



E-Safety Policy

E Safety Policy (Including EYFS)

Policy Review Date: January 2020

Reviewed By: V Ellsmoor & SLT

Next Review: October 2020 (or following incident, legislation or interim guidance)

Distribution

Please note that 2 copies of this policy are printed as standard and distributed to the following areas:

- 1) Staff Room
- 2) School Office

This policy is also made available on the school website.

Updates and Amendments to Policy

| Date | Section Heading | Update Details | Page N° |
|------------|--|---|---------|
| 28/01/2019 | 4) Pupils Evaluation of Internet content | <p>If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Computing Coordinator.</p> <ol style="list-style-type: none">i. The Computer Coordinator must then complete an incident section in the 'Online Safety Log'.ii. The Computer Coordinator will review the incident and take appropriate course of action. This may include adjusting filtering, reviewing policies, asking for assistance from Pro- Networks, sharing experience with staff and/or parents/carers and applying sanctions.iii. The incident will be reported to the SLT. <p>If staff or pupils discover Illegal material the Computing Coordinator and Designated Safety Lead must be informed immediately.</p> <ol style="list-style-type: none">i. Procedures will be followed as above when discovering unsuitable sites.ii. If a child is at risk procedures will be followed according to the 'Safeguarding Children and Child Protection Policy' and 'Keeping Children Safe in Education Part 1'iii. The incident will also be reported to CEOPs. | 6 |
| 28/01/2019 | 5) Management of e-mail | <p>pupils must immediately tell a teacher if they receive offensive e-mail. The teacher must then report it to the Computing Coordinator who must complete an incident section in the 'Online Safety Log' and review the incident as stated in section 4);</p> | 6 |
| 28/01/2019 | Appendix 2 | Incident sheet from Online Safety Log | 11 |
| 11/3/2020 | 2.2 How the Internet benefits education. | Access to educational online programs. | 5 |
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This policy applies all staff, volunteers and pupils in the School, including in the EYFS & Wraparound.

Computing Coordinator: Mrs V Ellsmoor

Designated Safeguarding Lead: Mrs Joanna Callaway (Headteacher)

RATIONALE

i) Internet Policy

Avalon School believes in the educational benefits of curriculum Internet use. Good planning and management that recognises the risks will help to ensure appropriate, effective and safe pupil use. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail in order to enable pupils to learn how to locate, retrieve and exchange information using ICT. Computer skills are vital to access life-long learning and for future employment.

Most technologies present risks as well as benefits. Internet use for home, social and leisure activities is expanding and being used by all sectors of society. This brings young people into contact with a wide variety of influences, some of which could be unsuitable. It is important that Schools, as well as parents, adopt strategies for the responsible and safe use of the Internet.

ii) Core Principles of Internet Safety

The Internet has become as commonplace as the mobile phone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility placing of pupils in embarrassing, inappropriate and even dangerous situations. This policy aims to help to ensure responsible use and the safety of pupils. It is built on the following five core principles:

iii) Guided Educational Use

Significant educational benefits should result from curriculum Internet use including access to information from around the world and the ability to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

iv) Risk Assessment

21st Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks - to become "Internet Wise". Pupils need to know how to cope if they come across inappropriate material.

v) Responsibility

Internet safety depends on staff, Schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

vi) Regulation

The use of a limited and expensive resource, which brings with it the possibility of misuse, must be regulated. In some cases access within School is denied, for instance unmoderated chat rooms present immediate dangers and are banned. Fair rules, clarified by discussion and prominently displayed help pupils make responsible decisions for both School and home access.

APPROPRIATE STRATEGIES

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities.

There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

1) The Importance of Internet Use

- ✿ 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 business administration systems.
- ✿ Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- ✿ 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.

