Barcombe CE Primary School
E-Safety Policy
2016

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.
It is the responsibility of all persons connected with the school to be vigilant in reporting any e-safety concerns to the e-Safety Coordinator (Ruth Force or Jason Brooker if Ruth Force is not available).

E-Safety throughout the school

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of the e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the RM Safety Net Plus including the effective management of Web filtering.
- National Education Network standards and specifications.

E-Safety Audit The Policy is available for staff:	
And for parents at: The School website	
The Designated Child Protection Coordinator is: Ruth Force/Stewart James	
The e-Safety Coordinator is: Jason Brooker/Ruth Force	
The e-Safety Governor is: Rev. James Hollingsworth	
Have school e-Safety Rules been set for pupils?	**Y**
Are these Rules displayed in all rooms with computers?	**Y**
Internet access is provided by an approved educational Internet service provider and complies with DfES requirements for safe and secure access.	**Y**
Is personal data collected, stored and used according to the principles of the Data Protection Act?	**Y**

1. Writing and reviewing the e-safety policy

The e-Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection. The school has appointed the Head Teacher as the e-Safety Coordinator.

- Our e-Safety Policy has been written by the school, building on the Kent and East Sussex e-Safety Policy and government guidance. It has been agreed by senior leadership and approved by governors.
- The e-Safety Policy was revised by: Jason Brooker / Ruth Force

2. Teaching and learning

2.1 Why Internet use is important

 The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils 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.

2.2 Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include 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.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. Refer to appendix 3 – Teaching, Learning and the Internet

2.3 Pupils will be taught how to evaluate Internet content

 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.

 Pupils in KS1 and KS2 will be taught about e-Safety following ESCC guidance and schemes of work. Pupils will be taught that the following are not permitted within school and the community; displaying offensive messages or pictures, using obscene language, harassing, insulting or attacking others (whether on or off school premises or within/outside of normal school hours), damaging computers, computer systems or computer networks, violating copyright laws, using others people's logons/passwords, trespassing in others' folders, work or files, intentionally wasting limited resources. Through the ESCC scheme, pupils are also taught the importance of not involving themselves in any of the above actions in or outside of school.

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 Pupils should be directed to specific websites checked by their teacher and use a child friendly safe search when possible e.g. www.askkids.com or http://kids.yahoo.com

2.4 e-Safety and portable equipment

This section covers all portable equipment whether owned by the school or by other persons and brought onto school grounds. Section 2 of the e-Safety Policy can be read with reference to portable equipment. The school provides portable ICT equipment such as laptop computers, word processors, digital microscopes and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

 No portable equipment or devices will be used to harm or embarrass another person.

 No portable equipment or devices will be used to bully or intimidate another person.

 Equipment such as laptop computers are encouraged to be taken offsite for use by staff in accordance with the ICT Code of Conduct for Staff. Staff are required to sign a disclaimer accepting full responsibility for the equipment in their care, and that the equipment is fully insured from the moment it leaves the school premises.

 No files should be transported off the school site on a memory stick, laptop or similar that contain any personal information about a pupil or staff including a pupil or staff's full name.

 All files leaving the school site should be encrypted and should only be accessible using a 'strong' password. A strong password:

- Needn't be a word at all. It can be a combination of letters, numbers and keyboard symbols.
- Is at least seven characters long. Longer passwords are harder to guess or break.
- Does not contain your user name, real name, or company name.
- Contains a mix of upper and lower case letters, numbers and keyboard symbols (i.e. ` ~ ! @ # $ % ^ & * ( ) _ + - = { } | [ ] \ : " ; ' < > ? , . /).
- Is changed regularly.

2.5 Managing Internet Access

2.5.1 Information system security

 School ICT systems capacity and security will be reviewed regularly.

 Virus protection will be updated regularly.

 Security strategies will be discussed with ESCC.

2.5.2 The School's Learning Platform

 Pupils and staff should only access the platform through their own logons.

 Use of the learning platform by staff and pupils will indicate automatic agreement to the schools e-safety policy including the e-safety rules and the ICT Code of Conduct for Staff.

