MERTON BANK PRIMARY SCHOOL

E-Safety Policy

INTENT:

At Merton Bank Primary, we understand that computer technology is an essential resource for supporting teaching and learning. The internet, and other digital and information technologies, open opportunities for pupils and play an important role in their everyday lives.

Whilst Merton Bank Primary recognises the importance of promoting the use of computer technology throughout the curriculum, we also understand the need for safe internet access and appropriate use. Our school has created this policy with the aim of ensuring appropriate and safe use of the internet and other digital technology devices by all pupils and staff.

The school is committed to providing a safe learning and teaching environment for all pupils and staff, and has implemented important controls to prevent any harmful risks

What is E-Safety?

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

IMPLEMENTATION:

E-Safety depends on effective practice at several levels:

- Responsible ICT use by all staff and students
- Sound implementation of the E-Safety policy in both administration and curriculum.
- Safe and secure broadband from the St Helens Network including the effective management of a filter.
- National Education Network standards and specifications.

Teaching and learning

Why Internet use is important
- The Internet is an essential element for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet use will enhance learning
The school Internet access is designed for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Never Less Than Our Best

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- All staff and pupils will take part in regular training through the National Online Safety website to ensure they are knowledgeable in how to stay safe online and how to report incidents through the correct procedures.
- A team of digital leaders (children from years 5 and 6) will be trained to support the children across the school in how to stay safe online and how to report incidents that they may come across. These children will be supported by the safeguarding lead and the computing lead.

Managing Internet Access

- Information system security, School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.

Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The website lead is responsible for liaising with staff to gather relevant information and to ensure that the information published meets the National Website Requirements.
- Links are available on the school website for reporting incidents and the weekly updated widget from safeguarding essentials has also been added to make the wider community aware of relevant updates.

Publishing pupil's images and work

- Pupils' surnames will not be used on the school website or twitter in association with photographs.
- Written permission from parents or carers will be obtained through photograph permission forms before photographs of pupils are published on the school website or twitter.

Social networking and personal publishing

- The school will block/filter access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils will be advised on the safe use of social networking and will be advised to bring into school any offensive messages they receive. This will be dealt with in accordance with school's Bullying Policy.
- See home learning policy for information on our home learning platform and the guidance around its acceptable use.

Managing filtering

- The school will work with the ICT service desk through St Helens Council to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the named E-Safety person. The screen should immediately be turned off and reported to ICT service desk through St Helens Council straight away.
- SLT will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Cameras and Mobile Phones

- Please see additional policy related to this.

Protecting personal data

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

ICT access

- All staff will be given the School E-Safety Policy and its importance explained.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Pupils' access to the Internet will be under adult supervision always.
- Everyone will be made aware that Internet traffic can be monitored and traced to the individual user.
- E-Safety rules will be posted in all rooms where there is computer access and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.
- Parents' attention will be drawn to the School E-Safety Policy on the school Web site.
- Parents will be asked to sign and return an Internet access consent form.
- 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.
- Complaints of Internet misuse will be dealt with by the Head Teacher.

IMPACT:

The impact of this will be to ensure the internet and other digital devices are being used safely and appropriately by all pupils and staff. All pupils will be learning in a safe learning environment and they will thoroughly understand the risk benefits and risks that they may come across in association with the technology that they are using in school. This knowledge can then be applied, and strategies followed for technology that they may be using outside of school.

Never Less Than Our Best

Written by - Lizzy Baker (Subject Leader)
Date: September 2022 (N.Bullough – subject leader cover)
Review Date: September 2023