



"Developing confident children through creativity and choice within a Christian community"



"Enabling every child to fulfil his/her potential in a nurturing Christian environment"

Huxley C.E. and Utkinton St. Paul's C.E. Primary Schools

E-Safety Policy

Purpose

- To help children to become 'e-confident' by developing their knowledge, skills and experience of the benefits and potential risks of using modern day technology so that they know how to keep themselves and others safe.
- Promote the appropriate and safe use of a range of ICT equipment.
- Provide a cross-curricular and creative approach to teaching what is relevant to our children.

Agreed Procedure

General

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- The school will take all reasonable precautions to ensure that users can only access age-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 schools nor the local authority can accept liability for the material accessed, or any consequences of Internet access.
- Provide children with opportunities to continue their learning at home and self-regulate their use of ICT through password protected access to the school's learning platform.
- The schools adopt the Cheshire West and Chester County Council's security standards.
- Filtering is set up by CWAC and staff must request for certain sites to be allowed or blocked.
- All ICT users know to inform a teacher/the E-Safety Officer (Victoria Barnard) if they access any inappropriate material.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- The school provides regular e-safety awareness meetings for parents, staff and governors to attend.
- All staff must read and sign the Acceptable Use Policy and the Staff Handbook before using any school ICT resource.
- The school will keep a central record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- Personal data will be recorded, processed, transferred and made available as per GDPR requirements.

Introducing the policy to children, staff and parents

- E-Safety rules will be created in conjunction with the pupils at the start of each year and displayed in each classroom.
- Pupils will be informed that Internet use will be monitored.
- Pupils will be given their own passwords to log onto equipment/websites with and should be taught about keeping these confidential.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user - discretion and professional conduct is expected.
- Parents' attention will be drawn to the School Policy in the appropriate documentation – i.e. letter requesting consent for internet use and photograph publication, newsletters, parent handbook etc...

Teaching and Learning

- The school Internet access has been designed expressly for pupil and family use and includes filtering appropriate to the age of pupils.
- Pupils and families will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils are educated in the effective and safe use of the Internet.
- The school will endeavour to ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Learning Platform

- The contact details on the website should be the school address, e-mail and telephone number only - Staff or pupils' personal information will not be published.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site, Facebook or Twitter accounts.
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used in association with any photographs published.
- Pupil's work can only be published with the permission of the pupil and parents.

Communication involving ICT

- The school review access to social networking sites and request that they are blocked by CWaC as necessary.
- Newsgroups will be blocked unless a specific use is approved.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is not acceptable.
- Staff are advised not to use personal equipment or non school personal electronic accounts when contacting pupils or parents - they must use the Teachers2parents text/email service or school e-mail account unless this is not appropriate e.g. out of signal or no internet access (staff will use their discretion).
- 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.
- The forwarding of chain letters is not permitted.

Monitoring

- The school's ICT systems and security will be reviewed regularly.
- Virus protection is installed on all computers/laptops and is set to update automatically – this is regularly reviewed by ICT support.
- Staff will undertake a regular audit of ICT provision to establish if the policy is adequate and that its implementation is effective.
- E-safety issues and topical information is discussed and disseminated as appropriate by the Ethos Group.

Handling complaints

- Any complaints of Internet misuse will be referred to the Head Teacher.
- Complaints of a child protection nature must be dealt with in accordance to the school's child protection procedures.

This Policy was reviewed in consultation with staff and governors in October 2018.

Headteacher _____

Governor (Utkinton) _____

Governor (Huxley) _____

Date _____

Review date: Autumn 2019.