GRANGE FARM PRIMARY SCHOOL

E-Safety Policy

Purpose

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, 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 students who show a responsible and mature attitude.

Internet Content

The school Internet access will be designed expressly for pupil use and will include filtering provided by the Education Authority via a third party and be appropriate to the age of pupils. The school will work in partnership with parents, the LA, DCFS and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. Pupils will be taught what is acceptable and what is not acceptable and given clear objectives regarding Internet use. Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

The school will where possible ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

E-mail

Pupils may only use the approved LA e-mail accounts on the school system. Pupils must immediately tell a teacher if they receive offensive e-mails. Pupils must not reveal personal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication unless given permission by their teacher. Whole-class or group e-mail addresses will be used in Key Stage 1.

School Web Site

The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published. Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified. Images of individuals will not be used and the names of pupils shown in any photographs will not be included. Furthermore, pupils' full names will not be used anywhere on the Web site. Written permission from parents or carers will be obtained before photographs of pupils or their work can be published on the school Web site. Children's work will only be identified by first name and/or year group. The school will keep a record of all pupils who do not have consent for use of their work or photographs on the school website.

Chatrooms

Pupils will not be allowed access to public or unregulated chat rooms. Children should use only regulated educational chat environments where an educational benefit has been established. If used this will be supervised and the importance of chat room safety emphasised. Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.

Internet access authorisation

The school allows Internet access to all staff and pupils. At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials. Key stage 2 pupils will be allowed individual access to the Internet access as long as they abide by the Responsible Internet Use statement.

Inappropriate Material

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, whilst unlikely, it is not possible to completely guarantee that unsuitable material will never appear on a school computer. If staff or pupils discover unsuitable sites the URL (address) and content must be reported to the Internet Service Provider via the ICT Subject Leader.

Introduction of the policy to pupils

At Year 3 and throughout Key Stage 2 a lesson on responsible Internet use will be taught for both school and home use. This will introduce and/or re-emphasise the school Internet access agreement and Internet access rules. Rules for Internet access will be posted near all computer systems. Pupils will be informed that Internet use will be monitored. Instruction in responsible and safe use should precede any Internet access.

Staff

All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school. All staff including teachers, supply staff, teaching assistants, support staff and administrative staff will have access to the School Internet 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.

ICT system security

The school ICT systems will be reviewed regularly with regard to security and any LA/DCSF guidance will be adopted. The use of CD-Roms, data sticks and any other data recordable devices, except by staff or with their expressed agreement, will not be allowed. Personal CD's and other data record devices may not be brought into school without an up to date virus check. (See ICT Subject leader for details) Files held on the school's network will be regularly

checked. Only LA/school technicians will be able to introduce and install new programs onto the network.

Complaints

Responsibility for handling incidents of internet misuse will be delegated to a senior member of staff. Any complaints about staff, adult/student helper misuse must be referred to the Head Teacher. Parents will be informed should a pupil misuse the Internet.

Parents

Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site and Learning Platform. Parents will be sign posted to various resources offering advice on internet safety via our Learning Platform.

Adult Helpers

Any adult/student helpers who take part in supporting ICT lessons must be made aware of the schools E-Safety Policy.

GRANGE FARM SCHOOL

Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- **I will only sign in using my own username and password.**

- **I will not access other people's files.**

- **I will not bring CD-ROMs or data sticks into school.**

- **I will only e-mail people I know, or those my teacher has approved.**

- **I will only use my schools approved e-mail account.**

- **Any messages I send will be polite and sensible.**

- **When sending e-mail, I will not give my home address or phone number, nor will I arrange to meet someone, unless my parent, carer or teacher has given permission.**

- **I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**

- **I will not use Internet chat, unless the site is approved by my teacher.**

- **If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**

- **I know that the school may check my computer files and may monitor the Internet sites that I visit.**

- **I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.**

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.