



NETHERAVON ALL SAINTS C of E PRIMARY SCHOOL

High Street
Netheravon
Salisbury
Wiltshire
SP4 9PJ

E-Safety Policy

Date Approved:	1 st November 2016
Date of Review:	November 2019
Signed:	File copy signed
Position:	Chair of Governors

This policy should be read in conjunction with our policy statements on Anti-Cyberbullying, Anti-Bullying, Behaviour, Child Protection and Equality.

This policy has been written by the school, building on the Wiltshire e-safety template policy and government guidance.

Why is internet use important?

- The purpose of internet use in school is to raise educational standards, to promote pupil achievement and well-being, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for pupils who show a responsible and mature approach to its use.
- 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.

How will internet use enhance learning?

- The school internet access is designed expressly for educational use and includes filtering appropriate to the age of pupils.
- Pupils learn appropriate internet use and are given clear objectives for Internet use.
- Staff guide pupils in online activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

How will internet access be authorised?

Internet access for pupils should be seen as an entitlement on the basis of educational need and an essential resource for staff. Parental permission is sought on entry to school. Each class has a user-name to log on to computers that only allows access to the work for that class.

Netheravon All Saints C of E Primary School Home-school agreement includes the acceptable use policy and guidance for video, sound and images for web publication.

- Pupils are authorised to use a class e-mail address under supervision.
- At Foundation Stage and Key Stage 1, access to the internet will be by adult demonstration with directly supervised access to specific, approved online materials.

- Parents will be informed that pupils will be provided with supervised internet access (an example letter is included as an appendix).
- Children will have secure login details to access online learning environments including the Virtual Learning Environment (VLE), 'DB Primary' and online maths resources 'Abacus' and 'Mathletics'. These accounts will be managed by class teachers.

How will filtering be managed?

Despite careful design, filtering systems cannot be completely effective due to the speed of change of web content. Levels of access and supervision will vary according to the pupil's age and experience. Internet access must be appropriate for all members of the school community from youngest pupil to staff. Oakford Technology Ltd, employed by the school as ICT technicians, manage a high-level web-filter to minimise the risk of inappropriate content being found online by accident or design. This service filters internet access by cross-referencing all website requests against a banned list which is continually updated.

- The school will work in partnership with parents, Wiltshire Council, and the DfE to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the internet Service Provider via the Computing Manager.
- Any material that the school believes is illegal must be referred to the Internet Watch.

How will the risks be assessed?

As the quantity and breadth of the information available through the internet continues to grow it is not possible to guard against every undesirable situation. We need to address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system.

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. 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 use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- The Head Teacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

Managing Content

How will pupils learn to evaluate internet content?

Information received via the web, e-mail or text message requires good information-handling skills. In particular it may be difficult to determine origin and accuracy, as the contextual clues present with books or TV may be missing or difficult to read. Pupils need to understand that some content is deliberately misleading, while some is/may be unsuitable from purely a reading-age perspective. Ideally inappropriate material would not be visible to pupils using the web but this is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example: to close the page and report the URL to the teacher or Computing Manager for inclusion in the list of blocked sites.

More often, pupils will be judging reasonable material but need to select that which is relevant to their needs, for instance to answer a homework question. Pupils should be taught research techniques and encouraged to question the validity, currency and origins of information – looking for the author's name, date of revision and whether others link to the site is a start. Pupils should also use alternative sources of information for comparison purposes. Effective guided use should also reduce the opportunity pupils have for exploring undesirable areas.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the South West Grid for Learning: 0870 9081708 or e-mail: abuse@swgfl.org.uk
- Schools should ensure that the use of internet derived materials by staff and by pupils complies with copyright law.
- Specific lessons will be included within the school computing curriculum that teaches all pupils how to read for information from web resources.
- A nominated person/s (Computing Subject Manager and technician) will be responsible for permitting and denying additional websites as requested by colleagues.

Managing the school website

Netheravon All Saints C of E School is currently developing its website and will be able to celebrate pupils' work, promote the school and publish information and dates of forthcoming events. Each pupil is currently given a unique username and password for the school's learning platform, which they are encouraged to keep private. The current website also contains links to class blogs.

Photographs of a pupil are not published onto the website, blogs or the VLE without the parent's or carer's permission. At Netheravon All Saints C of E School parents are asked for consent to publish appropriately taken photographs of pupils on the different platforms on entry to the school.

