Broomhaugh C of E First School
E-Safety Policy

The E-Safety Policy is part of the School Development Plan and relates to other *policies* including those for ICT, anti bullying, child protection and PSHE.

- The school will appoint an e-Safety Co-ordinator who may be the Designated Child Protection Co-ordinator as the roles overlap.
- Our e-Safety policy has been written by the school, building on the Northumberland ICT Advisory Service support team and government guidance. It has been agreed by all staff and approved by Governors.
- The e-Safety Policy and its implementation will be reviewed annually.

TEACHING AND LEARNING

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

Internet use will enhance learning
- The school Internet access will be designed expressly for pupil use and will include 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. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

Pupils will be taught how to evaluate Internet content
- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Head Teacher.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

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MANAGING INTERNET ACCESS

Information system security
- The security of the school information systems will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the County Technician and Northumberland Grid for Learning.

E-mail
- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a Teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending.
- The forwarding of chain letters is not permitted.
- Pupils have been advised to only open attachments from known and safe sources or to check with the teacher if in doubt.

Published content and the school website
- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the website or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- All classes have list of children who are not able to appear on web site or in media etc.

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Social networking and personal publishing
- The school will block/filter access to social networking sites.
- Pupils will be advised never to give out personal information of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school IM address, e.mail address, names of friends, specific interests and clubs etc.
- Pupils and parents will be advised of the possible risks that the use of social network spaces outside school, primary aged pupils can be exposed to.
- Staff are not allowed to have mobile phones in the classroom or use in front of children.

Managing filtering
- The school will work with the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to an adult, who will inform the e-Safety Co-ordinator.
- Northumberland IT Support, the ICT technician and ICT Co-ordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies
- Emerging technologies will be examined for educational benefit before use in school is allowed.

Protecting personal data
- Personal data will be recorded, processed, transferred and made available according to the GDPR 2018.

POLICY DECISIONS

Authorising internet access
- All staff must read and sign the "Acceptable ICT Use Agreement" before using any school ICT resource. They will be required to sign it on an annual basis.
- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up to date, for instance a member of staff may leave or a pupil's access be withdrawn.

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- At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- At Key Stage 2, access should be restricted to websites identified in Teachers' planning and be supervised by an adult.

Assessing risks

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. 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 NCC can accept liability for the material accessed, or any consequences of Internet access.
- The Head Teacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.
- All data in school will be kept as confidential and will be managed according to NCC guidelines. This includes personal information that is kept on the Admin computer via SIMS. We follow guidance from the 1998 Data Protection act and from Northumberland County Council.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff/Head teacher.
- 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 the school child protection procedures.

Community use of the Internet

- The school will advise members of the community using the schools Internet that they will need to abide by the school e-Safety rules as displayed in the suite. Any misuse and they will have access withdrawn.

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COMMUNICATIONS POLICY

Introducing the e-Safety Policy to all pupils

- E-safety rules will be posted in all classrooms and the ICT suite and discussed with the pupils as appropriate.
- An e-Safety training programme will be introduced to raise the awareness and importance of safe and responsible internet use.

Staff and the e-Safety Policy

- All staff will be made aware of the School e-Safety Policy and its importance explained. A copy will be available in the policy file.
- Staff have signed up to an Acceptable Use Policy.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support

- Parents attention will be drawn to the School e-Safety Policy in newsletters, the school prospectus and on the school website.
- Adults working with pupils using the Internet will be made aware of the School e-Safety Policy.
- Regular adult helpers will be expected to sign up to the Staff AUP.

E safety Co-ordinator: Jen Stephenson
Safeguarding Governor: Mrs Anna Kershaw

Date Reviewed: April 2018
Next Reviewed: April 2019