2) How the Internet benefits education

Benefits of using the Internet in education include:

- ✿ access to world-wide educational resources including museums and art galleries;
- ✿ educational and cultural exchanges between pupils world-wide;
- ✿ cultural, vocational, social and leisure use in libraries, clubs and at home;
- ✿ access to experts in many fields for pupils and staff;
- ✿ **Access to educational online programs.**
- ✿ staff professional development through access to national developments, educational materials
- ✿ and good curriculum practice;
- ✿ communication with support services, professional associations and colleagues;
- ✿ improved access to technical support including remote management of networks.

3) How Internet use enhances learning

- ✿ The School Internet access is designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- ✿ Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- ✿ Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- ✿ Staff will guide pupils in on-line activities that will support the 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 and retrieval.

4) Pupils Evaluation of Internet content

Inappropriate material should not be visible to pupils using the Web. This is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may be confronted with inappropriate material, despite all attempts at filtering. Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example, to close the page and report the URL to the Computing Coordinator for inclusion in the list of blocked sites. More often, pupils will be judging reasonable material but selecting that which is relevant to their needs, for instance to answer a homework question. Pupils should be taught research techniques including the use of search engines. They will be encouraged to question the validity, currency and origins of information – key information handling skills. They should also use alternative sources of information for comparison purposes. Effective guided use will reduce the opportunity pupils have for exploring unsavoury areas.

Using Internet derived materials in pupils' own work requires at least an understanding that straight copying is worth little without a commentary that demonstrates the selectivity used and evaluates significance.

Respect for copyright and intellectual property rights, and the correct usage of published material needs to be taught.

- ☞ If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Computing Coordinator.
 - i. The Computer Coordinator must then complete an incident section in the 'Online Safety Log'.
 - ii. The Computer Coordinator will review the incident and take appropriate course of action. This may include adjusting filtering, reviewing policies, asking for assistance from Pro- Networks, sharing experience with staff and/or parents/carers and applying sanctions.
 - iii. The incident will be reported to the SLT.
- ☞ If staff or pupils discover Illegal material the Computing Coordinator and Designated Safety Lead must be informed immediately.
 - i. Procedures will be followed as above when discovering unsuitable sites.
 - ii. If a child is at risk procedures will be followed according to the 'Safeguarding Children and Child Protection Policy' and 'Keeping Children Safe in Education Part 1'
 - iii. The incident will also be reported to CEOPs.
- ☞ The use of Internet derived materials by staff and by pupils in School must comply with copyright law.
- ☞ Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- ☞ Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

5) Management of e-mail

- ☞ pupils may only use approved e-mail accounts on the School system;
- ☞ pupils must immediately tell a teacher if they receive offensive e-mail. The teacher must then report it to the Computing Coordinator who must complete an incident section in the 'Online Safety Log' and review the incident as stated in section 4);
- ☞ pupils must not reveal details of themselves or others, such as address or telephone number, or
- ☞ arrange to meet anyone in e-mail communication;
- ☞ access in School to external personal e-mail accounts is not allowed except where a teacher; has specifically requested it for example to retrieve a piece of work emailed from home.

6) Management of Website content

- ✿ The point of contact on the Website is the School address/School Email and telephone number.
- ✿ Staff or pupils' home information will not be published.
- ✿ Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.
- ✿ Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs.
- ✿ Written permission from parents or carers will be obtained before photographs of pupils are published on the School Web site.
- ✿ The copyright of all material must be held by the School, or be attributed to the owner where permission to reproduce has been obtained.

7) Newsgroups and chat

- ✿ Pupils will not be allowed access to public or unregulated chat rooms in School.
- ✿ Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.
- ✿ A risk assessment will be carried out before pupils are allowed to use a new technology in School.

8) Management of emerging Internet uses

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in School is allowed.

9) Authorisation for Internet access

At EYFS and Key Stage 1, access to the Internet will be by adult demonstration and with supervised access to specific, approved on-line materials. Parents will be informed that pupils will be provided with supervised Internet access. In Key Stage 2, Parents and pupils will be asked to sign and return a consent form.

