

# St. Michael's CE (Cont) Infant School

## e-Safety policy

*'St. Michael's CE (Cont) Infant School aims to provide a caring Christian Community where everyone is valued and nurtured within a safe environment. All our policies take account of and reflect the distinctive nature of our Church of England School.'*

At St. Michael's CE (Cont) Infant School we are committed to ensuring that our whole school is able to operate with safety and confidence whenever and wherever they use the Internet or mobile technologies.

### What is e-Safety?

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate children about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience. The school's e-safety policy should operate in conjunction with other policies including those for Child Protection, Behaviour, Anti- Bullying, Staff Code of Conduct, Safeguarding and Data Protection procedures.

### Writing and reviewing the e-Safety policy

- The Headteacher is responsible for maintaining the e-Safety Policy
- Governors will review the policy every two years

### Teaching and learning

#### **Why Internet use is important**

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

#### **Internet use will enhance learning**

The school Internet access will be designed specifically for pupils use and includes filtering appropriate to the age of children. During class ICT lessons, the children will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. The use of the internet will be used and integrated into planning where appropriate to enrich and extend learning activities. Staff will guide children in on-line activities that will support the learning outcomes planned for the children' age and maturity and educate them in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. **Children will be taught how to evaluate Internet content**

If staff or children discover unsuitable sites, the URL (address), time, date and content must be reported to the ICT technician and the headteacher. This information will be passed on to the Hants IT team. The use of Internet derived materials by staff and by children will comply with copyright law.

#### **Information system security**

- The security of the school information systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The school uses broadband supplied by Hants

#### **Published content and the school web site**

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or children personal information will not be published. The headteacher takes overall editorial responsibility and ensure that content is accurate and appropriate.

## **Publishing pupils' images**

Parents are asked for their permission to publish their children's photographs on the school website, and only parental permission had been granted will this happen. Children' full names will not be used anywhere on the Web site, particularly in association with photographs.

## **Social networking and personal publishing**

Social networking sites and newsgroups will be blocked. Children are advised never to give out personal details of any kind which may identify them or their location.

## **Policy Decisions**

### **Authorising Internet access**

The school office will maintain a current record of all staff and children who are granted Internet access. All members of staff must read and sign the 'Staff Code of Conduct', before using any school ICT resource. A copy of this can be found in pack given to all staff and volunteers.

Within our school, access to the internet will be by adult demonstration with directly supervised access to specific, approved on-line materials. Only approved search engines will be used – [www.google.co.uk](http://www.google.co.uk) [www.askjeeves.co.uk](http://www.askjeeves.co.uk) on the curriculum network, during school hours.

Children will not be asked to type in website addresses. Links will be made by staff and placed in Internet folder for children to access.

Parents will be asked to sign and return a consent form.

### **Assessing risks**

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for children. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school can not accept liability for the material accessed, or any consequences of Internet access.

The Headteacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

### **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.
- Sanctions within the school discipline policy include:
  - interview by member of SLT;
  - informing parents or carers;
  - removal of Internet or computer access for a period.

## **Communications Policy**

### **Introducing the e-safety policy to children**

- 'Think then Click' Rules for Internet access are posted in all classrooms.
- Children will be informed that Internet use is only with adult supervision.
- An e-Safety training programme will be introduced to raise the awareness and importance of safe and responsible internet use.

### **Staff and the e-Safety policy**

All staff will be given the School e-Safety Policy and its importance explained. The staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. Staff should not use personal email or mobile technology to contact students. If contact is necessary school telephone / email account should be used.

### **Enlisting parents' support**

This policy will be placed on the school Web site. Parents' attention will be drawn to the School e-Safety Policy in newsletters and the school brochure. The school will ask all new parents to sign the parent/ pupil agreement when they register their child with the school.

**Agreed by Governors: April 2018**

**Review Date: April 2020**

Adapted from Becta - E-safety 2005

**Key Stage 1**

## Think then Click

These rules help us to stay safe on the  
Internet



We only use the internet  
when an adult is with us

We can click on the  
buttons or links when we



know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.

