

The Oval School



E-Safety Policy

Date Ratified: October 2015

Signed by: *C.C. Hayes*
On behalf of School Governors

Signed by:
Headteacher *R.K. Chahal*

Review Date: *October 2018*

Principals of E-safety Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of a wider duty of care to which all who work in schools are bound.

The use of new technologies can put young people at risk within and outside school. Many of these risks reflect situations in the 'real' world as well as the 'on-line world' and it is essential that this policy is used in conjunction with other schools policies including **Anti-Bullying Policy**, **Acceptable Use Policy** and **Child Protection Policy**.

This policy outlines our purpose in providing e-mail facilities and access to the internet and explains how school is seeking to avoid the potential problems that unrestricted internet access could give rise to. It also clarifies how to deal with an incident and how the school proposes to use mobile phones, cameras and video recorders, in order to maintain safety in school for all adults and children.

Sections :

1. Internet Access In School
2. Ensuring internet access is appropriate and safe
3. Procedures to follow in case of an incident involving inappropriate information being accessed by children or staff.
4. Maintaining the security of the school ICT network
5. Using the internet to enhance learning
6. Using information from the internet
7. Using e-mail
8. The Oval website
9. Internet access and home/school links
10. Mobile Phones
11. Video Cameras/ Cameras.

1. Internet access in school

Providing access to the internet in school raises educational standards and supports the professional work of staff.

Teachers and pupils will have access to web sites world-wide and have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data. Staff, including supply staff, will not be expected to take charge of an internet activity without training. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the School Internet

Access Policy, and sign to show their acceptance of good principles of use. Supply staff are asked to read it to be aware of expectations of use.

Parents' attention will be drawn to the Policy in our school prospectus. Our school Internet Access Policy will be available for parents and others to read on demand. All new parents are asked to read the agreement as part of their prospectus and welcome pack.

2. Ensuring internet access is appropriate and safe

In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive, extremist or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our internet access is purchased from Link 2 ICT which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- Children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- Our Rules for Responsible Internet Use will be posted near computer systems;
- The IT co-ordinator will monitor the effectiveness of internet access strategies;
- The Deputy Head will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy; This can be undertaken through Securus. The Deputy Head's usage is also monitored by a Strategic ICT Network Manager from The Pilot Partnership organisation.
- The Head teacher will ensure that the policy is implemented effectively;
- Within 24 hours the IT technician can block any website, as requested by other teaching staff. Likewise the opposite can be undertaken – a website incorrectly blocked can be unblocked if requested, once verified by the IT Co-ordinator as appropriate.
- Children are taught that they do not have filtering at home and that at home they will need to self regulate their own uses of the internet. This is also discussed in regular assemblies.
- Children will be protected from extremist material as set out in 'Tackling Extremism in the UK' document.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

Whilst we do our utmost to ensure safety, the school cannot accept liability for material accessed, or any consequences thereof. The school cannot guarantee 100% that particular types of material will never appear.

3. Procedures to follow in case of an incident involving inappropriate information being accessed by children or staff.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the class teacher, who will fill in an incident form and inform the ICT co-ordinator.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support.
- A member of management must be informed immediately along with the member of staff responsible for e-safety.
- If staff or pupils discover unsuitable sites the IT Co-ordinator will be informed. The IT Co-ordinator will report the URL (address) to the Deputy Head, who will block the web page through consultation with the Internet Service Provider.
- If it is thought that the material is illegal, after consultation with the ISP, the site will be referred to the police and in the case of extremist material to the Home Office.
- If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions will be taken. This may involve a warning at first, before then informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

Minor incidents may involve pupils;

- Downloading irrelevant material deliberately, in breach of the acceptable use policy.
- Misconduct associated with student logins, such as using someone else's log in or password.

All such incidents of inappropriate use or misconduct must be logged by the ICT Co-ordinator

4. Maintaining the security of the school ICT network

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The IT Technician will check that the servers have been updated. The Technician will check virus protection regularly, keep up-to-date with IT news developments and work with the Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

5. Using the internet to enhance learning

Pupils will learn how to use a web browser. Pupils are taught to use Google Safe Search and older pupils will be taught to use suitable web search engines. Staff and pupils will use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use. **THERE MUST BE AN ADULT PRESENT IF THE CHILDREN ARE ACCESSING THE INTERNET.**

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- Pupils may only have access to the internet after being helped to understand, agreeing to and signing the Acceptable Use Policy
- Access to the internet may be by teacher (or sometimes other-adult) demonstration;
- Pupils may access teacher-prepared materials, rather than the open internet;
- Pupils may be given a suitable web page or a single web site to access;
- Pupils may be provided with lists of relevant and suitable web sites which they may access;
- Older, more experienced pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher, pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that inappropriate use will be identified through Securix with alerts being sent to the Deputy Head.
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

6. Using information from the internet

We believe that in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyrighted.

- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium).
- When copying materials from the Web, pupils will be taught to observe copyright;
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed. E-safety is discussed with a dedicated E-safety lessons every half term within every ICT lesson. There will be regular E-safety assemblies, school will take part in Internet Safety Day annually and address cyber bullying through an annual bullying week.
- Years 4-6 are allowed to change their internet password to protect their own accounts and emails. Children are reminded of this at the start of each year in Years 4-6.

