

HUBY CE (VC) PRIMARY
'Only my best will do, be kind to one another'
E- Safety Policy

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have safe access to the internet and digital technologies, in order to enrich his/her learning and to know how to access such technology in a safe and productive way and to know how best to deal with potential risks. This e-safety policy will be used in conjunction with policies relating to curriculum, data protection, anti-bullying, safeguarding children and home-school agreements

This policy applies to all pupils, all teaching staff, all support staff, all governors and all volunteers.

Aims

Our aims are to ensure that all pupils, including those with special educational needs:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

Pupils will develop an understanding of the uses, importance and limitations of the internet

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate information on the internet.
- Pupils will be taught how to report inappropriate web content.
- Pupils will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
- Pupils will use the internet to enhance their learning experience.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.
- Pupils will be taught about e-safety.

Internet Access

- Staff will read and sign the *NYCC Acceptable Use Policy - ICT and e-Technology* before using any school ICT resource.
- Parents will read and sign an internet access consent form before their children are given access to internet resources
- Pupils will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

Mobile Phones and other handheld technology

- Pupils are not allowed any mobile phones or hand held digital devices in school. They will not be allowed to take mobile phones with them on any Educational visits and residential trips.

Systems Security

- ICT systems security will be regularly reviewed with support from Schools ICT.

Web Filtering

- The school will work with Schools ICT to ensure that appropriate filtering is in place.
- Pupils will report any inappropriate content accessed to an appropriate member of staff.

Communication of the e-safety policy to pupils

- Pupils will read (or be read) and sign the schools Internet Code of Conduct
- E-safety rules will be posted in each room where a computer is used.
- E-Safety will be included in the curriculum and regularly revisited

Communication of the e-safety policy to parents/carers.

- The school website will include a list of e-safety resources and information for parents to access.
- Parents will be asked to sign a home-school agreement when their children join the school. This will include acceptable use policies relating to the internet.
- The school will communicate and publicise e-safety issues to parents through school newsletters.

E-safety Complaints

- Instances of pupil internet misuse must be reported to a senior member of staff.
- All incidents must be recorded in the Pastoral Care Record book and report the matter to the headteacher or Chair of Governors..
- Instances of staff internet misuse should be reported to, and will be dealt with by, the Headteacher or Chair of Governors
- Pupils and parents will be informed of the consequences of internet misuse.

Whole-School Responsibilities for Internet Safety

Headteacher

- Responsible for e-safety issues within the school but day-to-day responsibilities lie with the E-safety co-ordinator who is Hannah Bracey.
- Ensure that the e-safety co-ordinator is given appropriate time, support and authority to carry out their duties effectively.
- Ensure that the Governing Body is informed of E-safety issues and policies.
- Ensure that appropriate funding is allocated to support E-safety activities throughout the school.

E-Safety co-ordinator (ideally as part of a wider child protection role)

The E safety coordinator is H Bracey

- To establish and maintain a safe ICT learning environment
- Establish and maintain a school-wide E-safety programme.
- To regularly review E Safety policies and procedures with staff and pupils.
- Respond to e-safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and maintain an incident log.

Governing Body

- Support the Headteacher and/or designated e-safety co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for e-safety solutions, training and other activities as recommended by the Headteacher and/or designated e-safety co-ordinator (as part of the wider remit of the Governing Body with regards to school budgets).
- Promote e-safety to parents and provide updates on e-safety policies within the statutory 'security' section of the annual report.

Teaching and Support Staff

- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Include e-safety regularly in the curriculum.
- Deal with e-Safety issues immediately they become aware of them.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Pupils

- Will be taught the potential dangers of the internet and how best to deal with potential risks and problems.
- Adhere to the schools Internet Code of Conduct and sign up to it.
- To be confident that they may report any incident of internet misuse to an appropriate adult.

Parents and Carers

- Discuss e-safety issues with their children, support the school in its e-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liase with the school if they suspect, or have identified, that their child is conducting risky behaviour online.

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