



**Long Lawford Primary School**

ACHIEVE, CARE & ENJOY  
**ACE**

# Long Lawford Primary School

## E-Safety Policy

June 2015

## Introduction

In today's society, Information and Communication Technology (ICT) is an essential resource to teaching and learning, as well as playing an important part in our everyday lives. As a school, we embed ICT into all areas of the curriculum to provide children with the skills they will need throughout their lives and future employment.

The Computing curriculum covers a wide variety of resources, including web-based and mobile learning. The children at Long Lawford Primary School have the opportunity to use both computers and iPads to access websites and use their class blogs.

It is also important to recognise that many children have constant access to web or mobile devices in school (such as PCs, laptops, iPads, cameras etc) and at home (such as PCs, laptops, tablets, cameras, game consoles, portable media devices etc) and are using online resources frequently. Although this is both beneficial and enjoyable, all users need to be aware of the potential dangers of using internet technologies.

At Long Lawford Primary School, we understand the importance of educating our pupils in e-safety issues, teaching them the appropriate behaviours and critical thinking to enable them to use these resources safely and responsibly, in and beyond the school environment.

## End to End e-Safety

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

- Responsible ICT use by schools including all staff and students, as well as parents, governors and advisers; laid out in the Acceptable Use Agreement, 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 Warwickshire Broadband including the effective management of Websense filtering and Policy Central monitoring.

## Further Information

Warwickshire ICT Development Service - 01926 414100

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## **1.0 School e-safety policy**

### **1.1 Roles and Responsibilities**

As e-safety is an important aspect of safeguarding children, the Head and school governors have ultimate responsibility to ensure that the policy and practises are in place and monitored. The named e-safety co-ordinator for the school is Kayleigh Butcher and the nominated governor for computing and e-safety is Andrew Higham. The Designated Safeguarding Lead (DSL) is Robert Morrissey and the Deputy Designated Safeguarding Lead is Caron Bird. The nominated governor for safeguarding is Gerry White. All members of the school community should be made aware of who holds these posts. It is the role of the e-safety co-ordinator to keep up to date with current issues and ensure that staff members and children are informed appropriately.

All staff, children and parents/carers are asked to read and sign the Acceptable Use Agreement and parents/carers are required to give consent to images of their child being taken/used within school and on the school website, twitter page or blog pages.

### **1.2 Writing and reviewing the e-safety policy**

The e-Safety Policy is part of the School Development Plan and relates to other policies including those for child protection, behaviour and curriculum.

- The school has an appointed e-Safety Coordinator, DSL and deputy DSL as well as governor involvement.
- Our e-Safety Policy has been written by the school, building on the Warwickshire ICT Development Service e-Safety Policy and government guidance. It has been agreed by the Senior Leadership Team (SLT) and approved by governors.
- The e-Safety Policy will be reviewed annually.

### **1.3 Teaching and learning**

#### **1.3.1 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 and e-safety are part of the statutory curriculum and a necessary tool for staff and pupils.

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

- The school Internet access will be designed specifically for pupil use and will include appropriate filtering.
- Pupils will be taught what Internet use is acceptable and what is not and given clear rules for Internet use.

- Internet access will be planned to enrich and extend learning throughout the curriculum where appropriate.
- Staff should guide pupils in online activities that will support the learning outcomes planned for the pupils' age and maturity and educate them in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

### **1.3.3 Pupils will be taught how to evaluate Internet content**

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported the school e-safety co-ordinator who should then report to Warwickshire ICT Development Service.
- Our School should ensure that the use of Internet derived materials by staff and by 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.

## **1.4 Managing Internet Access**

### **1.4.1 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 the Warwickshire Broadband with its firewall and filters.
- The school has regular visits from a technician from WES ICT.

### **1.4.2 E-mail**

- Pupils may only use approved e-mail accounts via the learning platform on the school system.
- Pupils must immediately tell a teacher if they receive 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 as carefully as a letter written on school headed paper would be. It must be authorised by the class teacher before sending via the teachers e-mail.
- The forwarding of chain letters is not permitted.

### **1.4.3 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 head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

#### **1.4.4 Publishing staff and pupil's images and work**

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be named.
- Pupils' full names will not be used anywhere on the school website, twitter page or blog, particularly in association with photographs.
- Written permission from parents/carers will be obtained before photographs of pupils are published on the school website, twitter page or blog.
- Pupil's work can only be published with the permission of the pupil and parents.
- Images of staff should not be published without consent.
- Wherever possible images of pupils will be accessed via the learning platform.
- Each child year 1 – 6 has access to their class blog page where they are able to share their writing. This is to be monitored by class teachers (admin of their own class page) to ensure that material is appropriate and does not include any personal details.

#### **1.4.5 Social networking and personal publishing**

- Social networking sites and newsgroups will be blocked unless a specific use is approved.
- Pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, IM address, e-mail address, names of friends, specific interests and clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for primary aged pupils.
- The school has a social networking policy for staff and governors as well as one for parents.

