E Safety Policy

Purpose of Study

A high-quality computing education equips pupils to use computational thinking and creativity to understand and change the world. Computing has deep links with mathematics, science and design and technology, and provides insights into both natural and artificial systems. The core of computing is computer science, in which pupils are taught the principles of information and computation, how digital systems work and how to put this knowledge to use through programming. Building on this knowledge and understanding, pupils are equipped to use information technology to create programs, systems and a range of content. Computing also ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas through, information and communication technology – at a level suitable for the future workplace and as active participants in a digital world

Objectives

To give pupils and staff the opportunities to:
· access world-wide educational resources;
· participate in new initiatives such as a managed learning environment;
· gather information and have cultural exchanges between appropriate pupils in other schools;
· participate in staff discussions with experts in many fields;
· provide access to educational materials and good curriculum practice;
-learn new skills such as applying fundamental principles and concepts of computer science, gaining experience in writing computer programmes
-communicate with the advisory and support services, professional associations and colleagues;
· exchange curriculum and administration data with the Local Authority (LA) and Department for Education (DfE)

Guidelines

Web Site—The Head Teacher will delegate editorial responsibility of our school website to the Web Site Manager (Wendy Bailey) to ensure that content is accurate and quality of presentation is maintained;
The website will comply with the school's guidelines; · Pupils will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience
. Full names will not be used anywhere on the website, particularly alongside photographs; · Permission from parents will be sought before photographs of pupils are published on the school website (this is included in the photography and use of images 2014/2015);

Managing Internet Access at School

Parents will be informed that pupils will be provided with supervised internet access;
. Use of personal internet accessing equipment such as mobile phones or DSi's etc is forbidden in school
. The school's wireless network is WEP protected
· Memory sticks may not be brought into school by pupils;
· Responsibility for handling incidents will be given to the headteacher;
· Rules for internet access will be posted near computer systems.
· All staff, including teachers, supply staff, teaching assistants and support staff will be provided with the Internet Access Policy and its importance explained;
· Parents' attention will be drawn to the policy in newsletters, the school brochure and on the school website;
. Pupils will be taught to expect a wider range of content,both in level and in audience, than is found in the school library or on TV;
. Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non moderated medium);
. When copying materials from the Web, pupils will be taught to observe copyright;
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Planning and use of the Internet

. Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;
· Pupils will be given clear objectives for internet use;
· Staff will select sites which will support the learning outcomes planned for the pupils' age and maturity, more often than not these will be shortcuts from the desktop;
· Approved sites will have a shortcut in the appropriate folder on the desktop
· Staff and pupils will not be allowed to access public chat rooms, including social network sites;
· Staff and pupils will not access inappropriate sites that could put others at risk;

· New facilities will be thoroughly tested before pupils are given access;
· At Foundation and Key Stage 1, the majority of the access to the internet will be by teacher or adult demonstration. However there may be situations when pupils have supervised access to specific approved on-line materials;
· At Key Stage 2, internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible internet use;
· Pupils using the Internet will be supervised by an adult;
· If staff or pupils discover unsuitable sites, the URL (address) and content will be immediately reported to the Internet Service Provider via the Head Teacher (who in turn will notify the County &/or block the site via the cache box)

Safeguarding

☐ Our internet access is designed for pupil safety and includes a "firewall" filtering system (managed by the County) intended to prevent access to material inappropriate for children. In addition the school can unilaterally restrict URLs via the cache box;

☐ Pupils receive regular e-safety training through planned lessons and use of CEOP resources (Internet safety folder in ICT desktop folder) as well as internet safety training from our own fully certified Kidsafe trainer

☐ The school actively participates in national 'Safer Internet' days

☐ Internet use at home is now commonplace. As a consequence the school newsletter regularly features articles on home e-safety and suggests the use of K9 Protection and e-safety resources

☐ There is an internet safety zone on our school web site for parents

☐ If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels.

☐ Responsibility for handing incidents involving children will be taken by the Head Teacher who is the designated Safeguarding Officer and the pupil's class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.

☐ If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;

• If staff or pupils discover unsuitable sites the Head Teacher will be informed. Children should be taught to press the Windows key and 'L' to lock the desktop

☐ The Head Teacher will report the URL (address) and content to the LA in order to establish a block. In the interim a school block can be set up via the cache box;

☐ if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the CEOP and the police

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.

☐ The newsletter will regularly remind families of the age limits for social media sites such as facebook and Instagram (13 years old)

☐ Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

Rules for responsible internet use

Staff use of the internet is governed by a policy agreed between trade unions and the County Council and ratified by Governors 'ICT Acceptable Use'. Staff/Students must read this policy as part of the induction procedures and a copy is in the staff files folder on the desktop and also on the school's interactive zone. All staff are required to sign an 'ICT Code of Conduct' and a copy is kept in the School Policy files.

Pupils must follow the agreed rules for responsible internet use that form part of the Safer Internet Use agreement at the school and are signed by pupils and parents. A copy of the rules, which are also displayed around the school are reproduced on the next page.

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 Teacher.

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

☐ Pupils and parents will be informed of the complaints procedure (via the school prospectus)

☐ Pupils and parents will be informed of consequences for pupils misusing the Internet.

☐ Discussions will be held with the Police Protection Unit.

RULE SFOR RESPONSIBLE INTERNET USE

The school has a large number of computers with Internet access to help your leaning. These rules will keep you safe and help is to be fair to others.

◊ *I will only access the system with my own login and password, which I will keep secret;*

◊ *I will not access other people's files;*

◊ *I will only use computers for school work and homework;*

◊ *I will ask permission from a teacher before using the Internet;*

◊ *I will only E-mail people I know, or whom my teacher has approved;*

◊ *The messages I send will be polite and responsible;*

◊ *I will not give my home address or telephone number to anyone in an E-mail or on the Internet;*

◊ *I will tell my teacher if I find something I don't like, or I think I should not have found;*

◊ *I understand that the school may check my computer files and may monitor the Internet sites I visit:*

◊ *I will not access any social networking sites or chat rooms at school e.g. facebook, bebe, twitter etc*

Derwent Vale Primary and Nursery School

Internet Safety