



Hampton Hargate Primary School

E-safety policy

Date: AUTUMN 2017

Review date: AUTUMN 2019

Hampton Hargate Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, Children in Care, EAL pupils etc, are not viewed as separate but are part of the whole school approach. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching and learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment. All staff must follow the key guidelines set out in the Child Protection folder which is in each classroom and key locations around the school.

Background

Our e-safety policy reflects the need to raise awareness of the safety issues associated with electronic communications as a whole. The school will ensure that all members of the school community are aware of the e-safety policy and the implications for the individual. This will be done via posters around the school together with termly lessons on e-safety along with assemblies and special events. E-safety depends on staff, governors, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet enabled devices. The Internet is an essential part of modern life. The school has a duty to provide pupils with quality internet access as part of their learning. This e-safety policy covers any device that has access to the internet. It will be revised as necessary to incorporate new and emerging technologies.

Internet and the school

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 systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible and mature approach to its use.

Internet provision

Internet access in the school is provided via a broadband link through a provider called RM. Filtering appropriate to the age of the pupils is provided as part of this link. Provision of a suitable virus protection system has been implemented by the Network Manager. This protection is updated on a regular basis. Internet use is monitored via software called Securus which is operated by the Computing Co-ordinator. Wi-fi access to the school's broadband service is protected by password.

Internet and the curriculum

As part of the curriculum, pupils will be made aware of the guidelines for the acceptable use of the internet and what is not acceptable. The guidelines for acceptable use will be issued each time a pupil uses a networked PC. It will also be displayed in all classrooms. All pupils will be given clear objectives when using the internet and will receive regular reminders on responsible use. Internet based activities will be planned to enrich learning. Curriculum activities that involve the use of the internet for gathering information and resources will develop pupils' skills in locating and evaluating material. Pupils will be taught how to judge the validity and likely accuracy of information found online. Where material gathered from the internet is used by pupils in their own work they will be taught to acknowledge the source of the information where appropriate. The school will ensure that the use of internet materials by staff and pupils complies with copyright law.

Email

Curriculum activities that involve the use of email will be through the use of class or group webmail accounts that are controlled by the school. All email communications sent by members of staff that relate to the school will be through authorised, school controlled webmail accounts.

Social media and mobile phones

The use of social media is not permitted by pupils within school. Social media such as Twitter may be used where the use is via the official school account and by authorised staff. The use of mobile phones will not be permitted during lessons or formal school time. Pupils are not permitted to have mobile phones with them in school. The only exceptions are where parents/guardians give written permission for their child to bring a mobile phone to school where it will be turned off and stored by the class teacher until the end of the school day.

Staff access

All members of staff including teachers, supply staff, teaching assistants and support staff should be aware of the school's e-safety policy. Staff should be aware that internet traffic is monitored and traced to the individual use or device and professional conduct is essential. Staff development in safe and responsible internet use will be provided as part of the continuing professional development programme.

The school website

The school website is maintained and kept up to date. The headteacher ensures that the content is accurate and appropriate to the needs of the school community. No personal information about any member of the school community will be published on the website. Written permission from parents or carers will be obtained before photographs of pupils or pupil names are published on the website.

Identifying risks to children

Some material available on the internet is unsuitable for pupils. Methods to identify, assess and minimise risks will be reviewed regularly. Inappropriate websites will be blocked by contacting RM. Likewise blocked websites can be unblocked where deemed appropriate by senior leadership. The school will take all reasonable precautions to ensure that pupils access only appropriate material. However, due to the nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer or device. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Unsuitable content

Where unsuitable content is encountered staff and pupils should follow the school procedures for such events:

- Unsuitable URL addresses will be blocked by reporting them to the Computing Co-ordinator, Network Manager or Headteacher who will in turn request the site is blocked by RM.
- Pupils must report unsuitable material immediately to a member of staff
- Where incidents occur due to non-compliance with the school e-safety policy this will be reported to the Headteacher or in their absence the deputy or assistant head.
- Any issues relating to staff misuse must be referred directly to the headteacher.

Monitoring of Internet Use

The headteacher will ensure that the e-safety policy is implemented and compliance with the policy monitored. Should it become necessary to prohibit the use of internet resources for a pupil then parents or carers will be involved so that a partnership approach can be used to resolve any issues.

Reviewed September 2017 by Duncan Milner Computing Co-ordinator.

Signed on behalf of the Governing Body

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