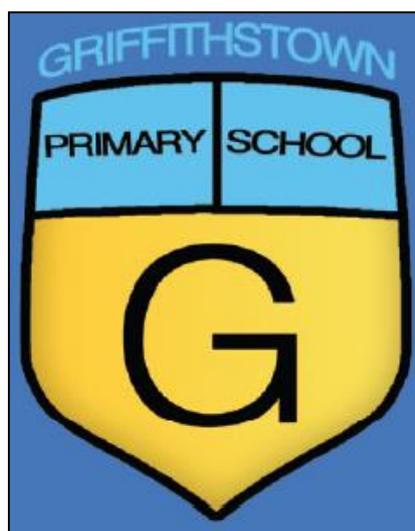


GRIFFITHSTOWN PRIMARY SCHOOL



Title	E – Safety Policy
Date	Autumn 2016
Author	I Pembrey / N Blackburn



INSPIRE CHALLENGE ACHIEVE

E – Safety Policy 2016
GRIFFITHSTOWN PRIMARY SCHOOL

Introduction

Vision and Rational

Griffithstown Primary believes that Information and Communication Technology is an integral part of learning to prepare our pupils for today's society. It is imperative that we equip them with evaluative skills to use the internet safely in and out of school. Recognising e-safety issues and planning accordingly will help to ensure appropriate, effective and safer use of electronic communications.

“Children and young people need to be empowered to keep themselves safe – this isn't just about a top-down approach. Children will be children – pushing boundaries and taking risks. At a public swimming pool we have gates, put up signs, have lifeguards and shallow ends, but we also teach children how to swim”. (Dr Tanya Byron, 2008)

The aim of the policy is to protect pupils and educate them to be responsible when using ICT.

Writing and Reviewing

The e-Safety Policy relates to other policies including those for ICT, bullying and for Child Protection.

- Our E-Safety Policy has been written by the school, in accordance with Torfaen CBC E-Safety Policy and government guidance. It has been agreed by the Senior Leadership Team and approved by the governors.
- The school e-safety co-ordinator is Mr I Pembrey
- The roles of the Designated Child Protection Officer (Mr Blackburn) will sometimes overlap
- The Policy will be reviewed annually by the e-safety coordinator.

USE OF THE INTERNET

Internet use is a statutory part of the National Curriculum in Wales and a necessary tool for learning. It is a part of everyday life for education, business and social interaction. Our school has a responsibility to provide students with Internet access as part of their learning experience. 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 functions.

Benefits

Some of the benefits of internet access in the school are as follows:

- Access to national and worldwide educational resource.
- Access to experts in many fields via email and online conferencing and communications.
- Professional development for staff through access to national developments, the learn.torfaen website, the South East Wales consortium and other national sources of CPD support.

- Exchange of curriculum and administration data with Torfaen County Borough Council and within our school.
- Anytime and anywhere access to learning.

Enhancing Learning

The school's Internet access will be designed to enhance and extend education. Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use. Our school will ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.

Evaluating Content

The evaluation of online materials is an essential part of the teaching and learning across all subject areas. Staff will evaluate web content used in lessons and activities for suitability before giving access to pupils. Pupils will be clear on the school procedures for reporting unsuitable content. (see Acceptable Use Policy)

MANAGING INTERNET ACCESS

Information system security

The school ICT systems, capacity, security and virus protection is the responsibility of the LA

Use of Email

At Griffithstown Primary we are in the process of developing the use of email for pupils. Pupils may only use the approved 'Outlook' school email accounts provided by Torfaen County Borough Council Shared Resource Service (SRS) to communicate during school time for purposes related to education unless agreed by the head teacher.

Pupils should inform a member of staff as soon as possible if they have received an offensive email.

Pupils must not reveal personal details of themselves or others in email communication or arrange to meet anyone without specific permission from school staff.

Pupils are not allowed to access their own personal email or communication accounts using the school network system.

Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

Staff should only use school email accounts to communicate with pupils as approved by the Senior Leadership Team.

Managing published content

Griffithstown Primary website has been created to inspire pupils to publish work of a high standard, to celebrate pupil's work, promote the school and communicate events and projects with the wider community. The website will only be used to communicate public information of which should be considered from a school security viewpoint.

The contact details on the school website are the school address, email and telephone number. No other email addresses are to be published on the school website. Staff or pupils' personal information must not be published. In order to further secure pupil's personal information, the publishing of pupils' full names with their images is **not acceptable** on our website.

Pupils must have parental permission before their work or photograph can be published on the school website. These permissions must be updated annually. Images that include pupils will be selected carefully and will not provide material that could be reused.

Managing Social Networks

Pupils

Most social networking sites/ email accounts and the like, state that a person has to be aged 13 or over to have an account. Under no circumstances should teachers or staff authorise such an account for pupils and should endeavour to educate pupils in this area to raise awareness.

Only social networking sites/ email accounts authorised by senior leadership team are to be used in school.

Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM (Instant Message) and email addresses, full names of friends/family, specific interests and clubs etc.

