



ST. EDWARD'S CATHOLIC PRIMARY SCHOOL

E SAFETY POLICY

**Through God's Grace
We Grow And Learn**

St. Edward's is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

Rationale

St Edward's Primary School acknowledges that computers and the Internet do have the potential for inappropriate use and access to undesirable material and that we have a duty of care to protect our learners. The purpose of this policy is to set out the procedures by which the school will minimise the misuse of computers and associative technology.

General use of Computers

- The use of school computers will be permitted only for purposes directed by the school.
- Users are not permitted to access and amend another user's work without permission.
- All PCs connected to the internet will be protected by anti-virus software which will be kept up-to-date to check for the latest viruses.
- No files should be brought in from home by pupils and loaded on the school system without the permission of a teacher.
- The school reserves the right to look at any files on any school system or device including text, graphics and e-mails.
- The school reserves the right to deny access to school computer systems.

Internet Access

- The school provides internet access for educational purposes and should only be used by staff and learners for these purposes.
- The school connects to the Internet via a filtered service. Learners however are taught how to make searches.
- No filtering service can be 100% effective, to this end all Internet access by learners is supervised by a member of staff or other responsible adult.
- Learners, when using Google for searches, do so with the "Safe search" option.
- No learner, member of staff or community user is permitted to access material that is illegal or potentially offensive using school systems.

Learners should be directed to:

- physically close a laptop or learn pad cover and tell a member of staff if they find any inappropriate material on a website in school.
- at an age-appropriate level, understand how to use search engines and navigate the internet safely, minimising risk of viewing inappropriate material.
- understand that the school may check which sites they have visited.
- not use non-approved internet chat rooms in school.

Use of e-mail

- The children have access to an email address through Microsoft Online. This is only to be used in school.
- Through the curriculum, children will be able to email other children in their class only. They will not be able to email people outside of school.
- Any user of the school e-mail system must not use the system to communicate offensive, suggestive or defamatory material.
- E-mail messages sent and received from school systems should not be considered private. Learners and staff should expect that e-mails could be inspected at any time.

Learners should be directed to:

- only e-mail people their teacher has approved.
- understand that they must never give their home address or phone number, or arrange to meet someone.
- ask permission before opening an e-mail or an e-mail attachment sent by someone they do not know.
- report any unpleasant material or messages sent to them.

Publishing on the Internet

- The head teacher approves what is to be published on the school website.
- Staff or learners personal information is not published.
- Children's first names will not be linked to photographs or individual e-mail addresses.
- Surnames of pupils are never used.
- No photograph will be published without parents granting permission.

Social networking and personal publishing

- Learners are advised never to give out personal details of any kind that may identify them or their location. Learners and parents will be advised that the use of social network spaces which have a 13+ restriction is inappropriate for primary aged learners.
- Staff must never accept a 'friend' request from a pupil on Facebook or similar.

Cyber-bullying

At St. Edward's Catholic Primary School, we take this bullying as seriously as all other types of bullying and will deal with each situation individually and in accordance with the Cyber-bullying section in Anti-bullying policy.

Managing filtering

If staff or learners discover an unsuitable site, it must be reported to the Head Teacher. School's ICT Support will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. Above all, learners are taught to manage risk and search intelligently.

Research

- Learners are taught ways to validate information before accepting that it is necessarily accurate.
- Learners are taught to acknowledge the source of information, when using Internet material for their own use.
- Learners are made aware that the writer of an e-mail or the author of a Web page might not be the person claimed.
- Learners are encouraged to tell a trusted adult immediately if they encounter any material that makes them feel uncomfortable.

Managing emerging technologies

Emerging technologies will be examined for educational benefit before use in school is allowed.

Authorising ICT and Internet access

Staff

All staff must read the Computing and E-safety policies before using any school ICT and internet resource.

Learners

All learners at the beginning of each academic year are reminded of the 'Responsibilities for Safe ICT and Internet Use' by their class teacher through E-Safety lessons and are required to sign the 'Responsibilities for Safe ICT and Internet Use Agreement'. At the same time their parents will be asked to sign and return the Home school Agreement.

Assessing risks

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. The school cannot accept liability for the material accessed, or any consequences of Internet access. The school will audit ICT provision to establish if the e-Safety policy is adequate and that its implementation is effective.

Handling e-safety complaints

Complaints of internet misuse will be dealt with by The Head Teacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Introducing the e-Safety policy to learners

Responsibilities for Safe ICT and Internet use will be discussed with the learners at the start of each year. Learners will be informed that network and Internet use will be monitored. E-Safety is taught explicitly and implicitly through the curriculum.

Staff and the E-Safety policy

All staff will be given the School E-Safety Policy and its importance explained. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support

Parents' attention will be drawn to the School E-Safety Policy in newsletters, the Home School Agreement and the school brochure and on the school Web site.