Newer technologies now allow websites to include video blogs and podcasts into the web content. This allows for a more dynamic and media rich experience, though as with the use of images it is essential to ensure that pupils do not include their full names, or content that allows them to be identified, e.g. discussing about hobbies, family members etc. Video

content should not have any pupils' names included.

- The point of contact on the website is the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified by linking names to photographs.
- Pupils' full names will not be used directly on the website, particularly in association with photographs.
- Permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Where audio and video are included (e.g. Podcasts and Video Blogging) the nature of the items uploaded will not include content that allows the pupils to be identified.
- The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website complies with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Communication

The government encourages the use of e-mail as an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools. However, the use of e-mail requires that the implications for the school and for the pupils have been thought out and that appropriate safety measures have been put in place. Un-regulated e-mail can provide a means of access to a pupil that bypasses the traditional school boundaries. Once e-mail is available it is difficult to control its content. Restriction of incoming and outgoing e-mail to approved addresses and filtering for unsuitable content and viruses is now possible. This is a feature of Easy Mail+ which is provided via the South West Grid for Learning (SWGfL). Each class at Netheravon All Saints C of E School has been provided with a class e-mail address. When required by the curriculum, children may be provided with an individual e-mail address in order to send and receive e-mails within the class. In these circumstances:

- 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 details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Whole-class or group e-mail addresses should be used at Key Stage 2 and below.
- Pupils should use e-mail in an acceptable way. Sending images without consent, messages that cause distress and harassment to others are considered significant breaches of school conduct and will be dealt with accordingly.
- Access in school to external personal e-mail accounts will be blocked.
- Information will be provided to parents explaining how students can access their accounts from home.

On-line communications and social networking.

A number of technologies allow people to communicate other than by using e-mail, (e.g. chat-rooms, social networking sites, forums and message boards, VOIP phones (e.g. Skype) and web cam video.) There is also a range of newer services within the genre of Social Networking Sites that allow people to upload text, images, sound and video which can then be shared across the whole internet, or with specific friends; for example Facebook and Instagram. The ability to post personal information and communicate with friends is hugely appealing to young people, with an increasing number of Key Stage 2 pupils having accessed these services. It is a major concern how pupils use these appropriately and safely. For example to ensure that only very limited personal information is included on a person's social networking site, not allowing them to be easily identified. All of these services and ones similar in nature are filtered in school. These are banned from pupil access while at school, but are likely to be accessible from home. Schools have a key role to teach young people about the importance of keeping personal information safe, not posting comments and pictures of other people that may cause upset and to communicate in an appropriate manner.

- Pupils are taught about how to keep personal information safe when using online services. Each year group has specific series of computing lessons dedicated to e-safety.
- The school will conduct regular pupil surveys (three-yearly) about home use of ICT. It will gauge the range of activities which pupils undertake and how safely they are using them, e.g. keeping personal information safe, experiences of cyberbullying etc.
- The use of online chat is not permitted in school, other than as part of its virtual learning environment.

Mobile technologies

Many emerging communications technologies offer the potential to develop new teaching and learning tools. Mobile communications, wide internet access and online learning need to be evaluated to assess risks, to establish benefits and to develop good practice.

Online learning and support, using Virtual Learning Environments can enhance learning. Examples such as the ability to communicate with an expert or peer for support, look at a list of recommended websites with a parent alongside, check on the list of homework for the week, are all examples of how these services are being used by schools. How pupils are taught to use them appropriately and safely is important, e.g. to keep their registration details safe, to know that the information they save in these environments is bound within the school's code of conduct are all important.

Video conferencing introduces new dimensions. Cameras cost as little as £50 and, with faster broadband access, enable limited video to be exchanged across the internet. The availability of live video can increase safety – you can see who you are talking to – but if inappropriately used, a video link could reveal security details.

New applications are continually being developed based on the internet, the mobile phone network and wireless or infrared connections. Users can be mobile using a phone or personal digital assistant with wireless internet access.

Mobile phones within school are a growing concern for teachers. Older pupils using them to take images of pupils and teachers without consent, posting them onto the web afterwards can cause a great deal of upset and distress. How schools manage the use of these devices so that pupils use them appropriately is becoming more important. Simply to say that phones are not allowed and to make no reference to them will not help to bring about responsible use. Netheravon All Saints C of E School adopts the policy of no mobile phones allowed in school. However, children are educated about the responsible use of them.

