

## **All Angels' Federation e-safety Policy**

### **Who will write and review the policy?**

- ∑ Our e-Safety Policy has been written by the school, building on the NCC e-Safety Policy and government guidance. It has been agreed by the senior management and approved by governors.
- ∑ The e-safety policy and its implementation are reviewed annually, or more often in the light of any advances in technology which may affect safety in our school (adversely or otherwise).

### **How can we safely use the Internet to enhance learning?**

Increased computer numbers or improved internet access may be provided but learning outcomes must also be addressed. Developing effective practice in internet use for teaching and learning is essential.

The school internet access is designed expressly for pupil use and will include filtering appropriate to the needs of the curriculum. Pupils are taught what internet use is acceptable and what is not, and given clear objectives for internet use.

- ∑ Internet access is planned to enrich and extend learning activities. Access levels are 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 are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation. Internet search sessions are always supervised by an adult.
- ∑ Children from the Foundation Stage will conduct internet searches on Espresso, a children's website on which all material is appropriate to them. Older children will also be using secure sites.

### **How will pupils learn how to evaluate Internet content?**

It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.

- ∑ Our school endeavours to ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.

- ∑ As part of internet search sessions, pupils are taught to distinguish between sites which may have useful information and sites which are just trying to sell us something. The older children are taught how to use search engines. Content is filtered into the school. Should children see anything that upsets them they are taught what to do and to report it.
- ∑ Our e-safety rules include the instruction that children are to tell an adult immediately if they see anything that makes them feel uncomfortable on the internet.

## **Managing Information Systems**

### **How will information systems security be maintained?**

It is important to review the security of the whole system from user to internet. This is a major responsibility that includes not only the delivery of essential learning services but also the personal safety of staff and pupils.

- ∑ The security of the school information systems is reviewed regularly by our IT providers, JC Comtech.
- ∑ Virus and Spyware protection is installed and updated regularly.
- ∑ Security strategies are discussed with JC Comtech.
- ∑ Login details must not be shared. Pupils are made aware of this during safety sessions.

### **How will e-mail be managed?**

At Clover Hill, children use email only when it has a specific purpose relating to our topic work. Children at St Michael's will be using a school email address and they are able to save word documents and other documents to our OneDrive. Children are taught to use email safely during skills sessions prior to the activity and all emailing is supervised. A dummy-account is usually set up and the children email a fictional character relating to their topic. Children in Year One may also use an email simulator, where emails are not sent to a live account.

- ∑ All children only use their school email address. Children will be provided with 365 logins, individual email addresses, usernames and passwords. These will be monitored by school staff. We ask parents to be vigilant.
- ∑ Users must immediately tell a teacher if they receive offensive email.
- ∑ Users must not send jokes or other materials that the receiver may find offensive.
- ∑ Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission. This is taught as part of safety and is addressed again prior to emailing.
- ∑ Children do not use their personal emails in school. The majority of email account providers are blocked by our filtering system.

### **How will published content be managed?**

The contact details on the website should be the school address, email and telephone number. Staff or pupils' personal information must not be published. The Headteacher, JC Comtech and the ICT co-ordinator will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **Can pupils' images or work be published?**

- ∑ Permission is obtained from parents stating whether or not photographs and videos of their child can be used on the website.
- ∑ Photographs and videos are never accompanied by names.
- ∑ If a name is used on a website (for example next to a piece of work) only the first name is used and it is never accompanied by a photograph.
- ∑ Named photographs of staff are used with the permission of each member of staff. If a member of staff does not wish for their photograph to be used, a child's drawing will be used instead.

### **How will social networking and personal publishing be managed?**

- ∑ Social networking sites are blocked by our filtering system.
- ∑ The age of our pupils falls considerably below the minimum age limit of most social networking sites. However, pupils are taught never to give out personal details of any kind which may identify themselves or others and/or their location.
- ∑ Staff are told not to use social networking sites to discuss work matters. The school has an additional social networking policy (appendix)

### **How will filtering be managed?**

The JC Comtech Broadband Network uses a managed system for school filtering.

- ∑ The school will work with JC Comtech to ensure that systems that protect pupils are reviewed and improved.
- ∑ The headteacher is made aware of filtering profile changes by JC Comtech or Norfolk County Council.
- ∑ If staff or pupils discover unsuitable sites, the URL must be reported to JC Comtech
- ∑ Any material that the school believes is illegal must be reported to appropriate agencies such as IWF or CEOP and JC Comtech
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### **How can emerging technologies be managed?**

Many emerging communications technologies offer the potential to develop new teaching and learning tools, including mobile communications, wide internet access and multimedia.

Emerging technologies are assessed for educational benefit and a risk assessment is carried out before use in school is allowed.

#### **How will Internet access be authorised?**

- ∑ Parents sign our e-safety agreement before children are allowed to use the internet.
- ∑ All staff must read and sign the 'Staff code of Conduct for ICT' and read the guidance before using any school ICT resource.
- ∑ Access to the internet is by adult demonstration with directly supervised access to specific, approved on-line material.

#### **How will e-safety complaints be handled?**

- ∑ Parents, teachers and pupils should submit a complaint to the headteacher. The facts of the case will need to be established, for instance whether the internet use was within or outside school.
- ∑ Where necessary the complaints policy and disciplinary procedure is followed

#### **How will e-safety be introduced to pupils?**

E-safety is taught prior to internet use and is also part of our PHSE curriculum. In addition to this, The All Angels' Federation also supports events such as the annual Internet Safety day and E-safety workshops.

- ∑ E-safety rules are posted in classrooms.
- ∑ Users are informed that network and internet use is monitored.
- ∑ The headteacher must ensure that an appropriate person attends an e- safety training programme to raise the awareness and importance of safe and responsible internet use

#### **How will the policy be discussed with staff?**

- ∑ All staff are made aware of the school e-safety policy and its application and importance explained.
- ∑ All staff sign an e-safety agreement
- ∑ Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential

#### **How will parents' support be enlisted?**

Internet use in pupils' homes is increasing rapidly, encouraged by offers of free access and continual media coverage. Unless parents are aware of the dangers, pupils may have unrestricted access to the internet. The school may be able to help parents plan appropriate supervised use of the internet at home.

- Σ Parents' attention is drawn to the school's e-safety policy in newsletters and on the school website.
- Σ Parents will be given a pack containing advice on e-safety, along with our eSafety policy.
- Σ Parents can also access e-safety information on our website
- Σ Parents are invited to a meeting to discuss e-safety

**Date of Policy:** Autumn 2016

**Review Date:** Autumn 2017

Signed	<i>HJMcCarney</i>	...Headteacher
	<i>RGames</i>	...Chair of Governors

Date            October 2016