



WOOTTON WAWEN CE PRIMARY SCHOOL

E-SAFETY POLICY

OVERVIEW

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The Headteacher is the E-Safety Coordinator and will meet yearly with an E safety team to review any issues that may arise.

The Technologies

The following technologies are those our pupils will encounter in their everyday life:

- Internet
- E mail
- Instant messaging
- Blogs
- Podcasting
- Social Networking sites
- Video Broadcasting sites
- Music download sites

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. Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

Internet use will enhance learning

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 and these will be displayed around school.

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 educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

When appropriate, pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

MANAGING INTERNET ACCESS

The School Portal

All children, staff and parents have access to the school's learning portal through an assigned Username and password

www.welearn365.com

Information system security

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

E-mail

Pupils may only use approved e-mail accounts on the school system.

Pupils must immediately tell a teacher if they receive an offensive e-mail.

Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.

E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

Published content and the school website

The contact details on the school 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 only used if parental permission has been granted.

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 website.

Pupil's work can only be published with the permission of the pupil and parents/carers.

Social networking and personal publishing

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Pupils, parents and carers will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

Warwickshire provide a filter for content on the school network using SMOOTHWALL

If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Coordinator immediately.

POLICY DECISIONS

Authorising Internet access

All staff must read and adhere to the Social Networking Policy

The school will keep a record of all staff and pupils who are granted Internet access. This list is constantly updated by WES. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

Parents are asked to sign and return a consent form at the beginning of each keystage.

Assessing risks

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. The school cannot accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

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

Handling e-safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the Headteacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Staff and pupils must be made aware of what is acceptable use of the Internet and the sanctions that are available. These include:

- Interview/ counselling by E safety Co-ordinator or SLT
- Informing parents or carers
- Removal of Internet access for a period of time
- Referral to LA/Police

Parents, carers and pupils will need to work in partnership with staff to resolve issues.

ROLES AND RESPONSIBILITIES

E – Safety is recognised as an essential aspect of strategic leadership in the school and the Headteacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher ensures that the policy is implemented and compliance with the policy is monitored. The responsibility for E Safety has been designated to the Deputy Headteacher.

The Co-ordinator will:

- Ensure they keep up to date with e-safety issues and guidance through liaison with the LA and CEOP.
- Carry out an E-safety audit on a yearly basis using the 360 audit tool
- Update SLT and Governors as necessary
- Ensure E-Safety is planned into the ICT curriculum

Staff will:

- Be familiar with all policies relating to E-Safety
- Promote and support safe behaviours when using ICT
- Include aspects of E-Safety in their ICT planning using the yearly overviews
- Report any cases of Internet misuse

This policy will be reviewed after 3 years .