

ROCH COMMUNITY SCHOOL



E-SAFETY POLICY

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Introduction

Internet technologies and electronic communications provide children and young people with opportunities to broaden their learning experiences and develop creativity in and out of school. Whilst such powerful technologies have great benefits and advantages, they also present users with a need to consider carefully the issues raised by their use.

E-safety covers issues relating to children and young people and their safe use of the Internet, mobile phones and other electronic communication technologies, both in and out of school.

It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology. It provides safeguards and raises awareness to enable users to control their online experiences in a safe and positive way.

This policy addresses the need to ensure that our school community is fully aware of online risks and addresses these in a positive, practical way. In line with a number of Government initiatives, such as Hwb and Child Exploitation and Online Protection centre (CEOP), we aim to raise awareness and protect pupils from online dangers. Our e-safety policy recognises and seeks to develop the skills that children need when communicating and using these technologies properly, while keeping safe and secure, and acting with respect for others.

Roch School E-Safety Policy also relates to other policies, including those for ICT, Child Protection and PSE. It is based on the guidance provided by Pembrokeshire / Carmarthenshire LEA (June 2014).

School responsibilities:

The school has a designated e-safety officer, Mrs. F. Jenkins.

All staff in schools adhere to the Electronic Communication and Social Media policy.

The head teacher's report to the governing body includes a summary of e-safety activity, including updates on policy, practice, training and e-safety incidents.

The e-safety officer maintains the e-safety policy, manages e-safety support and keeps abreast of local and national e-safety awareness campaigns.

The school reviews our policy regularly and revises the policy annually to ensure that it is current and considers any emerging technologies.

We have an ICT SLA, ensuring that the IT technician is able to administer our filtering system (RM Safetynet, which is soon to be upgraded to Smoothwall).

We ensure that pupils and staff are adhering to the policy and any incidents of possible misuse are investigated.

E-safety is an integral part of the curriculum and ensures that every pupil has been well-informed regarding safe and responsible use. Pupils are made aware of how to control and minimise online risks and how to report a problem.

The e-safety policy is made available to all of our school community.

We will ensure pupil participation in e-safety by electing pupil e-safety champions, who will promote e-safety and work with the school to develop best practice.

Writing and reviewing the policy

The school's e-safety policy has been written by the school, building on the Pembrokeshire e-safety policy guidelines and government guidance. It has been agreed by the senior management, all teaching staff and approved by school governors. The e-safety policy and its implementation will be reviewed annually.

Teaching and learning

The Internet is an essential element in 21st century life for education, business and social interaction. Our school has a duty to provide pupils with quality internet access as part of their learning experience; it is part of the statutory curriculum and a necessary tool for learning.

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.

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.

Educational benefits of using the internet in education:

- access to world-wide educational resources including museums and art galleries;
- inclusion in the Lifelong Learning Network Wales which connects all schools in Wales;
- educational and cultural exchanges between pupils world-wide;
- vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- exchange of curriculum and administration data with the Authority and Welsh Government;

Using the Internet to enhance learning:

The internet is planned to enrich and extend learning activities. Our staff guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils are given guidance on what internet use is acceptable and what is not and given clear objectives for internet use.

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

Learning to evaluate online content:

The evaluation of on-line materials is a part of every subject. The school ensures that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.

Managing Information Systems

The security of the school information systems is reviewed regularly. Virus protection is updated regularly. Backup strategies are in place. The school works closely with Pembrokeshire County Council to ensure e-safety and integrity of any wireless system used or installed in school.

Email:

Email is a useful means of communication for both staff and pupils. Directed email use can bring significant educational benefits and interesting projects between schools in neighbouring villages and in different continents can be created. Pupils and staff may only use approved email accounts within school e.g. Hwb, pgfl and eTwinning. There is a staff pgfl account which may be used for educational websites where an email address other than admin is needed. This may be accessed through the pgfl login as roch.twinning. Please see the ICT co-ordinator for the password.

Spam, phishing and virus attachment can make email dangerous, consequently Pembrokeshire County Council mail gateways use Mailscanner to stop unsuitable mail. Emails may be monitored.

If a pupil receives an offensive email, they must immediately tell a teacher or other adult in the school.

Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.

Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

Publishing content online:

Publication of information is carefully considered from a personal and school security viewpoint.

The school is in the initial stages of creating a website set-up through Hwb, the all-Wales Learning Platform. Every effort has been made to delete any previous websites, however, these may still appear through some internet searches.

Contact details on the website are the school address, email and telephone number. Staff or pupils' personal information is not published. The head teacher takes overall editorial responsibility and ensures that content is accurate and appropriate.

