



## E-Safety and E Learning Policy

Updated Autumn 2009

Clarice Cliff Primary School



“A happy community school creating bright futures by celebrating success”

Introduction: Pupils interact with new technologies such as mobile phones and the internet on a daily basis and experience a wide range of opportunities, attitudes and situations which, for the most part will bring highly beneficial experiences. Occasionally these experiences will place young people in danger and we need to put measures in place to safeguard this happening. E-safety is the responsibility of not just school but of parents, the individual and the wider community eg, libraries and community groups.

### School Aim:

“Clarice Cliff Primary School believes that the use of information and communication technologies in school brings great benefits to individual learning and is an essential aspect of school life. The school fully recognises the need for E-Safety and by planning accordingly we can ensure the effective and appropriate use of electronic communications.”

This policy has been written by the school, agreed by the senior leadership team and approved by governors. We all agree that the use of the internet in school is a vital resource in raising educational standards, promoting individual pupil achievement and supporting the professional work of staff to enhance the school’s management functions. The internet enhances education by allowing both pupils and staff to access a world of information and resources. The internet is now an important part of everyday life. It is fundamental that we teach the value of the internet in school and instil the correct use of it to keep pupils safe both in and out of the school environment.

### What are the risks?

Although we recognise the huge benefits the use of ICT in school can bring, we also need to be fully aware of the risks that are involved, however small we might consider them to be. Some of the risks are;

- Receiving inappropriate content
- Request for personal information
- Predation and grooming
- Viewing “incitement” sites
- Identity theft
- Online gambling
- Misuse of computer systems
- Publishing personal information
- Hacking and security breaches

- Corruption and misuse of data

#### Policy Rules;

- This school will continue to monitor emerging technologies and will examine the educational benefit, conducting a risk assessment if necessary.
- All staff will be shown and have opportunities to discuss the E-safety policy.
- All staff will receive training on E-safety issues and be made aware of E-safety web-sites which offer further advice and guidance.
- The school will keep a record of all staff, pupils and other users that are granted access to the school's electronic communications. This will include user names and passwords. All users will sign an agreement for the acceptable use of school computers and the internet.
- The school's internet is via a filtered and protected system that restricts access to internet content in order to make it as safe an environment as possible. This filter is maintained by the local authorities under continual maintenance. Access to sites deemed as unsuitable eg social networking, will be blocked.
- All pupils will sign a contract annually, demonstrating that they understand how to use the internet safely and that they agree to abide by the stated rules.
- All parents will also see this contract annually, discuss it with their child and sign it to say that they give permission for their child to use computers and the internet at school.
- A partnership between home and school will be encouraged. Parents will be offered advice and support on e-safety eg a discussion session during parents evening.
- Pupils will be taught the importance of responsible use of the internet and advised on how to deal with e-safety issues.
- Any videoconferencing will be carefully monitored.
- The contact details on the school web site will be the school e-mail, address and telephone number. The personal information of pupils and staff will not be published.
- Although we actively encourage pupils' good work to be published on the web site, full names, particularly in association with photographs, will not be used anywhere. It will not be possible to identify individual pupils on the school web site.
- Pupils will be advised to never reveal personal details of any kind which may identify them or their location. Examples would include using their real name, address or telephone number.
- Pupils and staff will be told how to report any E-safety issues.
- A child-friendly E-safety policy will be displayed in school along with an age appropriate version produced by each class during the transition unit at the start of each school year. These will be discussed and referred to throughout the year.
- E-safety will be taught throughout the year through the PSHCE scheme, through ICT sessions and as appropriate within other lessons.

- Only pupils in Y5 or Y6 who have written permission, will be allowed to bring a mobile phone to school. These will be stored in the school office for the duration of the school day. The sending of inappropriate texts, taking photos without permission or abusive or bullying texts is forbidden.
- Forensic software will be monitored in order to identify any inappropriate use. Any inappropriate use will be investigated and dealt with. The forensic software will be used to capture evidence and can be used when accusations are made about inappropriate messages, surfing etc.
- Any complaints about the misuse of technologies and communications in school or through sgfl accounts at home will be dealt with by the Senior Leadership Team. Complaints about members of staff should be referred directly to the Head Teacher.

This policy was reviewed in September 2009. It will be reviewed annually.