- Mobile phones are only permitted within the school with permission from the Head Teacher and are to be handed to the office until the end of the day.
- Appropriate use of mobile phones is taught to pupils as part of their PSHE programme.
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Cyberbullying

Children will be taught about cyberbullying at an age appropriate level as part of their e-safety lessons. Incidents of cyberbullying will be dealt with in accordance with the Anti-Cyberbullying, Anti-Bullying and Behaviour policies.

Introducing the Policy to Pupils

Many pupils are very familiar with internet use and the culture that surrounds it. As part of the school's e-safety teaching and awareness-raising, the key features of the policy are discussed with the pupils of the appropriate age. Pupils are taught about the school computer 'SMART' rules and the 'Responsible Internet Use' rules, which are displayed in each classroom. A copy is also given to parents when they are asked to consent to internet use.

- Rules for internet access are posted in all rooms where computers are used.
- The 2014 National Curriculum for computing makes the teaching of e-safety to all year groups a statutory requirement. Netheravon All Saints C of E Primary School have developed a module on responsible internet use, e-safety and cyberbullying covering both school and home use. This includes the necessity of keeping personal information safe, how to use mobile technologies appropriately and using online communication appropriately.
- Instruction on responsible and safe use precedes independent internet access.
- Pupils are informed that internet use will be monitored.
- All Key Stage 2 pupils use the e-safety activities from the Wiltshire primary schools ICT Scheme of Work and / or the Internet Proficiency Scheme, (available from Becta / Grid Club Internet Proficiency Scheme) to help teach internet safety.
- The school uses the CEOP 'Think U Know, Know IT All' material for primary schools, 'Let's fight it together' cyberbullying material and 'NetSmartz' material to teach about E-Safety effectively across the Key Stages.

Parents and E-Safety

Internet use in pupils' homes is increasing rapidly, encouraged by offers of free access and continual media coverage. Unless parents are aware of the dangers, pupils may have unrestricted access to the internet. Netheravon All Saints C of E Primary School helps parents plan appropriate, supervised use of the internet at home. Parents need to be aware of the potential dangers that are associated with online communications, social networking sites and mobile technologies to help ensure their children are not putting themselves at risk. One way might be to help parents to understand more about ICT themselves.

- Parents' attention will be drawn to the school E-Safety Policy in newsletters, the school brochure and on the school Website.
- Regular information is provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and home.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents is encouraged. This includes demonstrations, practical sessions and suggestions for safe internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the internet will be made available to parents.
- Interested parents will be referred to organisations such as PIN, Parents Online and NCH Action for Children (URLs in reference section).
- All parents will receive support information as and when available, e.g. 'Know It All' for Parents.

Consulting with Staff and their inclusion in the E-safety Policy

The School E-safety Policy is only effective if all staff subscribe to its values and methods. A consistent approach to how it is used is essential; Staff are given opportunities to discuss the issues and develop appropriate teaching strategies.

Internet use is widespread and all staff including administration, cleaners, governors and helpers should be included in appropriate awareness-raising and training. Any groups using the school's ICT facilities and in particular the internet should sign a copy of the acceptable use policy before being provided with access. Internet use should be included in the induction of new staff.

- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the school Internet Policy, and its importance explained.
- The school's consequences for internet and mobile phone / PDA / technology misuse will be clear so that all teachers are confident to apply this should the situation arise.
- All staff accept the terms of the 'Responsible Internet Use' statement before using any internet resource in school.
- Staff are aware that internet traffic is monitored and reported by the SWGfL and can be traced to the individual user. Discretion and professional conduct is essential.
- Community users of the school's ICT facilities must sign the acceptable user policy before being granted access.
- The school adopts the Council's e-mail and internet user policy.

- Staff development in safe and responsible internet use and on the school internet policy will be provided as required.

Consent and use forms:

Below are a series of forms for children and parents agreeing to responsible internet use and consenting to use of media in line with this policy.

1. Responsible Internet Use- Children's guide

This is the schools acceptable use policy (AUP). It should be displayed in each classroom, and the policy should be discussed with all users.

2. Responsible Internet Use- Parent's letter

This is to be sent to parents in conjunction with the AUP, for parent's information.

3. Responsible Internet Use – Consent form

Upon receipt of forms 1 (AUP) & 2 (accompanying letter), children and parents/ guardians are required to sign this consent to allow that child to access the internet at school. A record will be kept of all signatories.

4. Photographic & media permission form

Responsible Internet Use

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the internet.
- I will use only my class network login and password, which is secret.
 - I will only open or delete my own files.
- I understand that I must not bring into school and use software or files without permission.
- I will only e-mail and open attachments from people I know, or my teacher has approved.
 - The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
 - If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files, e-mails I send and the internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the internet or computers.
 - The school may exercise its right to monitor the use of the school's computer systems.

