

# Dorchester Primary School



## **eSafety Policy**

*"Achieving Excellence Together in a Caring Community"*

Date of Policy: September 2018

Review Date: September 2021

### **Statement of Purpose**

Computers and the internet is now an essential part of our society. The internet is now used on a daily basis for socialising, researching and sharing information. This technology enhances and extends a child's learning across the whole curriculum and through the Internet they are able to communicate with people all over the world. It is vital that all our children gain confidence and know how to stay safe whilst using the internet to prepare for later life.

The eSafety policy relates to other policies including those for ICT, bullying and for child protection.

### **Nature of subject/Definition**

The internet is an essential element in the 21<sup>st</sup> century life for education, business and social interaction. The school has a duty to provide pupils with high quality internet access as part of their learning experience.

### **Aims**

The overriding aims of this policy are to:-

- The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the children.
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.
- Children will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation and child-safe search engines (such as the Cygnet IT home page.)

- Children will be shown how to publish and present information to a wider audience.
- The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils and parents will be taught how to report unpleasant internet content e.g. using the CEOP report abuse icon or Hectors world cartoons.

## **Outcomes**

### **Foundation Stage:**

The 'Curriculum guidance for the Foundation Stage' states that children should develop the crucial knowledge, skills and understanding that help them make sense of the world. This forms the foundation for later work in ICT and other areas of the curriculum.

### **National Curriculum**

In Key Stage 1 and 2 children should be taught to use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

### **Children's Experiences**

Children usually use the internet during lesson time and/or during lunchtime computer club.

Groups of children using ICT:

- Vary in size from pairs to groups of three, where discussion is concerned;
- May be of mixed ability to enable those who are more competent to help those who are less able;
- Are often of mixed gender although sometimes children may work in gender
- May be involved in sharing experiences, in a rolling programme (e.g. when a new skill is being taught).

As children progress through the school they grow in independence in their use of ICT, gaining in confidence and skills which are built in each year group.

### **Managing Internet Access**

#### ***Information system security***

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly as will Flash, Java and associated programs.
- Security strategies will be discussed with the Local Authority.

### ***Email***

- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive email.
- In email communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission and in a public place with a trusted adult.

### ***Published content and the school web site***

- Staff or pupil personal contact information will not be published. The contact details given online should be the school office.
- 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 so that individual pupils cannot be identified or their image misused.
- Pupils' full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs showing their school logo.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Work can only be published with the permission of the pupil and parents/carers.
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories .

### ***Social networking and personal publishing***

- The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Ideally pupils would use only moderated social networking sites, such as Frog
- Pupils and parents will be advised that the use of Social Network spaces outside school brings a range of dangers for primary aged pupils.
- Pupils will be advised to use nicknames and avatars when using social networking sites.

### ***Managing filtering***

- The school will work with the LA and SWAN to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the ICT Coordinator & report any incidents to the Headteacher.
- Senior staff 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 and a risk assessment will be carried out before use in school is allowed.
- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a route to undesirable material and communications.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages or files by Bluetooth or text any other means is forbidden.
- The use by pupils of mobile cameras in mobile phones will be kept under review.
- Games machines including the Sony Playstation, Microsoft Xbox, Wii 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 pupils is required or where mobile phones are used to capture photographs of pupils.
- The appropriate use of Managed Learning Environments will be discussed as the technology becomes available within the school, such as Frog or other services.

### ***Protecting personal data***

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **Health and Safety**

A new health and safety issue is the **use of the Internet and E-mail messages**. The London Borough of Sutton have restricted our access to inappropriate materials by **blocking** unwanted messages, approving lists and **filtering** and are monitoring our computers constantly. However, when an unwanted message appears, there is a '**Panic button**' on the homepage of Sutton's Intranet and both children and staff can **report** unwanted messages or websites. **All members of staff are fully aware of their responsibilities** towards children and will take measures to ensure that children will not be exposed to unsuitable materials.

Further more we will ensure that no child at Dorchester will be allowed access to the computer or the Internet **without adult supervision**.

### **Responsibilities**

All class teachers ensure children complete ICT activities weekly. At Dorchester we believe ICT can be used to stimulate learning in all areas of the curriculum.

### **Role of Co-ordinator**

This policy will be monitored by the ICT coordinator regularly. The coordinator will also ensure that the policy is working in practice and review it every two years.

To be adopted by staff and governors

To be reviewed bi-annually