10) Assessing the risks of Internet Use and Management of filtering

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.

- ✿ Methods to identify, assess and minimise risks will be reviewed regularly.
- ✿ The Computing Coordinator will ensure that the Internet policy is implemented and compliance with the policy monitored.
- ✿ The School will work in partnership with parents, the DfES and our Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

11) Introduction of the policy to pupils

- ☛ Rules for Internet access will be posted near all computer systems.
- ☛ Pupils will be informed that Internet use will be monitored.
- ☛ Instruction in responsible and safe use should precede Internet access.

12) Staff consultation

- ☛ All staff must have familiarised themselves fully with this policy before using any Internet resource in School.
- ☛ All staff including teachers, supply staff, classroom assistants and support staff, will be provided with this policy, and its importance explained.
- ☛ Staff development in the safe and responsible Internet use, and on School Internet policy will be provided as required.

13) Maintenance of ICT system security

- ☛ The School ICT systems will be reviewed regularly with regard to security in conjunction with Pro Networks.
- ☛ Virus protection will be installed and updated regularly by Pro Networks
- ☛ Memory sticks may be brought into School when specific permission has been given.
- ☛ Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.

Copies of templates for Children and Parents are found in Appendix 1 of this policy.

Appendix 1 – Acceptable Computer Use Policy, included in the Safeguarding booklet, sent out to Parent/Carers each academic year.

As part of your child's curriculum and the development of Computing skills, Avalon School provides supervised access to the Internet. We believe that the use of the World Wide Web and Email is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Acceptable Computer Use Policy and talk about them with your child as appropriate to their age. Then sign consent form so that your child may use the Internet at School.

We take positive steps to deal with this any risk of the children in our School having access to undesirable materials, including our Internet provider operating a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, 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.

Our rules also concern the types of communications that children make using computers and other technology. We would like your support in helping to ensure that the children at the School are using technology in a responsible and polite manner and never in a way that could upset another person or spoil their work.

A full copy of our E-safety policy is on the School website or available in School should you require a copy.

Should you wish to discuss any aspect of Internet use please contact Mrs Ellsmoor, our Computing Coordinator, or you child's class teacher in the first instance.

Please read and discuss with your child then sign and return to the School.

- ☞ Children must ask permission before accessing the Internet.
- ☞ We expect all children to be responsible for their own behaviour on the Internet, just as they are anywhere else in School. This includes materials they choose to access, and language they use.
- ☞ Children must only use websites and search engines as directed by staff.
- ☞ Children are expected not to use any rude language in their email communications and contact only people the staff have approved.
- ☞ Children should not access other people's files unless permission has been given.
- ☞ Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- ☞ No program files may be downloaded to the computer from the Internet.
- ☞ No programs on disc, memory drives etc. may be brought in to School and used without approval from staff first.
- ☞ Children not complying with these expectations will be warned, and subsequently, may be denied access to Internet resources.

E-Safety and the Internet

Nursery, Pre-School & Infant Children

I have read through the agreement and gone through it as appropriate with my child and agree to adhere to it. Please sign below on behalf of your child:

Signed by
Parent/Carer:

Date:

Junior Children

I have read and understand 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.

Signed by
Child:

Date:

Parent's Consent for Internet Access

I have read and understood the School rules for responsible Internet use and give permission for my child to access the Internet. I understand that the School will take all reasonable precautions to ensure children 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 agree that the School is not liable for any damages arising from use of the Internet facilities.

Signed by
Parent/Carer:

Date:

Appendix 2 – Incident sheet from Online Safety Reporting Log.



Online Safety Reporting Log.
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[Read notes 'Responding to incident of misuse'.](#)

| Incident | | | | Action taken | | |
|----------|------|----------|-----------------------|--------------|------------------------|-----------|
| Date | Time | Incident | Incident reported by: | By who? | What action was taken? | Signature |
| | | | | | | |
| | | | | | | |
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