#### **1.4.6 Managing filtering**

- The school will work in partnership with the Warwickshire ICT Development Service and LAUNCH ICT to ensure filtering systems are as effective as possible.
- If staff or pupils discover unsuitable sites, the URL, time and date must be reported to the school E-Safety coordinator.
- SLT will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

#### **1.4.7 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.
- The use of memory sticks and CD ROMs will be monitored closely as potential sources of viruses and inappropriate material.
- Pupils are not allowed to bring mobile devices into school. If a child needs to bring a mobile phone into school for any reason, it should be left at the school office until the end of the day. Any mobile device found in school will be sent to the school office for the child or parent to collect at the end of the day.
- The sending of abusive or inappropriate messages outside of school is forbidden (anti bullying and behaviour policies)
- Staff will use a school phone when contact with pupils or parents is required.

#### **1.4.8 Protecting personal data**

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

### **1.5 Policy Decisions**

#### **1.5.1 Authorising Internet access**

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All users must read and abide by the Acceptable use Agreement before using any school ICT resource.
- Parents will be asked to register an objection if they do not wish their child to access the Internet within school.

#### **1.5.2 Password Security**

- All staff are provided with an individual network username and password.
- Staff are aware of their individual responsibilities to protect the security of the school network systems.
- All pupils are provided with an individual network username.
- All pupils are provided with a username and password to access their class blog, Mathletics and Reading Eggs.
- Pupils are not allowed to deliberately access material or files on the school network of their peers, teachers or others.

### **1.5.3 Assessing risks**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. 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 WCC can accept liability for the material accessed, or any consequences of Internet access.
- The head teacher and e-safety co-ordinator will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.
- The school will audit ICT provision to establish the effectiveness and implementation of the e-safety policy.

### **1.5.3 Handling e-safety complaints**

- Complaints of Internet misuse will be dealt with by the e-safety co-ordinator or a senior member of staff.
- Any complaint about staff misuse must be referred to the head teacher who should use the agreed WCC procedures.
- 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/counselling by head;
  - informing parents or carers;
  - Removal of Internet or computer access for a period.

### **1.5.4 Community use of the Internet**

- The school will liaise with local organisations (e.g. the Police) to establish a common approach to e-safety.
- The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

## **1.6 Communications Policy**

### **1.6.1 Introducing the e-safety policy to pupils**

- Rules for Internet access will be posted in all networked rooms.
- Pupils will read the Acceptable Use Agreement to be signed by their parent/carer.
- Pupils will be informed that Internet use will be monitored.
- An e-Safety training programme will be introduced to raise the awareness and importance of safe and responsible internet use.

### **1.6.2 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 via Policy Central to the individual user. Discretion and professional conduct is essential.
- A laptop issued to a member of staff by the school remains property of the school. Users of such equipment should therefore adhere to school policy both in and out of school.
- Images of children and personal data should not be stored on devices that are taken away from the school site, such as laptops, ipads and memory sticks.
- Images must be removed from cameras and ipads as soon as possible. Images should not be stored on these devices.

### **1.6.3 Enlisting parents' support**

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

### **1.6.4 Monitoring and Review**

This policy is implemented on a day-to-day basis by all school staff and is monitored by the e-safety co-ordinator.

The effectiveness of this policy will be reviewed annually by the governors during reviews with the e-safety co-ordinator, Computing co-ordinator, DSL, deputy DSL and the governors responsible for computing and child protection.



**Acceptable Use Agreement**  
**KS2 Pupil Form**

To help me keep safe when using ICT:

- I will only use the internet if I have asked an adult to do so.
- I will keep my usernames and passwords a secret.
- I will not access other people's files, usernames or passwords.
- I will not give out my personal details (name, address, phone number) or the personal details of anyone I know.
- I will only download, use or upload material when I have been give then owner's permission.
- I will not attempt to access inappropriate websites.
- If I see anything that upsets me or I think is inappropriate, I will tell an adult straight away.
- I understand that inappropriate language or aggressive behaviour online is forbidden.
- I understand that if I do not follow these rules, my access to the internet may be suspended and my parents/carers will be informed.

Please complete and return this form to school.

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I have read and understood the school's Acceptable Use Agreement for online safety.

Child's Name \_\_\_\_\_

Class \_\_\_\_\_

Child's Signature \_\_\_\_\_

I give permission for my child to use the internet in school. I understand that pupils will be held accountable for their own actions. I also understand that some materials found online may be unsuitable and accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information.

Parent/Carer Name \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_



**Acceptable Use Agreement**  
**FS/KS1 Pupil Form**

To help me keep safe when using ICT:

- I will ask an adult if I want to use the computers or iPads in school.
- I will only use programs I am allowed to use.
- I will ask for help from an adult if I am unsure of what to do or think I have done something wrong.
- I will tell an adult if see something that upsets me on the screen.
- I know that if I break the rules, I might not be able to use the computers in school.

Please complete and return this form to school.

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I have read and understood the school's Acceptable Use Agreement for online safety.

Child's Name \_\_\_\_\_

Class \_\_\_\_\_

Child's Signature \_\_\_\_\_

I give permission for my child to use the internet in school. I understand that pupils will be held accountable for their own actions. I also understand that some materials found online may be unsuitable and accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information.

Parent/Carer Name \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_