

## **Maids Moreton C of E School**



### **E-Safety Policy**

The purpose of Internet use in school is to raise educational standards, to promote achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet access is an entitlement for students and the school will provide students with a safe and secure Internet access as part of their learning experience.

Benefits of using the Internet in education include:

- Access to world-wide educational resources.
- Educational and cultural exchanges between pupils world-wide.
- Access to experts in many fields for pupils and staff.
- Exchange of curriculum and administration data with Bucks CC and the DFE
- Access to learning wherever and whenever convenient.

The school's Internet access is designed expressly for primary pupil use and includes filtering appropriate for the age of the children through BucksGfL/Updata. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Internet access will be planned to enrich and extend learning activities. Staff will guide pupils in on-line activities to support the learning outcomes planned. Pupils will be educated in safe and effective use of the Internet. The school will ensure that copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.

#### **Managing Information Systems**

The security of the school information systems will be reviewed regularly by the Computing Co-ordinator. Sophos virus protection is installed on all computers and this will be updated regularly. Personal data sent over the Internet will be encrypted and secured. Portable media such as memory sticks and CD-roms will not be permitted without specific permission followed by virus check. Files held on the school's network will be regularly checked and system capacity will be reviewed regularly.

#### **E-mail Accounts**

E-mail is an essential means of communication for both staff and pupils. The school uses the Bucks GfL e-mail accounts and pupils are only permitted to use class group approved e-mail accounts with adult supervision. Access in school to external personal e-mail accounts is blocked. Staff and pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone. Given the young age of our pupils at Maids Moreton they are not permitted to use e-mail communications without adult supervision. E-mails sent to external organisations 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.

#### **Website**

The school website is designed to celebrate pupils' work, promote the school and provide a portal for communication between school and parents and the wider community. Contact details on the school website include the school's address, e-mail and telephone number. Staff and pupils' personal information must not be published. The head teacher takes overall editorial responsibility to ensure that content is accurate and appropriate. The website complies with the school's own policy on the creation of school websites.

Images that include children will be selected carefully and will not enable individual pupils to be clearly identified. Pupils' full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers will be obtained before images of pupils are electronically published and pupils' work will only be published with the permission of the pupil and parents.

### **Social Networking**

Given the young age of the children at Maids Moreton access to social networking sites is blocked. Pupils will be taught never to give out personal details of any kind which may identify them and/or their location. All staff should be discouraged from using social networking sites. Under no circumstances should any member of staff discuss any aspect of Maids Moreton CE School or their professional role. Governors should also not discuss any aspect of Maids Moreton CE School when using social networking sites.

### **Filtering**

Filtering of the school's Internet access does not guarantee the safety of the pupils and staff. BucksGfL/Updata provide the school with a filtering system specifically designed for primary schools which has been designed by educators to suit the age and curriculum requirements of our pupils. If staff or pupils discover unsuitable sites, the URL (web address) must be reported to the Computing Co-ordinator. The school recognises that supervision and education are as important as software solutions in ensuring the safety of pupils and staff using the Internet.

### **Emerging Technologies**

Many emerging communications technologies offer the potential to develop new teaching and learning tools. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Mobile phones will not be used during lessons or formal school time. Staff will have access to a school mobile phone for off site visits when required.

### **Personal Data**

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

### **Internet Access**

The school maintains a record of all staff that are granted access to the school's electronic communications. Pupil usage is always fully supervised and individual log-ons are required to access the Internet. Instruction in responsible and safe use will precede Internet access. Parents will be asked to sign and return a consent form for pupil access.

All staff must read and sign the "Code of Conduct" before using any school ICT resource. Staff will be made aware that Internet traffic is monitored and can be traced to individual users. Discretion and professional conduct is essential. Staff training in safe and responsible Internet use and on the school e-Safety Policy will be provided as required.

The school will take all possible precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school or BucksCC can accept liability for the material accessed or any consequences resulting from Internet use however, methods to identify, assess and minimise risks will be reviewed regularly. Pupils will understand and follow the protocol requiring immediate action if they believe unsuitable material appears.

The school will be sensitive to Internet related issues experienced by pupils out of school and offer appropriate advice. Parents' attention will be drawn to the school's e-safety Policy in newsletters and in the school prospectus.

### **E-Safety complaints**

Complaints of Internet misuse will be dealt with by the Headteacher in line with the school's Complaints Procedure Policy.

This policy will be monitored and reviewed annually to meet the needs of this rapidly changing area.

**Date readopted by Governing Body: 2018**

**Review Date: September 2019**