

OUR LADY OF LOURDES POLICY AND PROCEDURES GUIDE

Subject: E-SAFETY POLICY

Issue Date: 14.02.2017

Review Date: 14.02.2019

Status: NON STATUTORY POLICY. To be reviewed: FGB to determine To be ratified: AB&S C'ttee

Mission Statement

At Our Lady of Lourdes Primary School we learn to live and love like Jesus, to help one another and treat everyone with kindness, tolerance respect and understanding in a safe and caring environment. God is always with us.

Our Lady of Lourdes Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment. This policy is to protect the interests and safety of the whole school community. It will operate in conjunction with other policies including those for Child Protection & Safeguarding, Health and Safety, Behaviour, Anti-Bullying, other curriculum policies and Data Protection Policy. This policy has been written in consultation with Southend on Sea Borough Council & Brentwood Catholic Education Service guidance.

Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in our everyday lives.

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies. E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. At our Lady of Lourdes we understand the responsibility to educate our pupils on e-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

1.0 Why Internet use is important

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 information and administration systems.

The school has a duty to provide students with quality Internet access as part of their learning experience. In addition parents are reminded of their responsibility to ensure that their children use the internet safely. 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.

2.0 How does Internet use benefit Education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries
- 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
- improved access to technical support including remote management of networks and automatic system updates
- exchange of curriculum and administration data with LA and the DfE

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- access to learning wherever and whenever convenient.

3.0 Roles and Responsibilities

- Mr Abel is the appointed e-Safety coordinator & IT co-ordinator.
- All members of the school community have been made aware of who holds this post.
- It is the role of the e-Safety co-ordinator to keep up to date in current issues and guidance.

3.1 Role of the e-safety co-ordinator under the authority of the Headteacher is to ensure that:

- All staff are given opportunities to discuss the issues associated with Internet Access and develop appropriate teaching strategies.
- All staff are given appropriate training
- All staff are aware of that the monitoring of Internet Access takes place for both staff and pupils
- All staff are provided with or have access to this e-safety Policy and its importance explained
- Parent's attention is to be drawn to the policy in written communications and on the school website
- Reference to responsible Internet use will be included in the PSHE programme covering both school and home use
- The policy is implemented and reviewed as necessary.

3.2 Role of the Staff is to ensure that:

- Rules for Internet access are fully explained and implemented
- They inform the designated person of any problems when they arise
- They supervise pupils when they access the Internet
- They do not wilfully attempt to circumvent the filtering or monitoring of their use of the Internet

3.3 Role of the Pupils:

- To understand the rules for responsible use
- To access the Internet in a sensible manner
- To report to an adult any material which they receive that they consider offensive or inappropriate
- To refrain from giving their name, address or contact numbers to any person without permission from a parent, carer or teacher
- They do not wilfully attempt to circumvent the filtering or monitoring of their use of the Internet
- Their actions do not put ICT systems, information contained within the systems, or other users of the systems at risk

3.4 Role of parents & carers is to ensure that:

- they remember that information published on their social media sites may be read by the Headteacher, Governors, other staff, parents or pupils.
- in publishing images and details of their own children they do not compromise the security and safety of other children and families. They should endeavour to seek permission from other parents before publishing photos etc of their children.

3.5 Role of the Governors is to ensure that:

- An e-Safety Policy is written & all staff have been given the opportunity to discuss the policy
- The policy is ratified, monitored and reviewed as necessary

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4.0 Managing Information Systems Security and Filtering

- Ms Dex is the appointed Network Manager. School internet access is controlled through the LA's web filtering service. The school will work in partnership with the Local Authority, and the Internet Service Provider to ensure filtering systems are as effective as possible.
- Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required.
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the e-safety co-ordinator.
- It is the responsibility of the network manager, to ensure that Anti-virus protection is installed and kept up-to-date on all school machines.
- Virus protection will be updated regularly & security strategies will be discussed with the Local Authority
- Files held on the school's network will be regularly checked.
- The E-Safety co-ordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable and that the security of the school information systems is reviewed regularly

4.1 Protecting Personal Data

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

4.2 Password Security

- Staff are expected to have secure passwords which are not shared outside of school, or with pupils.

