



E-Safety Policy

Author	SLT
Chair Signature	 Sarah Jenkins
Ratification Date	26.10.22
Renewal Date	Annually

St Andrews Major C/W Primary School

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 pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

End to End e-Safety

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the Vale of Glamorgan Community Network including the effective management of Websense filtering.
- National Education Network standards and specifications.

School e-safety policy

- The school will appoint an e-Safety Coordinator. This is Mrs Bayliss (Deputy Head) who is also the Deputy Designated Child Protection Coordinator.
- Our e-Safety Policy has been written by the school, building on the Vale e-Safety Policy and government guidance. It has been agreed by senior management and approved by governors.
- The e-Safety Policy and its implementation will be reviewed annually.

Teaching and learning

Why Internet use is important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students 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 pupils.

Internet use will enhance learning

- The school Internet access will be designed expressly 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

Pupils will be taught how to evaluate Internet content

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

Managing Internet Access

Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with Vale of Glamorgan council.

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-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters/emails is not permitted.

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, Governor or pupils' personal information will not be published.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupils' images and work

- Photographs that include pupils will only be used if parents have agreed through the annual consent form. Pupils' full names will not be used anywhere on the Web site or Twitter etc. particularly in association with photographs.
- Pupils' work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

- The school will block/filter access to social networking sites.
- 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 or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

- The school will work with the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

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.
- Mobile phones will not be used during lessons or formal school time.

Protecting personal data

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

Policy Decisions

Authorising Internet access

- All staff must read and adhere to the school's 'E-safety Policy.
- At Foundation Phase, access to the Internet will be by adult demonstration and pupils only access approved on-line materials.

Assessing risks

- 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. Neither the school nor Vale county council can accept liability for the 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.

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 headteacher.
- 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.

Communications

Introducing the e-safety policy to pupils

- Pupils will be informed that network and Internet use will be monitored.

Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school website.