E-Safety

Date	Review Date	Coordinator	Nominated Governor
Sep 2011	Sep 2013	S Holleron	A Green

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Coordinator for e-Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- undertaken training in order to understand e-Safety issues and procedures;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work with the Governing Body and the e-Safety Coordinator to create a safe ICT learning environment by having in place:
  - an effective range of technological tools
  - clear roles and responsibilities
  - safe procedures
  - a comprehensive policy for pupils, staff and parents;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the e-Safety Coordinator

The Coordinator will:

- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate;
- monitor the implementation of this policy and its effectiveness

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all the afore mentioned aspects of this policy;
- accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school;
- be responsible for promoting and supporting safe behaviours with pupils and e-Safety procedures;
- ensure that the use of Internet derived materials complies with copyright law;
- undertake appropriate training

Role of Pupils

Pupils will be aware of and comply with this policy and will be taught to:

- be critically aware of the materials they read;
- validate information before accepting its accuracy;
- acknowledge the source of information used;
- use the Internet for research;
- respect copyright when using Internet material in their own work;
- report any offensive e-mail

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy
- be asked to support the e-Safety policy and to sign the consent form allowing their child to have Internet access;
- make their children aware of the e-Safety policy

Internet Use

The school Internet access will:

- be designed for pupil use;
- include filtering provided by the Local Authority;
- include filtering appropriate to the age of pupils;
- be reviewed and improved

Authorising Internet Access

- Before using any school ICT resource, all pupils and staff must read and sign the 'Acceptable ICT Use Agreement'.
- Parents must sign a consent form before their child has access to the Internet.
- An up to date record will be kept of all pupils and school personnel who have Internet access.

E-mail

Pupils must:

- only use approved e-mail accounts;
- report receiving any offensive e-mails;
- not divulge their or others personal details;
- not arrange to meet anyone via the e-mail;
- seek authorisation to send a formal e-mail to an external organisation
- not take part in sending chain letters

School Website

Contact details on the website will be:

- the school address
- e-mail address
- telephone number

The school website will not publish:

- staff or pupils contact details;
- the pictures of children without the written consent of the parent/carer;
- the names of any pupils who are shown;
- children's work without the permission of the pupil or the parent/carer

Social Networking and Personal Publishing

Pupils will not be allowed access:

- to social networking sites except those that are part of an educational network or approved Learning Platform;
- to newsgroups unless an identified need has been approved

Inappropriate Material

Any inappropriate websites or material found by pupils or school personnel will be reported to the e-Safety Coordinator who in turn will report to the Internet Service Provider.

Internet System Security

- New programs will be installed onto the network or stand alone machines by Local Authority technicians.
- Personal floppy disks, CD's and other data record devices may not be used in school.
- Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

Complaints

- The Headteacher will deal with all complaints of Internet misuse by school personnel or pupils.
- Parents will be informed if their child has misused the Internet.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

Headteacher:	M P Clarke	**Date:**	Summer 2012
Chair of Governing Body:	A Green	**Date:**	Summer 2012