Publishing pupil images and work:

The security of pupils and staff is paramount. Therefore:

- Work and Images of a pupil will not be published without the parent's or carer's written permission.
- Images that include pupils will be selected carefully. Associated texts will not enable individual pupils to be clearly identified.
- Pupils' names will not be used anywhere online in association with photographs (unless express permission is granted for this, for example with educational eTwinning projects).

Social networking and personal publishing

The Pembrokeshire filtering service currently blocks access to many social networking sites.

- Pupils are advised to follow guidelines for using social media e.g. Facebook (which should not be used by children under 13 years old).
- Pupils are advised never to give out personal details of any kind which may identify them and / or their location, for example, address, mobile or landline phone numbers, home email addresses, full names of friends etc.
- Staff adhere to the staff guidelines for the use of mobile phones, email and social networking outlined in the school's Staff Electronic Communication and Social Media Policy. These are adopted as part of the school's internet safety policy.

Managing filtering:

Levels of Internet access and supervision will vary according to the pupil's age and experience. Internet access is designed for pupil use, but caters for all members of the school community as safely possible.

Pembrokeshire County Council currently uses RM Safetynet in primary and secondary schools. This is an industry-standard system used by many educational institutions around the world. The County is currently in the process of updating this filtering system to Smoothwall, which will provide more effective and flexible web filtering.

If staff or pupils discover unsuitable sites, the URL must be reported to the e-safety officer and forwarded to Pembrokeshire IT Services helpdesk immediately, for distribution to all school systems.

All schools receive a nightly update of banned sites from Pembrokeshire County Council, which can be easily supplemented by the relevant technical staff.

Video conferencing:

Video conferencing enables users to see and hear each other between different locations. It is a 'real time' interactive technology and has many uses in education.

- Video conferencing should use the Pembrokeshire Schools' network.
- All videoconferencing equipment in the classroom must be switched off when not in use.
- Video conferencing should be supervised appropriately for the pupils' age.
- Parents and guardians should agree for their children to take part in video conferences.
- Only key members of staff are given access to the video conferencing system.
- Unique log on and password details for the educational video conferencing services will only be issued to members of staff and kept secure.
- When recording a video conference lesson, written permission will be given by all sites and participants. The reason for the recording must be given and the recording of video conference should be clear to all parties at the start of the conference.
- Recorded material shall be stored securely.
- Video conferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- Establish dialogue with other conference participants before taking part in a video conference.

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. Pupils will not be allowed to bring mobile phones into school unless special arrangements have been made between school and parents / carers. The sending of abusive or inappropriate

text messages is forbidden. Staff will be issued with a school phone where contact with pupils is required.

Managing the Protection of Personal Data

Personal data will be recorded, processed, transferred and made available in accordance with the Data Protection Act 1998. The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals.

Policy Decisions:

Authorising Internet Access:

- The school will maintain a current record of all pupils who are granted access to the school's electronic communications.
- All staff must read and sign the 'Staff Acceptable Use Policy' before using any school ICT resource.
- At Foundation Phase and Key Stage 2, access to the internet will be with adult support and demonstration with directly supervised access to specific, approved online materials. However, older pupils will be encouraged to develop research skills without teachers' directly giving them specified websites. Staff should ensure the 'Search filter is placed on the 'strict' setting (Google images, type in a search, when the option comes up on the right hand side of the page, go to safe search options, filter explicit results, save preferences).
- Parents and pupils will be asked to sign and return a consent form for pupil access.
- Parents will be informed that pupils will be provided with supervised internet access. However, children may use the Mathletics website without supervision during lunchtimes if home internet access is an issue.

Assessing Risks:

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor Pembrokeshire County Council can accept liability for the material accessed, or any consequences resulting from internet use.

Handling E-Safety Complaints:

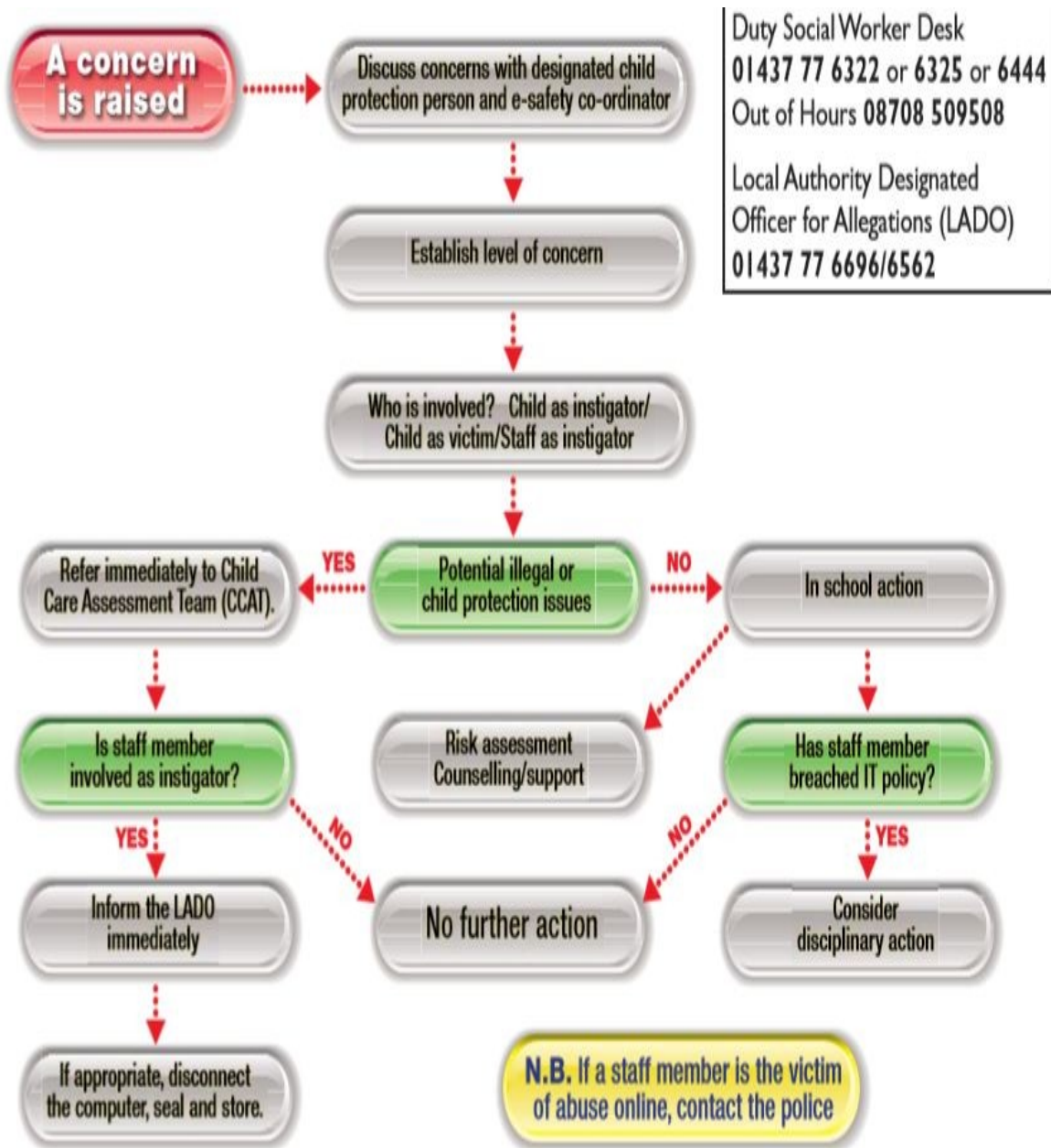
Complaints of internet misuse will be dealt with by a senior member of staff.

- Any complaint about staff misuse must be referred to the head or deputy teacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.

Responding to an Incident of Concern

The risks to e-safety are caused by people acting inappropriately or even illegally. Any potential issue must be dealt with at a personal level. Teachers are the first line of defence; their observation of behaviour is essential in detecting danger to pupils and in developing trust so that issues are reported. Incidents will vary from the prank or unconsidered action to considered illegal activity.

The flowchart below determines what action we can take and when to report an incident of concern to the person with responsibility for child protection (the head teacher, in his/her absence the deputy head, in his/her absence, Mrs. MacDougall-Williams) or e-Safety (Mrs. Jenkins). Following consultation with the head teacher, matters can then be referred to the Local Authority Child Protection Designated Officer or to the Police, if that is deemed necessary.



Internet use across the community:

The school will liaise with the LEA to establish a common approach to e-safety. We will be sensitive to internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

Communications Policy

Introducing the E-Safety Policy to pupils

- E-safety Champions are elected annually in every class from Year 1 to Year 6.
- E-safety rules will be posted in rooms with Internet access from Year 1 upwards.

- Pupils will be informed that network and internet use will be monitored.
- An e-safety programme will be introduced to raise the awareness and importance of safe and responsible Internet use.
- Guidelines in responsible and safe use should precede internet access.
- A Home School Agreement will be signed by pupils and parents / carers (Foundation Phase and Key Stage 2).

Staff and E-Safety Policy:

All staff will be given the school e-safety policy and its application and importance explained. Staff training in safe and responsible internet use and on the school e-safety policy will be provided.

Enlisting Parental Support:

Parents' attention will be drawn to the school's e- safety policy in newsletters, the school brochure and on Hwb. Internet issues will be handled sensitively, and parents will be advised accordingly.

Signed by E-Safety Co-ordinator _____

Head Teacher _____

Chair of Governors _____

Date _____

Review Date: _____