Akrotiri School

E-Safety
Policy

1 INTRODUCTION

1.2 This policy has been developed to ensure that all adults in **Akrotiri Primary School** are working together to safeguard and promote the welfare of children and young people. This policy will be ratified by the Governing Body at the next meeting and will be reviewed annually.

1.3 E-Safety is a safeguarding issue and all members of the School community have a duty to be aware of e-safety at all times, to know the required procedures and to act on them.

1.4 This document aims to put into place effective management systems and arrangements which will maximise the educational and social benefit of using ICT, whilst minimising any associated risks. It describes actions that should be put in place to redress any concerns about child welfare and safety as well as how to protect children, young people and staff from risks and infringements.

1.5 The Headteacher (Mr Turner) or, in his absence, the Deputy Headteacher or next member of the School Leadership Team, has the ultimate responsibility for safeguarding (including e-safety) and promoting the welfare of pupils in their care.

1.6 This policy complements and supports Akrotiri School Safeguarding Policy and Anti-Bullying Policy. It is the duty of the School to ensure that every child and young person in its care is safe. The same 'staying safe' outcomes and principles outlined in the Every Child Matters agenda apply equally to the 'virtual' or digital world. This expectation also applies to any voluntary, statutory and community organisations that make use of the School's ICT facilities and digital technologies.

1.7 A risk assessment will be carried out before children and young people are allowed to use new technology in schools and settings.

2 ROLES AND RESPONSIBILITIES

Risk assessment

Both staff and pupils will be aware of the risks associated with Internet use. Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Staff and pupils will know what to do if they come across inappropriate material when using the Internet. Training and Inset will be provided for staff.   MOD Schools support staff and teachers have put organised parents information sessions and these will be ongoing.

Responsibility

Internet safety depends on staff, advisors, parents, and, where appropriate, pupils themselves taking responsibility for use of the Internet and associated technologies. The school will seek to balance education with responsible use, regulation and technical solutions to ensure pupils' safety.

Regulation

The use of the Internet, which brings with it the possibility of misuse will be regulated. Fair rules, written for pupils to read and understand, will be prominently displayed as a constant reminder of the expectations regarding Internet use. Teachers will visit these rules and model them within their lessons.

Appropriate Strategies

Effective, monitored strategies will be in place to ensure responsible and safe Internet use. The school will work in partnership with MOD Schools, DfES, parents and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.

3 MANAGING INTERNET ACCESS

3.1 Developing good practice in internet use as a tool for teaching and learning is essential. The School internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the children and young people.

3.2 Pupils will be taught what internet use is acceptable and what is not and be given clear objectives for internet use. Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupil's age and maturity.

3.3 Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.

3.4 The School will work in partnership with MOD Schools to ensure systems to protect pupils and staff are reviewed and improved regularly. (content filtering)

3.5 In common with other media such as magazines, books and video, some material available through the Internet is unsuitable for pupils. The School will take all reasonable precautions to ensure that users access only appropriate material. However, due to international scale and linked nature of Internet content, it is not always possible to guarantee that unsuitable material may never appear on a School computer. Neither the School nor the Local Authority can accept liability for the material accessed, or any consequences of Internet access.

4 Emerging Technologies

4.1 Emerging technologies will be examined for educational use and a risk assessment will be carried out before use in School is allowed and methods to identify, assess and minimise risks will be reviewed regularly.

5 MANAGING E-MAIL

5.1 Personal e-mail or messaging between staff and pupils should not take place.

5.2 Pupils and staff may only use approved e-mail accounts on the School system and pupils must inform a member of staff immediately if they receive an offensive e-mail. Whole –class or group e-mail addresses should be used at KS1 and below.

5.3 Pupils must not reveal details of themselves or others in any email communication or by any personal web space such as an address, telephone number and must not arrange meetings with anyone.