 It is explicitly forbidden for staff or pupils to upload into any area, material that could be considered to be offensive, racist or sexist.

 Discussion forums will play a large part in the type of discussion work pupils will do in school. The learning platform forum filter is automatically set to allow discussion without an adult validating the messages. If a child mis-uses the discussion forum this would be taken very seriously and dealt with in accordance with the schools Anti-Bullying Policy.

2.5.3 E-mail and messaging including the use of these facilities on the Learning Platform

 Pupils may only use approved e-mail accounts on the school system.

 Pupils must immediately tell a teacher if they receive offensive e-mail.

 Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific written permission from their parents and teacher.

 E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

 The forwarding of chain letters is not permitted.

 Message content should not cause offense or be likely to cause offense

 Attachments sent to pupils should not be opened unless a staff member gives permission.

 Pupils should be taught to scan attachments before opening.

 Any incidents involving inappropriate use of e-mail should be dealt with by the class teacher in conjunction with the e-Safety Coordinator. Parents should be informed.

 Pupils should be reminded to write polite, friendly non-offensive messages and emails

2.5.4 Published content on the school website (Learning Platform)
 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 head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

2.5.5 Publishing pupil's images and work
 Photographs that include pupils will be selected carefully and will try not to enable individual pupils to be clearly identified. Staff should consider using group photographs rather than full-face photos of individual children.

 Pupils' full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs.

 All forums, wikis and other 'resources ' on the learning platform should only be viewed by the persons they related to, e.g. a class or key stage. They should never be made public. This includes newsletters. Nb – by making a resource public, it will become discoverable on the internet through search engines. To remove the link from the search engine may take a matter of months.

 Written permission from parents or carers will be obtained before photographs of pupils are published on the school learning platform

 Pupil image file names will not refer to the pupil by name.

2.5.6 Social networking and personal publishing
 The school will block/filter access to social networking sites apart from moderated social networking sites, e.g. SuperClubs Plus

Newsgroups will be blocked unless a specific use is approved.

 Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.

 Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

 Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

2.5.7 Managing filtering
 The school will work with the LA, DfES and RM Safety Net to ensure systems to protect pupils are reviewed and improved.

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

 If staff or pupils come across unsuitable on-line materials an online incident record should be made and reported to the e-Safety Coordinator. Guidance on how to deal with incidents can be found in the ESCC Incident Guidance for Staff (see Appendix 1)

2.5.8 Internet use at home

 Parents and Carers will be advised to contact their own Internet Service Providers to explore home filtering and child controls

 Parents are advised not allow their child unsupervised access to the internet.

 Parents should be advised to visit the e-Safety section of the school website for further information on e-Safety at home

2.6 Managing videoconferencing

 IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.

 Pupils should ask permission from the supervising teacher before making or answering a videoconference call.

 Videoconferencing will be appropriately supervised for the pupils' age.

2.7 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.

 The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.

 Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.

 The use by pupils of cameras in mobile phones will be kept under review.

 Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care is required in any use in school or other officially sanctioned location. A member of school staff should be present at all times when these are in use.

Staff will use the school phone system where contact with pupils is required or where mobile phones are used to capture photographs of pupils.

2.8 Protecting personal data & Data Transfer

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

 Staff are responsible for keeping sensitive pupil data secure when taken off the school site.

 ESCC advises the use of RM Email to send emails containing sensitive data securely.

 Encrypted USB memory sticks should be used to transfer files between home and school.

 Staff are expected to check files brought into school are free from viruses.

3 Policy Decisions

3.1 Authorising Internet access

 At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

 Parents will be asked to sign and return a consent form for use of the internet in school.

 The school will maintain procedures ensuring staff and pupils are granted grouped access to selected school ICT systems.

3.2 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. Neither the school nor ESCC can 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.

3.3 Handling e-safety complaints

 Complaints of Internet misuse will be dealt with initially by the e-Safety Coordinator). (Stewart James or Helen Mather if Stewart James is not available). Appendix 1 – E-Safety Incident Flow Chart.

