

E-SAFETY POLICY

The Internet Policy relates to other policies including those for ICT, Child Protection, Safe Practice Policies, behavior including Anti Bullying Policy and for PSHE and citizenship. Staff, parents, governors and students have been consulted in deciding the policy. It has been agreed by the senior management and approved by the board. It will be reviewed annually.

TEACHING AND LEARNING

WHY IS INTERNET AND DIGITAL COMMUNICATION USE IMPORTANT?

The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

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 high-quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary learning tool for staff and students.

HOW DOES THE INTERNET BENEFIT EDUCATION?

- Access to world-wide educational resources including museums and art galleries;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for students and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- Exchange of curriculum and administration data.

HOW WILL INTERNET USE ENHANCE LEARNING?

- The school Internet access will be designed expressly for student use and will include filtering appropriate to the age of students.
- Students 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. Access levels will be reviewed to reflect the curriculum requirements and age of students.
- Staff will guide students in on-line activities that will support the learning outcomes planned for the students' age and maturity.
- Students at Key Stage Three and Four will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

HOW WILL STUDENTS LEARN TO EVALUATE INTERNET CONTENT?

- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the E-Safety Coordinator in the first instance
- Schools will ensure that the use of Internet derived materials by staff and by students complies with copyright law.
- Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Students will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

HOW WILL E-MAIL BE MANAGED?

- Students may only use approved e-mail accounts on the school system and the forwarding of chain mail letters is not permitted.
- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone without specific permission.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to an external organization will be written carefully and authorized before sending, in the same way as a letter written on school headed paper.

HOW WILL WEB SITE CONTENT BE MANAGED?

- The point of contact on the Web site will be the school address, school e-mail and telephone number. Staff or students' home information will not be published.
- Written permission from parents or carers will be obtained before photographs of students are published on the school Web site.
- The Principal or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site will comply with the school's guidelines for publications.
- Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

SOCIAL NETWORKING

WHAT ARE NEWSGROUPS AND E-MAIL LISTS?

- Newsgroups will not be made available to students unless an educational requirement for their use has been demonstrated.
- If this is demonstrated, the school will control access to social networking sites, and consider how to educate students in their safe use.
- Students will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Students will not place personal photos on any social network space without considering how the photo could be used now or in the future.
- Students will be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications. Students will only invite known friends and deny access to others.

CAN CHAT BE MADE SAFE?

- Students will not be allowed access to public or unregulated chat rooms.
- Children will use only regulated educational chat environments.
- A risk assessment will be carried out before students are allowed to use a new technology in school.

HOW CAN EMERGING INTERNET APPLICATIONS BE MANAGED?

- 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.
- As a school we understand that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.
- The use by students of cameras in mobile phones will be kept under review.
- Games machines including the Sony PlayStation, Microsoft Xbox and others have Internet access which may not include filtering. Care is required in any use in school or other officially sanctioned location.
- Staff will be issued with a school phone where contact with students is required.
- As a school, we will liaise with parents on emerging applications available at home such as FACEBOOK. Their benefits and possible consequences of misuse will be highlighted.

HOW WILL INTERNET ACCESS BE AUTHORISED?

- The school will keep a record of any students whose parents have specifically denied internet or e-mail access.
- Parents/carers will be asked to sign and return a form stating that they have read and understood the Acceptable use document.

HOW WILL THE RISKS BE ASSESSED?

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. 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 the LA can accept liability for the material accessed, or any consequences of Internet access.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimize risks will be reviewed regularly.

The Principal will ensure that the E-Safety policy is implemented and compliance with the policy monitored.

HOW WILL FILTERING BE MANAGED?

If staff or students discover unsuitable sites, the URL (address) and content must be reported the E-Safety coordinator.

VIDEO CONFERENCING

- Video conferencing will use the educational broadband network to ensure quality of service and security rather than the Internet.
- Students will ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the Students' age.

HOW WILL THE POLICY BE INTRODUCED TO STUDENTS?

- Rules for Internet access will be posted in all rooms where computers are used.
- Students will be informed that Internet use will be monitored.
- Instruction in responsible and safe use will precede Internet access.
- Students will be reminded of the rules and risks at the beginning of any lesson using the Internet
- A module on responsible Internet use will be included in the PDC programme, ICT lessons and other appropriate subject areas, covering both school and home use.
- E-Safety rules will be reinforced regularly as opportunities present themselves during Assemblies, parent link evenings, lessons etc.
- Students will be informed that network and Internet use will be monitored.
- An ongoing programme of training in e-Safety will take place within the school to keep abreast of new risks and threats.

HOW WILL STAFF BE CONSULTED?

- All staff are governed by the terms of the 'Responsible Internet Use' in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- Staff will be made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures will be supervised by senior management.
- Staff development in safe and responsible Internet use and on the school Internet policy will be provided as required.
- All staff will be given the School e-Safety Policy and its importance explained.
- Staff will understand that phone or online communications with students can occasionally lead to misunderstandings or even malicious accusations. Staff must take care always to maintain a professional relationship.

HOW WILL ICT SYSTEM SECURITY BE MAINTAINED?

- Personal data sent over the Internet will be encrypted or otherwise secured however the school cannot be held responsible for the use of secure passworded sites from within school. The school's security measures may not prevent losses due to key logging or data theft when people access on line banking/emails etc on the school system.
- Unapproved system utilities and executable files will not be allowed in students' work areas or attached to e-mail.

HOW WILL COMPLAINTS REGARDING INTERNET USE BE HANDLED?

- Responsibility for handling incidents will be delegated to the e-safety or Child Protection Coordinator if the complaint is of a child protection issue.
- Any complaint about staff misuse must be referred to the Principal.
- Students and parents will be informed of the complaints procedure.
- Parents and students will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

Sanctions available include:

- interview/counselling;

- informing parents or carers;
- Removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system, including examination coursework.

HOW WILL PARENTS' SUPPORT BE ENLISTED?

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site and 'parent link Evening workshops'.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
- Interested parents will be referred to organizations such as Child Exploitation and Online Protection (CEOP).
- The school will maintain a list of e-safety resources for parents/carers.

HOW IS INTERNET USED ACROSS THE COMMUNITY?

- Adult users will need to sign the acceptable use policy.
- Parents/carers of children under 16 years of age will generally be required to sign an acceptable use policy on behalf of the child.
- The school will liaise with local organizations to establish a common approach to e-safety.