



# The Dragonfly Federation

East Ruston and Stalham  
Infant and Pre-schools

A Flying Start for all



## E-SAFETY POLICY

### E-Safety Policy

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

### Good Habits

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

- Responsible ICT use by all staff and Pupils; 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 BT/ICT Solutions, including the effective management of content filtering.

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## **School E-Safety Policy**

The school will appoint an E-Safety group. This will be the designated Child Protection Teacher (Head Teacher) and ICT Governor.

Our E-Safety Policy has been written by the school. It has been agreed by the Staff and the Governing Body.

The E-Safety Policy will be reviewed annually.

### **Why is Internet use 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. Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for Pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality internet access. Pupils will use the internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

### **How does Internet use benefit education?**

Benefits of using the Internet in education include:

- Access to learning wherever and whenever convenient
- Access to world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between Pupils world-wide
- 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 the Local Authority and DCSF

### **How Can Internet Use Enhance Learning?**

- The school Internet access will be designed expressly for Pupil use and includes 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
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide Pupils in online activities that will support learning outcomes planned for the Pupils' age and maturity
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

## Authorised Internet Access

- The school will maintain a current record of all staff and Pupils who are granted Internet access
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource
- Parents will be informed that Pupils will be provided with supervised Internet access at all times
- Parents will be asked to sign and return a consent form for Pupil access
- Pupils must apply for Internet access individually by agreeing to comply with the Responsible Internet Use statement
- Pupils must always be supervised by a member of staff when using the Internet or any other online resource in school.

## World Wide Web

- If staff or Pupils discover unsuitable sites, the URL (address), time, and content must be reported to the Local Authority helpdesk via the Head Teacher.
- Stalham Infant School will ensure that the use of Internet derived materials by Pupils and staff complies with copyright law
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy
- Pupils are encouraged to use safe online educational resources at home.

## Email

- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive email.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.
- Access in school to external personal email accounts may be blocked, but at present staff are able to access some personal accounts.
- E-mail sent to external organisations 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 is not permitted

## Social Networking

- The School has blocked access to social networking sites such as *Facebook* and *Youtube*.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils should be advised not to place personal photos on any social network space.
- Pupils should 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.
- Access to chat rooms is not permitted in school.

Should any of the schools find themselves the subject of online criticism the school can exercise it's right to seek legal representation. Laws of defamation and privacy still apply to the web and it is unlawful for statements to be written about any of our settings which:

- expose us to hatred, ridicule or contempt;
- cause us to be shunned or avoided;
- lower our standing in the estimation of right-thinking members of society
- disparage our staff within the working environment.

## **Filtering**

The school will work in partnership with the Local Authority, ICT Services, BT and Becta to ensure filtering systems are as effective as possible.

## **Video Conferencing**

- Video conferencing is in use at Stalham Infant School.

## **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 for personal use during lessons or formal school time.
- The sending of abusive or inappropriate text messages is forbidden

## **Published Content and the School Websites**

The websites will be to celebrate children's work, promote the school and publish resources for projects or homework. The point of contact on the web site will be the school address, school email and telephone number. Staff or pupils' home information will not be published. Written permission from parents or guardians will be obtained before photographs of pupils are published via the school website. All website photographs will be selected carefully to ensure that individual pupils cannot be identified.

ICT Subject Leader will take overall editorial responsibility and ensure that content is accurate and appropriate

## **Publishing Pupils' Images and Work**

- Photographs that include Pupils will be selected carefully and will be appropriate for the context.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained annually before photographs of Pupils are published on the school Website
- Work can only be published with the permission of the Pupil and parents.

## **Information System Security**

- School ICT systems capacity and security will be reviewed regularly
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with ICT Services.

## **Protecting Personal Data**

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

## **Assessing Risks**

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Norfolk County Council can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

## **Handling e-safety Complaints**

The teachers, as part of their normal class discipline, may deal with minor transgressions of the rules. However, in more serious cases:

- 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.

## **Communication of Policy**

### **Pupils**

- Rules for Internet access will be posted around the school.
- Pupils will be informed that Internet use will be monitored.

### **Staff**

- 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.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

### **Parents**

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, at parents' meetings and on the school Website.