 All e-Safety incidents will be recorded in the format shown in appendix 2. This is known as the 'e- Safety Incident Record.

 A copy of the e-Safety Incident Record will be sent to the head teacher, the Child Safety Officer (if this is not the same person) and ESCC. One copy will be stored in the pupil or staffs file. One copy will be kept by the e-Safety Coordinator.

 Any complaint about staff misuse must be referred to the head teacher.

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

 Pupils and parents will be informed of the complaints procedure.

 Discussions may be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

When handling complaints about the way the school has dealt with an e-Safety incident, all complaints will be dealt with in accordance to the school complaint procedure/policy.

4. Communications Policy

4.1 Introducing the e-safety policy to pupils

 e-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly. See appendix 4 – E-Safety Rules

 Pupils will be informed that network and Internet use will be monitored and appropriately followed up

 e-Safety training will be embedded within the ICT scheme of work or the Personal Social and Health Education (PSHE) curriculum.

4.2 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.

 Staff are required to sign the ICT Code of Conduct for Staff.

 Breaches of the ICT Code of Conduct for Staff will be dealt with in accordance to the flow chart in appendix 1.

 CPD meeting will be arranged to raise the awareness of e-Safety.

 New staff will be given an up-to-date copy of the e-Safety policy.

4.3 Enlisting parents' support

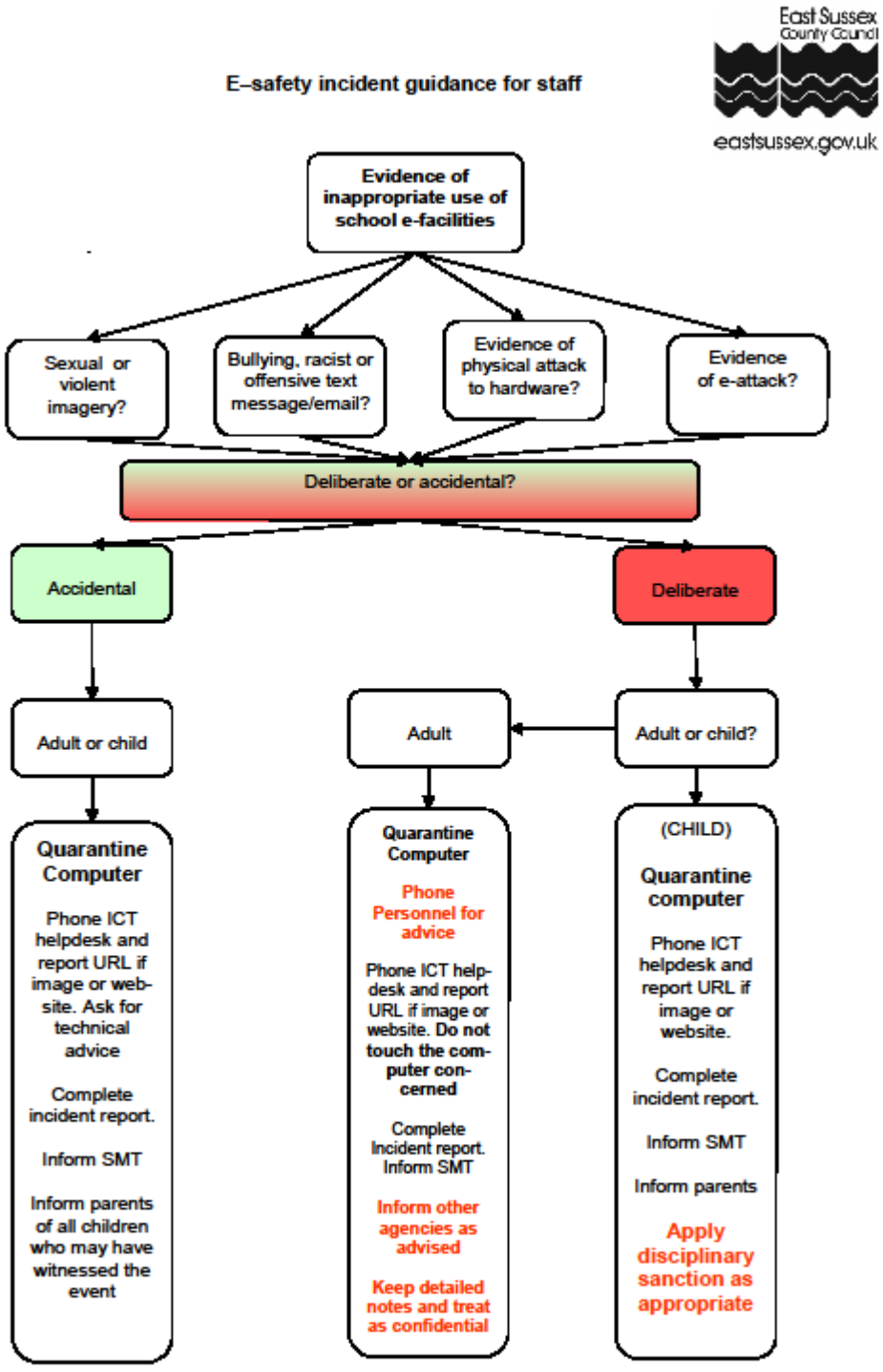
 Parents and carers attention will be drawn to the School e-Safety Policy in newsletters and by sending out e-safety leaflets.

