

E-Safety Policy

The previous Internet Use Policy has been revised and renamed as the E-Safety Policy. This reflects the need to raise awareness of the safety issues associated with electronic communications as a whole.

E-Safety includes Internet and electronic communications such as mobile phones. It highlights the need to educate pupils and staff about the benefits and risks of using technology and provides safeguards and awareness for users to help them to control their online experience.

This E-Safety Policy will operate in conjunction with other policies including Anti-Bullying, Behaviour, Data Protection, ICT and other curriculum policies.

The E-Safety Policy and its implementation will be reviewed annually. It has been agreed by the Senior Management Team and approved by the governing body.

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 functions.
- Internet use is a necessary tool for learning for pupils and staff. It is an entitlement for children who use it responsibly.
- It is a requirement of the National Curriculum orders for ICT and is indicated as a Key Skill in other subject orders.
- The internet is an essential element in 21st century life for education, business and social interaction.

How does Internet use benefit education

- Access to world-wide educational resources including museums and galleries.
- Inclusion in the wider network of schools across Wales and the UK. e.g. NGFL-Cymru.
- 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 educational materials and effective curriculum practice.
- Communication with the LEA advisory and support services, professional associations and colleagues.
- Home-school links communication is improved by direct e-mails and website information.

How can Internet use enhance learning?

- Internet access is filtered appropriate to the age of pupils.
- Pupils will be given clear objectives for internet use.
- Internet use is planned to enrich and extend learning activities. Access levels are reviewed to reflect the curriculum requirements and age of pupils.
- Staff will select sites that will support the learning outcomes planned for the pupils' age and ability.
- Pupils will be educated in taking responsibility for their own internet access.

How can pupils learn to evaluate Internet content?

- The evaluation of on-line content is a part of every subject.
- Pupils will be taught ways to validate information by cross-checking before accepting its accuracy.
- Pupils will be made aware that the author of a web page or an e-mail might not be the person claimed.
- Pupils will be encouraged to inform a member of staff immediately if they witness any content that makes them feel uneasy.

How is e-mail managed?

- Pupils need to use e-mail as part of the National Curriculum orders.
- E-mail will only be used by pupils for educational purposes.
- Pupils will not be given personal school e-mail addresses and they will not be allowed to access any private personal e-mails from the school.
- Pupils will learn to e-mail using either an educational programme that simulates an e-mail account or the class e-mail provided by Edukit.
- Staff should use either the class e-mail provided by Edukit or the official school e-mail address for all school contacts. Personal e-mail addresses may be used if there are any difficulties with the school e-mail addresses.
- All messages should be polite and responsible.
- Pupils must immediately inform a member of staff if they view an offensive or unpleasant e-mail.
- Pupils must not reveal any personal details of themselves or others in e-mails, or arrange to meet anyone without specific permission.

How is content on our school website managed?

- The Head teacher has overall editorial responsibility and ensures that content is accurate and appropriate.
- The contact details on the website are the school address, e-mail and telephone number. Staff or pupils' personal details are not published.
- Parental permission is sought to allow pupils' images and work to be published on the school website. The permission letter is part of the School Information Pack given to parents when their child attends Creigiau Primary School. (see Appendix for copy)
- Photographs will not identify specific pupils by their full name and group shots will be used in preference to individuals' images.

How is Internet access authorised?

- Internet access is a necessary part of the National Curriculum. It is an entitlement for pupils based on responsible use.
- During the Foundation Phase the access to the internet will be by adult demonstration. Pupils may have supervised access to specific, approved on-line materials.
- During KS2, Internet access will be granted to classes, groups and individuals as part of the curriculum schemes of work. Pupils will have been informed of responsible internet use.

How are risks assessed?

- Creigiau Primary School will take all reasonable precautions to ensure that users can only access appropriate content. However, due to the global and connected nature of Internet content, it is not possible to guarantee that unsuitable material will never occur via a school computer. Neither Creigiau Primary School nor Cardiff Schools can accept liability for the material accessed, or any consequences resulting from Internet use.
- Methods to identify, access and minimise risks will be revised regularly.
- Staff, parents, governors, LEA officers and advisors will work together to ensure that every reasonable measure is being taken.

How will the school ensure that Internet access is safe?

- Pupils will be informed that Internet use will be supervised and monitored.
- All Internet access is filtered by the Cardiff Schools IT service.
- Pop-ups are disallowed by Cardiff Schools Internet service.
- If staff or pupils encounter unsuitable content or sites then these sites will be reported to Cardiff Schools IT service via the ICT coordinator.

- Staff should be aware that bullying can take place through social networking out of school and the problems associated with this can come into school.

How will the security of the school ICT systems be maintained?

- The security of the school information systems will be reviewed regularly.
- Virus protection is supplied by Cardiff Schools IT service.
- Portable media (floppy disks, USB drives) may not be used by pupils without specific permission.
- Portable media used by staff needs to be checked for viruses. Staff should not be permanently storing any sensitive data outside the school environment. Relevant files need to be deleted after use.
- Technical advice is to be sought before any downloads of programs/macros unless they come from specific known and named sources.

How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be dealt with by the Senior Management Team or Headteacher.
- Pupils and parents will be informed of the complaints procedure in writing and through the school website.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- Actions within school may include one or more of the following:-
 - discussion with teacher or Head teacher
 - parents informed
 - removal of Internet or computer access for a period of time.

How are staff and pupils consulted?

- E-Safety rules will be explained and discussed with classes by teachers at a level appropriate to the age of the pupils.
- E-Safety training will be developed, possibly based on CEOP (Child Exploitation and Online Protection Centre) materials and these will be embedded within ICT Schemes of Work and/or PSHE curriculum.
- Pupils in KS2 complete the Pupils' Agreement of Responsible Internet Use Form. The parents of pupils in the Foundation Phase complete this form on behalf of their child. (see Appendix for copy)
- Rules for Internet use are posted near computers with Internet access. (see Appendix for copy)
- All staff will be provided with the E-Safety policy.

How is parents' support enlisted?

- A partnership approach with parents will be encouraged.
- Parents' attention will be drawn to the E-Safety policy when the child starts school and on the school website.
- Advice for parents will be available on the school website from agencies such as, BECTA, NCH Action for Children, BBC and CEOPS (Child Exploitation and Online Protection Centre).
- All parents will be asked to sign the parent/pupil agreement when they register the child with the school.

How are emerging technologies managed?

- These will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils are not allowed to use mobile devices during school hours. The sending of abusive or inappropriate messages is forbidden.
- Staff or other adults are not allowed to use mobile devices to record any pupils on field trips or visits. All photographs should be taken with the school camera and all images need to be downloaded onto school computers. Any resource preparation, done by staff at home, which involves the use of pupil images, must not be stored on home ICT equipment.
- Digital imaging systems eg. videoconferencing and web cam, will be appropriately supervised according to the pupils' age.

How is personal data protected?

- Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998. This data is backed up by according to County guidelines.
- Access to personal data is restricted to named personnel only.
- Data is only kept for the time needed and then it will be disposed of.
- This will be reviewed and updated following LEA advice.

This policy acknowledges the guidance provided by Cardiff Schools ICT Advisory Department, BECTA and Kent County Council.