**E-Safety Rules– Appendix A**

**Letter to parents – Appendix B**

**Staff Acceptable Use Policy – Appendix C**

# E-Safety Rules

These E-Safety Rules help to protect Pupils and the school by describing acceptable and unacceptable computer use.

- **The school owns the computer network and can set rules for its use.**
- **It is a criminal offence to use a computer or network for a purpose not permitted by the school.**
- **Irresponsible use may result in the loss of network or Internet access.**
- **Network access must be made via the user's authorised account and password, which must not be given to any other person.**
- **All network and Internet use must be appropriate to education.**
- **All inappropriate web pages should be closed and reported to a teacher immediately.**
- **Electronic messaging should not be used in school.**
- **Copyright and intellectual property rights must be respected.**
- **Messages and e-mails shall be written carefully and politely, particularly as email could be forwarded to unintended readers.**
- **Anonymous messages and chain letters are not permitted.**
- **Users must take care not to reveal personal information through email, personal publishing, blogs or messaging, and should never arrange to meet anyone we don't know.**
- **The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.**
- **Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.**

## **SCHOOL RULES FOR DISPLAY:**

The school has developed a set of guidelines for Internet use by pupils. These rules will be made available to pupils and kept under constant review. All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses and their responsibilities towards pupils.

The following rules apply to all pupils:

- I will ask permission before entering any web site, unless my teacher has already approved that site.
- I will only use my own login and password, which I will keep secret.
- I will not look at or delete other people's files
- I will not bring disks/memory sticks/mobile phones into school without permission
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending an e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

## **SANCTIONS**

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may have to be involved.

## **Pupil's Acceptance of the School's Policy regarding Acceptable Use of the Internet**

Please complete and return this form to your child's class teacher.

### **Pupil's agreement:**

I have read/had read to me and understood the school rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

I understand that if I break these rules then I may not be allowed to use the Internet.

Pupil's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

### **Parent's/Guardian's acknowledgement:**

I have read and understood the school rules for responsible Internet use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I understand that the school is not liable for any damages arising from the use of Internet facilities.

Parent's/Guardian's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Name of Pupil \_\_\_\_\_

Class \_\_\_\_\_

### **Parent's Consent for Web Publication of Work and Photographs**

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also understand that photographs that include my son/daughter will be published **only** if they comply with the school rules that photographs will not clearly identify individuals and that full names will not be used.

Parent's/Guardian's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

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## **SCHOOL**

The school acknowledges the above signatures and therefore grants Internet access.

Signed \_\_\_\_\_ (Head Teacher)

For a child in breach of the agreement the log below will be kept by the school.

<b>Log</b>	<b>Action</b>	<b>Date</b>
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# Staff Information Systems Code of Conduct

**To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's E-safety policy for further information and clarification.**

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the Headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school Designated Child Protection Coordinator.
- I will ensure that any electronic communications with Pupils are compatible with my professional role.
- I will promote E-safety with Pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

**I have read, understood and agree with the Information Systems Code of Conduct.**

Signed: .....

Printed: .....

Date: .....

Accepted for school: .....

Capitals: .....

## Dear Parents/Guardians

### *Using the Internet at School*

As part of our school's curriculum and the development of ICT skills pupils will be provided with supervised access to the Internet. We believe that use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. They will be able to obtain a rich variety of resources from around the globe to enhance their studies as they research information from museums, libraries, educational organisations and a range of other suitable web sites. They will also learn to exchange e-mails with other pupils.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our access to the Internet comes through Norfolk's Internet Service Provider project making filtered content available in schools.

Children will be introduced to a set of rules (enclosed) and taught how to use the Internet responsibly. When they are given access to the Internet they will be supervised and directed towards specific curriculum activities and suitable web sites. However, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's use of the Internet facilities.

There will be opportunities for parents without computers at home to use the school computers regularly throughout the year, please see newsletters for details.

I enclose a copy of the school's Acceptable Use Policy and rules for using the Internet which I would ask you to read and acknowledge by signing the enclosed slip and return to school.

Should you wish to discuss any aspect of our use of the Internet please feel free to contact the school to make an appointment.