 The school will maintain a list of e-safety resources for parents/carers on the school website.

Community use of the Internet

 The school will liaise with local organisations to establish a common approach to e-safety.

Appendix 1 **E-Safety Incident Flow Chart**



Appendix 2– E-Safety Incident Record

E-safety Incident Record

E-safety incident			**Date**	**Time**	
Name of member of staff (Discovering the incident)					
Child(ren) involved. (Or other adults if no children involved)					
Nature of incident	Accidental access to Inappropriate material	Intentional access to inappropriate material	Cyber Bullying	Grooming	Other
Details					
The event occurred	During a lesson	In unsupervised time	Outside school hours		
Does the even warrant direct Police involvement? (YES if…)	Grooming	Violent image(s)	Pornographic image(s)	Other criminal activity	

Head Teacher/Deputy Head					
(Staff)	Personnel Contact made with	Recommended action	Action applied	C o Govs	
Other					
Children	Contacted Parents	Date		Time	
	Interviewed Parents/ Carers	(Append notes of interview) Treat as Pink Minute			
File FOUR copies	Top Copy HT	Second Copy Child Safety Officer	Third Copy Child's file	Personnel File	ESCC

Appendix 3 – E-Safety Rules

E-Safety Rules

 I will always use what I have learned about e-safety to keep myself safe and will tell a teacher if something makes me worried or unhappy

 When sending a message or email, I will not give my home address or phone number, or arrange to meet someone.

 I will only use school ICT equipment for my school work and not to upset or bully other people or create a bad impression of my school

 I will take responsibility for my own use of all ICT equipment and will use it safely, responsibly and legally e.g.

- I will not use a personal email account in school
- I will not open any email attachments without checking with an adult
- I will make sure that my work does not break copyright
 I will not go on any unsuitable or illegal web sites on purpose. If I go on any by mistake I will tell a teacher straight away

 Any work I display on the learning platform will be work that I know I would want my family and friends to see.

 I will tell a teacher if I can see a website that is inappropriate or receive any unwanted emails or messages (such as spam)

 I will look after school ICT equipment and report any damage to a teacher straight away

 I will only use the usernames and passwords I have been given and I will keep them secret (including learning platform usernames and passwords)

 I will use the learning platform to transfer files between home and school. I will not use a flash drive (USB memory stick) in school

 I will save only school work on the school network and will check with my teacher before printing

 I will log off or shut down a computer when I have finished using it

I also understand that:
 All of my work and internet activity on school ICT equipment and learning platform can be monitored and that there are consequences if I do not use the equipment sensibly, safely and responsibly.
 All pupils need to use computer facilities including Internet access as an essential part of learning; as required by the National Curriculum.
 It is good practice for these rules to be followed at home as well as in school

Agreed by Governors: Jan 2016
Review date: Jan 2017