Dear Parents

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Netheravon All Saints Primary School provides supervised access to the internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use the internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school internet provider operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the internet. The School will not be liable for any damages arising from your child's use of the internet facilities.

Should you wish to discuss any aspect of internet use please telephone me to arrange an appointment.

Yours sincerely

Netheravon All Saints CE Primary School

Responsible Internet Use

Please complete, sign and return to the school secretary

Pupil:

Class:

Pupil's Agreement

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and internet in a responsible way and follow these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible internet use and give permission for my son / daughter to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

Signed:

Date:

Parent's Consent for Web Publication of Work

I agree that, if selected, my son/daughter's work may be published on the school Website. I agree that my child may share work, videos and images within the secure member's area of the school virtual learning environment.

Signed:

Date:

Parent's Consent for Web Publication of Photographs

I agree that images and video that include my son/daughter may be published on the following services, subject to the school rules that this content will not clearly identify individuals by name.

School website

Class blog

Class page of the VLE

Signed:

Date:

Print name:

Relationship to child:

Parental consent form for use of pupil media

Please complete, sign and return this form to the Head Teacher at Netheravon All Saints C of E Primary School.

At Netheravon All Saints C of E Primary School we take the issue of child safety very seriously, and this includes the use of images / sound files and video of pupils. Including images of pupils in school publications and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school. However, schools have a duty of care towards pupils, which means that pupils will not be able to be identified through photos (e.g. names will not be published in association with photos), reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to the school taking and using photographs and images of their children. Any use of pupil images at Netheravon All Saints c of E Primary School is underpinned by our E-safety policy, which can be accessed and read on the school website. We will never include the full name of the pupil alongside an image. Children may wish to share work, video and images on the school virtual learning environment, which is a secure portal only accessible to other members of the group.

Children participating in off-site activities, such as sports festivals, may appear in photographs taken by local newspapers. In such cases the children’s full names will not be published.

I consent to photographs and digital media of the child named below appearing in Netheravon All Saints School printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed by other media as part of the promotional activities of the school. I agree that my child may be photographed during organised off-site activities.

Name of child:

Name of parent or guardian:

Address:

.....

.....

Signature:

Date:

Web-based Resources

For Schools

KidSmart <http://www.kidsmart.org.uk/>

SMART rules from Childnet International and Know It All for Parents

Childnet International <http://www.childnet-int.org/>

Guidance for parents, schools and pupils

Becta<http://schools.becta.org.uk/index.php?section=is>

e-Safety Advice

Becta / Grid Club, Internet Proficiency Scheme

On-line activities for Key Stage 2 pupils to teach e-safety.

http://www.gridclub.com/teachers/t_internet_safety.html

Kent Local Authority http://www.clusterweb.org.uk/kcn/e-safety_home.cfm

Additional e-safety materials (posters, guidance etc.)

London Grid for Learning <http://www.lgfl.net/lgfl/sections/safety/esafety/menu/>

Additional e-safety materials (posters, guidance etc.)

DfES Anti-Bullying Advice <http://www.dfes.gov.uk/bullying/>

Grid Club http://www.gridclub.com/teachers/t_internet_safety.html

Internet Watch Foundation www.iwf.org.uk

Invites users to report illegal Websites

South West Grid for Learning – Safe www.swgfl.org.uk/safe

A comprehensive overview of web-based resources to support schools, parents and pupils

South West Grid for Learning – Filtering

<http://www.swgfl.org.uk/services/default.asp?page=filtering>

Think U Know www.thinkuknow.co.uk/

Home Office site for pupils and parents explaining Internet dangers and how to stay in control.

Wiltshire County Council – WISENET

<http://wisenet.wiltshire.gov.uk/documents/dsweb/View/Collection-922>

For Parents

Kids Smart <http://www.kidsmart.org.uk/parents/advice.aspx>

A downloadable PowerPoint presentation for parents

Childnet International <http://www.childnet-int.org/>

“Know It All” CD-ROM free to order resource for parents to help raise awareness of how to help their children stay safe online.

Useful contact details:

South West Grid for Learning (SWGfL) Support Team - (including the registering of inappropriate content needing to be filtered).

Telephone: **0870 9081708**

E-mail: **support@swgfl.org.uk**

To notify of an inappropriate website: **abuse@swgfl.org.uk**