Great Smeaton Academy Primary School
E Safety Policy

We continue to develop a curriculum that is routed in a creativity that gives the children the opportunities to learn through a range of teaching and learning styles across the year. Each curriculum policy reflects this and leads to our vision that we will *Create, Discover and Succeed* together. We will do this by:

- Connecting: seeing relationships and combining in new ways
- Risking: having the self-confidence and freedom to fail and keep trying
- Envisaging: being original and imaginative about what might be
- Analysing: asking critical and challenging questions
- Thinking: taking time for reflection and soft thinking
- Interacting: sharing ideas and collaborating
- Varying: testing options and trying different ways
- Elaborating: exploring, fiddling, doing the unnecessary

Tell me and I forget,

Show me and I remember,

Involve me and I understand

Great Smeaton Academy Primary School takes the safety of all children and adults very seriously. This policy is written to protect all children and adults. We recognise that E-Safety encompasses not only Internet technologies, but also electronic communications such as mobile phones and wireless technology.

What does electronic communication include?

- **Internet collaboration tools:** social networking sites and web-logs (blogs);
- **Internet research:** websites, search engines and web browsers;
- **Mobile phones and personal digital assistants** (PDAs);
- **Internet communications:** e-mail and IM;
- **Webcams and videoconferencing;**
- **Wireless games consoles.**

Internet technologies and electronic communications provide children and young people with opportunities to broaden their learning experiences and develop creativity in and out of school. However, it is also important to consider the risks associated with the way these technologies can be used.

This e-Safety Policy should recognise and seek to develop the skills that children and young people need when communicating and using these technologies properly, while keeping safe and secure, and acting with respect for others.

These risks to e-safety are caused by people acting inappropriately or even illegally. Any potential issue must be dealt with at a personal level. Teachers are the first line of defence; their observation of behaviour is essential in detecting danger to children and in developing trust so that issues are reported. Incidents will vary from the prank or unconsidered action to considered illegal activity.

What are the risks?

- Receiving inappropriate content;
- Predation and grooming;
- Requests for personal information;
- Viewing 'incitement' sites;
- Bullying and threats;
- Identity theft Publishing inappropriate content;
- Online gambling;
- Misuse of computer systems;
- Publishing personal information;
- Hacking and security breaches;
- Corruption or misuse of data.

A summary of the school's safety responsibilities is outlined below. This list will assist in developing a co-ordinated and effective approach to managing e-safety issues

- The school will appoint an e-Safety Coordinator who will also be the Designated Child Protection Coordinator as the roles overlap, This will be the Head Teacher who will receive support and advice from the national and regional e-Safety Officers, and where necessary, the Police.

- The Head Teacher will maintain the e-Safety Policy, manage e-Safety training and keep abreast of local and national e-safety awareness campaigns.

The school will review the policy regularly and revise the policy annually to ensure that it is current and considers any emerging technologies.

The school will audit their filtering systems regularly to ensure that inappropriate websites are blocked.

- To ensure that children and staff are adhering to the policy, any incidents of possible misuse will need to be investigated.

- The school will include e-Safety in the curriculum and ensure that every child has been educated about safe and responsible use. Children need to know how to control and minimise online risks and how to report a problem..

- The e-Safety Policy will be made available to all staff, governors, parents and visitors through the website

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Implementation and Compliance

No policy can protect children without effective implementation. It is essential that staff remain vigilant in planning and supervising appropriate, educational ICT experiences.

Teaching and Learning
Why is Internet use important?

Developing effective practice in Internet use for teaching and learning is essential.
The purpose of Internet use in school is to raise educational standards, to promote child achievement, to support the professional work of staff and to enhance the school's management functions. The Internet use is part of the statutory curriculum and a necessary tool for learning. The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

Children use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.
The school Internet access will be designed expressly for child use and will include filtering appropriate to the age of children.
Children 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. Access levels will be reviewed to reflect the curriculum requirements and age of children;
- Staff should guide children in on-line activities that will support the learning outcomes planned for the children' age and maturity;
- Children will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How does Internet use benefit education?

Benefits of using the Internet in education include:

- access to worldwide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between children worldwide;
- vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for children and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across networks of schools, support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- access to learning wherever and whenever convenient.

How can Internet use enhance learning?

- The school's Internet access will be designed to enhance and extend education.
- Children will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- The schools will ensure that the copying and subsequent use of Internet-derived materials by staff and children complies with copyright law.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of children.
- ● Staff should guide children to online activities that will support the learning outcomes planned for the children' age and ability.
- ● Children will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- ● Children will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Evaluating Internet Content

In a perfect world, inappropriate material would not be visible to children using the Internet, but this is not easy to achieve and cannot be guaranteed. It is a sad fact that children may occasionally be confronted with inappropriate material, despite all attempts at filtering. Children 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 incident immediately to the teacher. The school will ensure that the copying and subsequent use of Internet derived materials by staff and children complies with copyright law.

Use of Images

Images that include children will be selected carefully and will not enable individual children to be clearly identified.
Children' 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 children are electronically published.

Social Networking

- The schools will block/filter access to social networking sites;
- Newsgroups will be blocked unless a specific use is approved;
- Children will be taught about the role of CEOP (Child Exploitation and Online Protection) and how to contact such organisations:
- Children will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc. Children should be advised not to place personal photos on any social network space;
- They should consider how public the information is and consider using private areas;
- Advice should be given regarding background detail in a photograph which could identify the student or his/her location eg. house number, street name or school;
- Teachers should be advised not to run social network spaces for student use on a personal basis.

Emerging Technologies

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. The sending of abusive or inappropriate text messages is forbidden.

Introducing the Policy

- Safety rules will be posted in rooms with Internet access;
- Children will be informed that network and Internet use will be monitored;
- Safety training will be introduced to all to raise the awareness and importance of safe and responsible internet use;
- Instruction in responsible and safe use should precede Internet access;
- An e-safety module will be included in the PSHE, Citizenship or ICT programmes covering both school
and home use;
- All staff will be given the School e-Safety Policy and its application and importance explained;

- Staff should be aware that Internet traffic can be monitored and traced to the individual user;
- Discretion and professional conduct is essential;
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues;
- Parents' attention will be drawn to the school's e-Safety Policy in newsletters, the school brochure and on the school learning platform;
- Internet issues will be handled sensitively, and parents will be advised accordingly.

Websites offering additional advice and guidance

BBC Chat Guide
http://www.bbc.co.uk/chatguide/
Becta
http://www.becta.org.uk/schools/esafety
Childline
http://www.childline.org.uk/
Child Exploitation & Online Protection Centre
http://www.ceop.gov.uk
Grid Club and the Cyber Cafe
http://www.gridclub.com
Internet Watch Foundation
http://www.iwf.org.uk/
Internet Safety Zone
http://www.internetsafetyzone.com/
Kidsmart
http://www.kidsmart.org.uk/
NCH – The Children's Charity
http://www.nch.org.uk/information/index.php?i=209
NSPCC
http://www.nspcc.org.uk/html/home/needadvice/needadvice.htm
Schools e-Safety Blog
http://clusterweb.org.uk?esafetyblog