5.4 Access in School to external personal e-mail accounts may be used for school-related purposes only.

5.5 External incoming e-mail should be monitored and attachments should not be opened unless the author is known.

6 MANAGING WEBSITE CONTENT

6.1 Editorial guidance will ensure that the School's ethos is reflected in the website, information is accurate, well presented and personal security is not compromised. Care will be taken to ensure that all information is considered from a security viewpoint including the use of photographic material.

6.2 Photographs of pupils will not be used without the written consent of the pupil's parents/carers.

6.3 Use of site photographs will be carefully selected so that any pupils cannot be identified by name.

6.4 Work will only be used on the website with the permission of the pupil and their parents/carers.

7 SOCIAL NETWORKING AND CHAT ROOMS

7.1 The School will control access to moderated social networking sites and educate pupils in their safe use.

7.2 Pupils will be taught the importance of personal safety when using social networking sites and chat rooms.

8 MOBILE PHONES

8.1 Children are not allowed mobile phones in School.

8.2 Mobile phones will not be used by staff to photograph children in School.   The school will provide dedicated cameras.

9 AUTHORISING INTERNET ACCESS

9.1 All staff (including those not directly employed by the school) must read the MOD Schools Information Security Policy before using any School ICT resources.

9.2 Parents/carers will be asked to sign and return the School's form stating that they have read and understood the School 'Responsible Internet Use' document and give permission for their child to access ICT resources.

9.3 Staff will supervise access to the internet from the School site for all pupils.

10 REPORTING INCIDENTS

10.1 Staff, children and young people, parents/carers must know how and where to report incidents.
- Children – teacher.
- Staff – ICT Co-ordinator / ATSO
- Parents – teacher / HT / Person Responsible for Safeguarding.

10.2 Pupils and parents/cares will be informed of the procedure for reporting incidents.

11 SANCTIONS

11.1 Violations of the above rules will result in a temporary or permanent ban on Internet use.

11.2 Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

11.3 When applicable, police or local authorities may have to be involved.

12 PARENTS/CARERS SUPPORT

12.1 Parents/carers will be informed of the School's Internet Policy which may be accessed on the school website.

12.2 Interested parents/carers will be referred to organisations such as Child Exploitation and Online Protection (CEOP).

12.3 A partnership approach will be encouraged with parents/carers and this may include practical sessions as well as suggestions for safe internet use at home.

13 Use of Photographic images

Staff will be given a designated camera to use solely in school.

For safe and appropriate use of photographic images we will:

Ensure that all images of the pupils or staff, created or used by the school, will be used appropriately and for their intended purpose.

Create and use images in order to promote or demonstrate to the school's curricular or extra-curricular provision.

Primarily use images of pupils or staff in a group.

Not reveal personal details such as an address or other contact details.

Include images of pupils or staff on the school website that are protected so that they cannot be copied or give personal details.

Allow appropriate media coverage of the school or the pupils and staff.

Only share photographs with appropriate parties.

Parents and friends

Will not create images of pupils without the knowledge of staff and pupils and that these will be used for an agreed and appropriate purpose.

APPENDIX A

Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- On a network, I will use only my own class login.
- I will not look at or delete other people's files.
- I will not bring CDs or memory sticks into school without permission.
- I will only e-mail people school approved systems.
- The messages I send will be polite and sensible.
- When sending an e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chatrooms, forums, or blogs without an adult present.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet Sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.
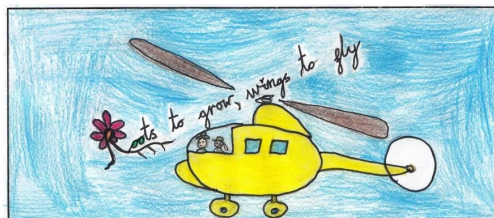
Date: _____

Akrotiri School	
Responsible Internet Use	
Please complete, sign & return to the School Secretary	
PUPIL:	**CLASS:**

Pupil's Agreement

I have read and understand the school Rules on Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

SIGNED:	**DATE:**

Parents' Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

SIGNED:	**DATE:**

Please print name:

Parents' Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school Website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

SIGNED:	**DATE:**