Longhoughton C of E First School

E-Safety Policy

Introduction

E-Safety encompasses Internet technologies and any electronic device which allows the user to access the Internet. It highlights the need to educate staff and children about the benefits and risks of using these technologies; providing safeguards for users to enable them to control their online experience.

In order to ensure good practice there has to be:

- Responsible ICT use by staff and children supported through awareness of current issues and published policies
- Implementation of the e-Safety Policy throughout the school
- Effective filtering and monitoring systems to ensure safe access to electronic materials

Safeguards

- Independent child use of the Internet is **NOT** allowed.
- All users of the School's Computer System must 'Agree' to the appropriate 'User Agreement' (Annex A), before they can access the system.
- Filtering and monitoring systems are in place locally and at NCC; using PCE Internet Monitoring Software. Local systems are monitored regularly by the SLT.
- Staff will discuss objectives for Internet use and teach children about Internet Safety. This includes the use of 'Hector' the dolphin, which is linked to the children's Acceptable Use Policy (AUP) – which children must agree to before being allowed access to the computer system.
- Children will be taught effective use of the Internet, including skills to locate, retrieve and evaluate information when researching materials.
- Internet materials used by staff and children must comply to copyright law.
- Usage of the Internet, including, E-Mail, must be accordance with the School's Acceptable Use Policy (AUP).
- e-Safety information will be posted in all classrooms and discussed with children regularly.
- Staff and children will be reminded that network and Internet use **IS** monitored.
- Parents will be informed of the School's e-Safety Policy through the school newsletter, school prospectus and the school website.
- Emerging technologies will be examined for educational benefits and a risk assessment will be carried before their use in school is approved.

Social Network Sites

The use of Social Network Sites is **NOT** allowed and access to known Social Network Sites is blocked using PCE Internet Monitoring Software and Filtering systems provided by NCC.

Mobile Phones

- Child use of mobile phones is **NOT** allowed in school.
- Staff must not use mobile phones during teaching time or use camera phones to take photographs of children or their work. (see Mobile Device Policy for further information)

Videoconferencing and Webcams

At present, videoconferencing and webcams are not used within school. If their use becomes available, then it will be appropriately supervised by staff.

Handling e-Safety Complaints and Incidents

- Complaints or incidents involving e-Safety **MUS**T be dealt with by the Headteacher and details recorded in the appropriate Incident Book held in the Headteacher's Office.
- Complaints or incidents involving staff **MUST** be referred to the Headteacher or Chair of Governors.
- Complaints or incidents of a child protection nature **MUST** be dealt with by the Designated Person for Child Protection (Tracey Critchlow) or Deputy Designated Person for Child Protection (Liz Carr).
- Discussions will be held with Police to establish procedures for handling potentially illegal issues.

The school will audit ICT provision to establish if the e-Safety policy is adequate and that its implementation is effective.

The school will take all reasonable precautions to ensure that all users only access appropriate material. However, due to the international scale and linked nature of the Internet, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school, nor NCC can accept liability for the material accessed, or any consequences of Internet access.

The school will appoint an e-Safety Co-ordinator, who will also be the Designated Person for Child Protection, as the roles overlap (Tracey Critchlow).

The school will work with NCC to ensure that systems are reviewed regularly to ensure that children and staff are protected.

This e-Safety policy and its implementation will be reviewed annually.

Linked Policies:
Longhoughton C of E First School Acceptable Use Policy (AUP)
Longhoughton C of E First School ICT Security Policy
Longhoughton C of E First School ICT (Curriculum) Policy
Longhoughton C of E First School Confidentiality & Information Sharing Policy
Longhoughton C of E First School Photographic and Video Images Policy
Longhoughton C of E First School Mobile Device Policy

Author	**Creation Date**
Duncan Barriskell	Autumn 2011
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Agreed and Adopted by	
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Signed	

Annex A

Children's Acceptable Use Policy (AUP)

I will use this equipment properly and safely.

I will get permission before I use the Internet.
AND
I will only access Internet sites that I have permission to use.

I will CLICK on 'Hector' and tell a member of staff if I see anything that makes me feel uncomfortable.

I will respect others' work.