an adult tells me
- I will only click on icons and use programs that I know are for me
- I will only go on the internet with an adult near
- I will not tell other people my ICT passwords
- I will only open/change my own files
- I will tell an adult if something happens that I don't understand or like
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher straight away
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety

We have discussed this document with our child and agree to follow the eSafety rules and to support the safe use of ICT at Kellington Primary School.

Foundation /KS1 Pupil name

Pupil Signature

Parent/ Carer Signature

Date

Key Stage 2 Pupil Acceptable use Agreement

Dear Parent/ Carer

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and complete and return this form. If you have any concerns or would like some explanation please contact Mrs Parker.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

Acceptable Use Agreement / eSafety Rules

- I will only use ICT in school for school purposes
- I will only use a school provided e-mail address when e-mailing from school
- I will only open e-mail attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/change my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher
- I will not bring a Smart Watch to school because I am not allowed to wear one during the school day
- I will not sign up to online services until I am old enough

We have discussed this document with our child and agree to follow the eSafety rules and to support the safe use of ICT at Kellington Primary School.

KS2 Pupil Name

KS2 Pupil Signature

Parent/ Carer Signature

Date