

Holt Farm Infant School

E-Safety Policy 2017

Introduction

At Holt Farm Infant School, we understand our responsibility in educating pupils about e-safety issues and teaching them appropriate behaviours to enable them to remain safe when using the internet and related technologies, in and beyond the context of the classroom.

Holt Farm Infant School has a whole school approach to the safe use of ICT and creating this safe learning environment includes three main elements:

- an effective range of technological tools
- policies and procedures, with clear roles and responsibilities
- a comprehensive e-safety programme for pupils, staff and parents.

Responsibilities

E-Safety is recognised as an essential aspect of the school environment. Should an issue arise it should be reported to The Headteacher or Senior Management Team. All staff are responsible for promoting and supporting safe behaviours and following school e-safety procedures.

All staff should be familiar with the school's policy:

Expectations for staff use of technology

- Staff will make every effort to ensure the internet is used safely by pupils and by themselves.
- Staff will ensure that they use school equipment, including teachers' laptops, appropriately and that inappropriate materials are not intentionally accessed at any time.
- Staff will use school cameras and not personal devices such as mobile phones or personal digital cameras to take photographs of children.
- Staff who use personal networking sites such as Facebook, bebo, twitter etc. will not identify the school or discredit the school in any way on these sites.
- Staff will not store personal photographs or files/documents on school laptops or computers.
- Staff will keep mobile phones with cameras in lockers during the school day.
- Staff will use USB memory sticks responsibly and will not save photographs of pupils to their memory sticks.
- Staff will use their school e-mail accounts responsibly. E-mails sent using a school email account will contain appropriate content only.
- Staff will use school cameras and video recording equipment responsibly

- Staff are reminded/updated about e-safety regularly and new staff receive information on the school's acceptable use policy as part of their induction

Curriculum

Computing and online resources are increasingly used across the curriculum. We believe it is essential for e-safety guidance to be given to the pupils on a regular and meaningful basis. We continually look for new ways to promote e-safety.

Pupils will be taught about e-safety and the importance of telling an adult if something appears on their screen that they are unsure of. We use www.thinkuknow.co.uk resources to ensure the children understand the importance of e-safety. In the computer suite, there is a [Hector's World Safety Button](#) (used to cover the screen if children find something they think maybe unsafe or they do not like).

An adblock program has been installed on all computers to make sure inappropriate adverts do not appear on the computers when viewing the internet.

- We endeavour to embed e-safety messages across the curriculum whenever the internet and/or related technologies are used.
- E-safety posters will be prominently displayed in all classrooms and the ICT suite.
- We provide opportunities within a range of curriculum areas to teach about e-safety.
- Educating pupils on the dangers of technologies that may be encountered outside school is done informally, when opportunities arise and as part of the curriculum.
- Pupils are taught about copyright and respecting other people's information, images, etc. through discussion, modelling, and activities as part of the ICT curriculum.
- Pupils are aware of where to seek advice or help if they experience problems when using the internet and related technologies.
- Pupils are taught to evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum

Managing Internet Access

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education as well as a potential risk to young people. site-filtering, supervision and fostering a responsible attitude in our pupils in partnership with parents will help children to access the internet safely.

Pupils will have supervised access to Internet resources through the school's fixed and mobile internet technology.

Pupils will not be given individual e-mail accounts, owing to their age, and will only use e-mail as a whole class exercise managed by the class teacher.

Pupils can use Microsoft Tablets which have 'adblock filters' installed and specific apps installed to ensure children can use the internet safely.

Staff will preview any recommended sites before use.

'Raw image' searches are discouraged when working with pupils.

If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise any further research.

Our internet access is controlled through the Essex County Council web filtering service, which will minimize the chances of pupils encountering undesirable material.

Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required.

Pupils will be made aware that Holt Farm Infant School has its own web site and its own virtual Learning Environment which contains information about school activities and samples of pupils' work.

Web Site Guidelines

- Our web site can celebrate good work, promote the school and link to other sites of interest.
- Photographs that directly include pupils will be used only with parental consent.
- Information about contacting the school will include phone numbers, school address and office email.
- Newsletters sent to parents may include children's names.

Reporting

As a school, we take all precautions to ensure e-safety at all times. If staff or pupils discover an unsuitable site, the screen must be switched off/closed (using the Hector's World Icon) and the incident reported immediately to the e-safety coordinator/Senior

ManagementTeam and an email sent to the network manager so that they can block the site. Due to the international scale and linked nature of the internet content, the availability of mobile technologies and the speed of change, it may mean that unsuitable material may briefly appear on a computer or mobile device. The school cannot accept liability for material accessed or any consequences of this. Complaints should be made to the Headteacher. It is important that the school work in partnership with pupils and parents to educate them about e-safety and children, staff and families need to know what to do if they or anyone they know is a victim of cyber-crimes i.e. cyber bullying, unwanted messages, etc.

Security and Data Protection

The school and all staff members comply with the Data Protection Act 1998. Personal data will be recorded, processed, transferred and made available according to the act. Password security is essential for staff, particularly as they are able to access and use pupil data. Staff have secure passwords which are not shared with anyone. Memory sticks are password protected.

Review of Policy

There are on-going opportunities for staff, children and families to discuss e-safety concerns with our staff and the wider community. This policy will be reviewed annually and consideration given to the implications for future whole school development planning. The policy will be amended if new technologies are adopted or any guidance or orders are updated.

Emily Smith
Computing Co-ordinator

Policy approved by Headteacher :.....

Policy to be reviewed Spring 2019