All Staff

Staff official blogs or wikis should be password protected and run from the school website with approval from the Senior Leadership Team. Staff should be advised not to run social network spaces for pupil use on a personal basis.

Staff and pupils will be advised on security by the e-safety coordinator and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Staff and pupils should be encouraged to invite known friends only and deny access to others by making profiles private. Staff should be reminded of Torfaen County Borough Council's E- Safety Policy and Guidance documents that refer to:

Code of Professional Conduct and Practice for Registered Teachers
http://www.gtcw.org.uk/gtcw/images/stories/downloads/professional_standards/GTCW_Professional_Code.pdf

and the ICT Security Policy

<http://pulse/Pages/Default.aspx>

Managing filtering

Griffithstown Primary will work with Torfaen County Borough Council and the Shared Resource Service (SRS) to ensure that systems to protect pupils are reviewed and improved. If staff or pupils discover unsuitable sites, the URL must be reported to the e-safety Coordinator. The school's broadband access will include filtering appropriate to the age and maturity of pupils.

Senior staff along with the SRS and advisory support will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Any material that the school believes is illegal must be reported to appropriate agencies such as Internet Watch Foundation (IWF) or the Child Exploitation and Online Protection centre (CEOP).

The school's access strategy will be designed by teachers and educators to suit the age and curriculum requirements of the pupils, with advice from the SRS.

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.

Devices such as ipods and ipads, that connect to the internet should be used with clear guidelines set by the class teacher and the internet accessed through the school network only.

The Protection of Personal Data

The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals. The Act sets standards (eight data protection principles), which must be satisfied when processing personal data (information that will identify a living individual). The Act also gives rights to the people the information is about i.e. subject access rights lets individuals find out what information is held about them. The eight principles are that personal data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individual's rights
- Kept secure
- Transferred only to other countries with suitable security measures.

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

1. POLICY DECISIONS

Authorising Access to the Internet.

All staff must read and agree to the terms set out in the 'Acceptable ICT Use Agreement' before using any school ICT resource.

(Foundation Phase)

Access to the Internet will be by adult demonstration and directly supervised access to specific, approved online materials.

(Key Stage 2)

Pupils should be able to access the internet independently under supervision by a member of staff. Pupils and parents will be able to access the Acceptable Use Policy on the school website from this they will have a clear understanding of e-safety rules for the school.

Risk Assessment

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor Torfaen County Borough Council can accept liability for the material accessed, or any consequences resulting from Internet use.

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.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks will be reviewed regularly.

Handling E-Safety Complaints

Complaints of Internet misuse will be dealt with under our School's Complaints Procedure.

Any complaint about staff misuse must be referred to the Head Teacher.

All E-Safety complaints and incidents will be recorded by the school — including any actions taken.

Pupils and parents will be informed of the complaints procedure.

Parents and pupils will work in partnership with staff to resolve issues.

Discussions will be held with the local Police Community Support Officer and/or Children's Safeguarding Team to establish procedures for handling potentially illegal issues.

Any issues (including sanctions) will be dealt with according to the school's disciplinary and child protection procedures.

Stakeholders

Pupils

All users will be informed that the network and internet will be monitored. Governors will be informed of any breaches of the E-Safety Policy. Pupils will sign an e-safety charter (see Appendix 1 and 2).

Safe and responsible use of the internet and technology will be reinforced across the curriculum, including PSHE and citizenship covering both home and school access. Parents will be informed annually that the e-safety and acceptable use policy can be downloaded from the school website.

Staff

The E-Safety Policy will be formally introduced and discussed with staff and governors.

To protect all staff at our School, each member will be asked to sign an Acceptable Use Policy.

All staff are to be aware that internet traffic can be monitored and traced back to the individual user. Discretion and professional conduct is essential.

Parent and Carers attention will be brought to the e-safety policy in newsletters, the school Handbook and on the school website.

Information and guidance for parents on e-safety will be made available to parents in a variety of formats.

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- Processed for specified purposes
- Adequate, relevant and not excessive

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- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individual's rights
- Kept secure
- Transferred only to other countries with suitable security measures.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Review: Autumn 2017

Griffithstown Primary School



e-Safety Rules WHOLE CLASS CHARTER Key Stage 2

Year Group
Teacher
Date

- **I will only use my class email address or my own school email address when emailing.**
- **I will only open email attachments from people I know, or who my teacher has approved.**
- **I will only open/delete my own files.**
- **I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.**
- **I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.**
- **I will not give out my own details such as my name, phone number or home address.**
- **I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.**
- **I will not upload or add any images, video, sounds or text that could upset any member of the school.**
- **I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.**

WE have read and understand the e safety rules and agree to follow them.

Griffithstown Primary School



e-Safety Rules WHOLE CLASS CHARTER Foundation Phase

Year Group
Teacher
Date

- **Never give out your name, age, address or phone number.**
- **Never send photographs of yourself.**
- **Never agree to meet a stranger.**
- **Only open and delete your own files.**
- **Only send and open emails with a teacher's help.**
- **Tell an adult if you see something you don't like.**

WE have read and understand the e safety rules and agree to follow them.