

## E SAFETY PROCEDURE

Internet access in schools is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

### Purpose

To ensure that:

1. Internet access is appropriate and safe.
2. Access to the Internet is responsibly managed.
3. Use of the Internet will provide effective learning.
4. Pupils are taught to assess Internet content.
5. The school website will be safely managed.
6. The security of the school ICT system will be maintained.
7. Staff, pupils and parents will be kept informed about this policy.
8. E-mail will be responsibly managed and regularly reviewed by staff.

### Procedure

1. Staff will check that only tested and approved sites will be saved as "favourite" Internet sites for children to access.
2. Planned ICT study programmes using the Internet will require access to be supervised by approved staff. Pupils will only access the Internet using teacher prepared materials or scripts and Internet browsing will not be allowed except when directly supervised by teaching staff.
3. Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum.
  - Pupils will be given clear objectives for Internet use.
  - Pupils will be supervised appropriately and educated to take responsibility for Internet access.
  - Previewed relevant and suitable web sites only, will be used.
  - Internet access will only be provided through an approved educational gateway, which provides firewall filtering for schools.
4. Rules for responsible use of the Internet will be displayed near computers and copies given to parents.
  - Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
  - Staff will check stored Internet history usage to ensure correct usage.
5. There will be only one school website accessed via a home page.  
Only the designated STAFF will upload material to the school web site. All material for the web site must be monitored and approved by the Head. User name and passwords will be kept confidential.  
No personal information such as names, addresses, telephone numbers or e-mail addresses of pupils will be published on the web site.  
Photographs of children will only be allowed if parents have given permission. In cases where parents have not given permission for photo publication, the complete image of the child in a group photograph, will be deleted.  
Any published article about individual or group school related achievements would require parental approval.

6. The ICT LEADER will ensure that Internet enabled systems have the necessary capacity and inbuilt safety nets built in.

Virus protection will be installed and updated regularly. Pupils and staff may not use personal floppy discs without permission and appropriate virus check.

The ICT Manager and supporting staff will continually review and assess all aspects of the Internet and its usage to ensure it is under the schools control.

7. All Staff will be given this policy and its importance explained.

Parents can see this policy on the school web site, and it will be included in the School Brochure.

Responsible Internet use will be included in the PSHE programme of study.

8. Pupils will use E-mail as part of our programmes of study.

Pupils may send e-mails as part of a planned lesson.

E-mail attachments must not be added without permission.

E-mail attachments must not be read without agreement from the IT Manager or designated staff.

The forwarding of chain letters will not be allowed.

Incoming E-mail for pupils will be regarded as public and will be reviewed by staff.

9. It is recognised that the use of new technologies presents particular challenges and risks to children both inside and outside of school. We will ensure a comprehensive curriculum response to enable all pupils to learn about and manage the associated risks effectively and will support parents and the school community (including all members of staff) to become aware and alert to the needs of keeping children safe online.

10. Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children and young people we will ensure that staff are aware of how not to compromise their position of trust in or outside of the school and are aware of the dangers associated with social networking sites.

## **FACEBOOK**

School expects parents, staff and others working or volunteering in the school to:

"support the school's approach to E-safety and not upload or post to the internet any pictures, videos or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute"

**Refer to Data Handling policy**

**Refer to Health and Safety Policy**