Alexandra
School

E-Safety Policy

Approved and adopted by the Governing Body on 7 December 2016

INTRODUCTION

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Our school has a duty to provide children with quality internet access as part of their learning experience. The school has an e-safety coordinator.

Online Safety

- Online safety has been given a new sub-heading to highlight its importance
- A new paragraph has been added highlighting the need for appropriate filters and monitoring systems to be put in place
- Stronger working is used in that schools 'should ensure' rather than 'should consider' that online safety is included in relevant lessons (for all ages)

The main areas of risk for our school community can be summarised as follows:

Content: being exposed to illegal, inappropriate or harmful material.

Contact: being subjected to harmful online interaction with other users.

Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

COMMUNICATION

The policy will be communicated to staff/pupils/community in the following ways:

- Policy to be posted on the school website/ staffroom;
- Acceptable use agreement and policy to be part of school induction pack for new staff;
- Acceptable use agreements discussed with pupils at the start of each year and on display in the classroom;
- Acceptable use agreements to be discussed with parents at the start of each school year and issued on entry to reception or school;
- Acceptable use agreements to be held on file.

REVIEW AND MONITORING

- The e-safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school.

- The e-safety policy has been written by the school e-safety coordinator and is current and appropriate for its intended audience and purpose.

- There is widespread ownership of the policy and it has been agreed by the SLT and approved by governors. All amendments to the school e-safety policy will be discussed in detail with all members of teaching staff.

TEACHING AND LEARNING

- Our school internet access will be designed 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.

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

- Our school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.

- Pupils will be taught that just because information has been found on the internet it is not necessarily accurate.

- Pupils will be taught strategies for dealing with receipt of inappropriate materials.

- Pupils will be taught how to report any abuse including cyberbullying; and how to seek help if they experience problems when using the internet and related technologies. This may be parent or carer, teacher or trusted staff member, or the CLICK CEOP button.

TRAINING

Staff training

This school:
- Ensures staff know how to send or receive sensitive data where the sensitivity requires data protection;

- Makes regular training available to staff on e-safety issues and the school's e-safety education program;

- Provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the e-safety policy and the school's acceptable use policies.

Parent and governor awareness and training

This school offers advice, guidance and training for parents and governors, including:

- Introduction of the acceptable use agreements to new parents, to ensure that principles of e-safe behaviour are made clear;
- Information leaflets, on the school web site;
- Demonstrations, practical sessions held at school;
- Suggestions for safe internet use at home;
- Provision of information about national support sites for parents.

MANAGING INTERNET ACCESS

Information system security

School ICT systems capacity, security and filtering systems will be reviewed regularly by the e-safety coordinator and our support service. Staff will ensure that the filtering methods selected are appropriate, effective and reasonable. Virus protection will be updated regularly by our support service. If staff or pupils discover an unsuitable site, it must be reported to the e-safety coordinator.

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 without specific permission.
- E-mails sent to an external organisation should be written carefully and authorised by the class teacher before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

School web site and blogs

The contact detail on the web site is our 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 use of photographs will be carefully controlled:

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified unless parental permission is given;
- 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 our school web site;
- Pupil's work can only be published with the permission of the pupil and parents.

Social networking

- Our local authority filtering systems will block/filter access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Protecting personal data

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

MOBILE PHONES

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate messages is forbidden.

POLICY

Authorising internet access

- All school staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource (Appendix 1).
- Pupil access to the internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents and pupils will be asked to sign and return a consent form on entering reception or school (Appendix 2). E-safety rules will be posted in all classrooms and discussed with pupils at the start of each year. Pupils will be informed that network and internet use will be monitored.

Handling e-safety complaints

The school will take all reasonable precautions to ensure e-safety. However, owing to the international scale and linked nature of internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device, including i-pads. Neither the school nor the Local Authority can accept liability for 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.

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.

Appendix 1

ALEXANDRA SCHOOL E-SAFETY
ACCEPTABLE USE POLICY: Staff agreement form

Covers use of digital technologies in school: i.e. e-mail, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Headteacher and Governing Body.

- I will not reveal my password(s) to any unauthorised individuals.

- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.

- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.

- I will not engage in any online activity that may compromise my professional responsibilities.

- I will only use the approved, secure e-mail system(s) for any school business (which is currently: webmail)

- I will only use the approved school e-mail, school MLE or other school approved communication systems with pupils or parents/carers and only communicate with them on appropriate school business.

- I will not browse, download or send material that could be considered offensive to colleagues.

- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.

- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.

- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will return any loaned equipment to school to be updated when advised.

- I will not plan to use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.

- I will use the school's Learning Platform (when in operation) in accordance with school / and London Grid for Learning advice.

- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.

- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.

- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system (or anywhere), will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

- I will embed the school's e-safety curriculum into my teaching.

- I will only use LA systems in accordance with any corporate policies.

- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.

- I understand that failure to comply with this agreement could lead to disciplinary action.

ALEXANDRA SCHOOL

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I agree to abide by all the points above.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature .... Date ....

Full Name .... (printed)

Job title ....
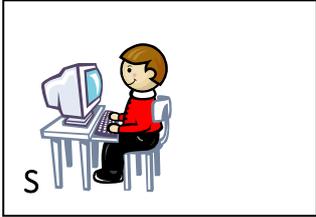
Authorised Signature : Head Teacher / Deputy Head / Senior Teacher

I approve this user to be set-up.

Signature   ……………………….Date

Think before vou click

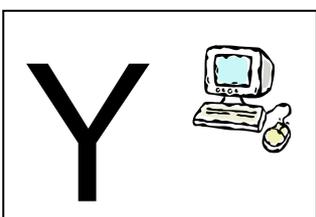|	
S	**I will only use the Internet and email with an adult**
Δ	**I will only click on icons and links when I know they are safe**
F	I will only send friendly and polite messages
E	*If I see something I don't like on a screen, I will always tell an adult*
T	I will remember that just because I find something out from the internet it's not necessarily true
Y	I will remember never to give my personal details to anyone
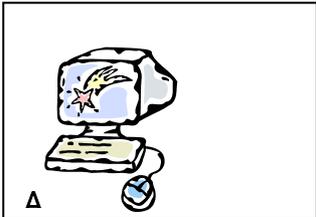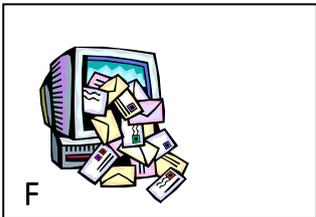
You can put this poster near your computer!!

✂...

Please discuss this with your parents, get them to sign and return this bit to the School Office.

My Name:
My Parent's / Carer's
Signature:

cember 2016