7. Using e-mail

Upper Key Stage 2 children will be provided with an e-mail account and be taught e-mail conventions. Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- Pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;

- Pupils may send e-mail as part of planned lessons.
- Children are only allowed to email within the school site.

The IT technician and ICT co-ordinator are responsible for up-loading pages to the school web site, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host.

The point of contact on the website will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals without parent permission. Home information or individual e-mail identities will not be published. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

School website address: <http://www.theovalprimary.bham.sch.uk>

8. The Oval website

Our school web site is intended to:

- Provide accurate, up-to-date information about our school;
- Enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- Celebrate good work and achievements;
- Promote the school.

From the school website, staff are taught how to access their school e-mail. All classes may provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupil's work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

Staff are allowed to send/receive email from and outside of the school. However, they are solely responsible for the content of emails they send. Staff need to be aware that sexist, racist, extremist or other inappropriate use of emails would result in disciplinary action.

9. Internet access and home/school links

Parents will be informed on our school website and in newsletters that pupils are provided with supervised internet access as part of their lessons. We will keep parents in touch with future ICT developments by letter and newsletter.

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer – especially with regard to safe access for children. On the school website, there is guidance for safe internet use for children and parents via the Links page.

The ICT Co-ordinator and technician are willing to offer further advice on the understanding that neither he/she or the school can be held responsible for the consequences of such advice. Further:

- School guidelines on issues such as safe internet use will be made available to parents via the school website, providing information for parents about safe access for children;
- In the future it is possible that the suitable educational and leisure activities that make responsible use of the internet will be developed with parents.

As noted above, it is not possible to be certain of the originator of an e-mail message, and for this reason the school is unable to accept an e-mail as parental authorisation of a pupil absence.

10 Mobile Phones

10.1 Children

Unfortunately, there are currently now instances of mobile phone camera images being used inappropriately to bully children in other schools. This policy will hopefully present such issues affecting our school.

It is the school expectation that children do not have access to mobile phones or are allowed to bring mobile phones to school, or take them on school trips. If a parent believes there is an exceptional circumstance that requires a child to carry a mobile (eg walking home), they should write to the class teacher explaining the situation.

If it is agreed by the teacher that there is a valid reason for the child to carry a phone, then the mobile phone is handed in to the school office in the morning and returned at 3.30pm. The phone will be put in a secure place and not accessed by pupils during the day. It is the responsibility of the pupil to ask for the return of the phone. All phones are left at the owners risk – the school accepts no responsibility for mobile phones.

10.2 Adults

There are situations in schools where adults have been accused of taking photographs of children using their mobile phones, thus creating child protection issues. To protect staff from such allegations and to maintain professional standards, this policy will satisfy these issues.

Staff must not use mobile phones to take photos of children at school or on educational visits.

Staff are allowed to bring mobile phones on site, but must be turned off/ be on silent mode and not visible in any area where children could usually appear (i.e. classrooms, halls, library, school office, playgrounds and ICT suites). Phones can be kept on silent, but should be kept in a locked bag or cupboard, in order to protect it from theft.

Under exceptional circumstances, a member of staff can request that their phone be turned on and accessible/ visible during the school day. Such a case needs to be discussed with the Head Teacher.

During breaks staff are obviously allowed to check their phones and make calls if necessary, but this must be in areas where children would not be able to enter (i.e. Staff room, a manager's office). This does not include classrooms or shared areas.

10.3 Mobile Phones and Visitors

All visitors should likewise follow this policy and if a member of staff is concerned about their use of their mobile phone, or has a child reported a concern, please inform a senior manager immediately, who will then request to examine the phone.

Some engineers (e.g. contractors) as part of the contract with the school are permitted to carry mobile phones, in order to photograph their working conditions. This is agreed beforehand, but nonetheless any concerns must be reported and a senior manager is allowed to search the phone for images. Likewise, the Site Supervisor and IT technician are also allowed to carry mobile phones, but should wherever possible, answer the phone in a private place.

Out of professional courtesy, mobile phones should be turned off during staff meetings, unless an agreement has been made with the Head Teacher.

10.4 Mobile Phones on Educational Visits

On a normal school day trip, it is expected that staff will carry a mobile phone. If the year group are going away for more than one day or are spread over 2 buses, then it is understood that staff would need to take their own phones to stay in touch with each other.

In this circumstance to protect the staff members it is important to consider where and how you are using your phone. It may be advisable to use the phone near to another member of staff/adult if children are present, or to make the phone call away from the children, whilst making sure that the children are still supervised by a member of staff.

11. Video Recorders and Cameras.

In order to protect staff from any sort of allegation, staff should not use their own cameras or video cameras to record the children in school. The school has cameras and these should always be used.

Images once used or printed should be removed from laptops, tablets and cameras. Whenever taking photographs, staff must always check the register of pupils who have been refused permission by their parents to have photographs taken of them. Staff should be then aware of how they use such images.

During Christmas and special performances the school currently allows parents to photograph and video children.

Policy reviewed by Jennifer Foulds

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