4.3 Data Security

- The accessing and appropriate use of school data is something that the school takes very seriously. Staff are aware of their responsibility when accessing school data. Level of access is determined by the HT

5.0 Managing the Internet

- The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Staff will preview any recommended sites before use.
- Staff will guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research.
- All users must observe software copyright and copyright of materials from electronic resources.

6.0 How will pupils learn how to evaluate Internet content?

- The school will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

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- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The evaluation of on-line materials is a part of every subject.

7.0 How is e-mail managed?

- The use of email is an essential means of communication for both staff and pupils. In the context of school, email should not be considered private. Educationally, email can offer significant benefits including; direct written contact between schools on different projects, be they staff based or pupil based, within school or international.
- The security of the school's email service is maintained through:
 - i) The structure of the addresses themselves
 - ii) The prevention of "spam"
 - iii) The filtering out of computer viruses

7.1 Use of e-mail by staff

- The school gives all staff their own email account to use for all school business.
- It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary email histories can be traced. It is a Safeguarding requirement that **only** this email account should be used for all school business.
- Under no circumstances should staff contact pupils, parents or conduct any school business using personal email addresses. This a Safeguarding requirement. Staff are made aware of the boundaries of appropriate behavior and conduct and these are outlined in the Staff Code of Conduct.
- Staff must inform the e-Safety co-ordinator/ network manager if they receive an offensive e-mail.

8.0 Social Networking

- The school blocks/filters access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, and e-mail addresses, full names of friends, personal photos, specific interests and clubs etc.
- Pupils will be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others
- Staff should be aware that bullying can take place through social networking out of school and the problems associated with this can come into school. Our pupils are asked to report any incidents of bullying to the school, when staff will follow procedures as outlined in the "Anti-Bullying Policy"
- Staff may only communicate with pupils using systems approved by the Headteacher & E Safety co ordinator.

9. Publishing pupil's images and work

On a child's entry to the school, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- on the school web site
- on the school's Learning Platform
- in publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam

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- in display material that may be used in the school's communal areas & external areas, eg exhibition promoting the school
- general media appearances, eg local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, eg divorce of parents, custody issues, etc. Parents/ carers may withdraw permission, in writing, at any time. Consent has to be given by both parents in order for it to be deemed valid.

10.1 Published Content and the School Website

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with guidelines for publications including respect for intellectual property rights and copyright.

11.0 Assessing Risks

- The school will take all reasonable precautions to ensure that users access only appropriate material. The school audits ICT use to establish if this E-safety policy is adequate and that the implementation of the E-safety policy is appropriate. Methods to identify, assess and minimise risks will be reviewed regularly.

12.0 e-Safety in the Curriculum

- ICT and online resources are increasingly used across the curriculum. We believe it is essential for e-Safety guidance to be given to the pupils on a regular and meaningful basis. E-Safety is embedded within our curriculum and we continually look for new opportunities to promote e-Safety.
- The school has a framework for teaching internet skills and provides further opportunities within a range of curriculum areas to teach about e-Safety.
- The school raises pupils' awareness of the impact of online bullying and revisits this throughout the year. Pupils know how to seek help if they are affected by these issues.
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modelling and activities.
- Pupils are taught to critical evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum.

13.0 Handling e-safety Complaints

- Complaints relating to e-Safety should be made to the Headteacher. Incidents will be logged.
- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the e-safety coordinator who will log the incident and immediately inform the Local Authority helpdesk.
- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the e-Safety co-ordinator.
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the e-Safety co-ordinator, depending on the seriousness of the offence; investigation by the Headteacher, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences.

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- Complaints of Internet misuse by a pupil will be dealt with by a senior member of staff. If pupils abuse the privileges of access to the internet, consequences consistent with the School Behaviour Policy will be applied.
- There will be an on-going opportunity for staff to discuss with the e-Safety coordinator any issue of e-Safety that concerns them. This policy will be reviewed as appropriate and consideration given to the implications for future whole school development planning. The policy will be amended if new technologies are adopted or changes in guidance etc are made.

APPROVED CHAIR OF GOVERNORSDate

.....HEADTEACHERDate