



# Policy Document:

## Policy Statement on E-Safety, The Internet and Appropriate Use

**Policy Statement on E-Safety, The Internet and Appropriate Use**

### *Learning Together, Learning For Life.*

#### **Links to Visionary Statement**

##### **We aim to .....**

- keep children’s learning at the heart of our thoughts and actions
- provide the opportunity for all our children to achieve academic excellence within a broad and balanced curriculum
- create an ethos which nurtures creativity, self-belief, independence and a sense of respect for other
- ensure that our schools are happy, safe, supportive and secure places in which to learn
- create a stimulating learning environment
- develop strong and productive partnerships with parents and the wider school community
- have high expectations in all areas of school life
- prepare children for the future

***Agreed and Signed on behalf of the Full Governing Body.....***

***Date:.....***

***Next Review:.....***



# Policy Document:

## Policy Statement on E-Safety, The Internet and Appropriate Use

### Introduction Rationale

The internet is an essential element in twenty first century life for education, business and social interaction. In today's society children and adults regularly use a range of technologies such as mobile phones, tablets, game consoles and the internet. This provides a range of opportunities, attitudes and situations to be experienced. The purpose of this e-safety policy is to keep children and adults safe when using these technologies. The school has a duty to provide pupils with quality Internet access as part of their learning experience. The purpose of Internet use in school is to raise educational standards, enhance pupil achievement, support the professional work of staff and to extend the school's management information and administration systems.

*“Learners need opportunities to create, collaborate and explore the digital world, using multiple devices from multiple locations. At times they encounter risks. E-safety risks are posed more by behaviours and online values rather than the technology itself. We need to empower learners to develop safe and responsible online behaviours to protect themselves whenever and wherever they go online.” - Becta (Bringing educational creativity to all)*

### Aims

- to promote positive and safe use of technologies.
- to establish and reinforce safe and responsible online behaviour.
- to access technologies expressly for educational use and filter appropriately to the age of the pupils.
- to teach what is acceptable and what is not acceptable and give clear objectives for internet use.
- to plan access to technologies to enrich and extend learning activities.
- to educate in the safe use of the Internet in research, including the skills of knowledge location and retrieval.
- to provide the opportunity for staff to research educational sites and information to aid the effective teaching of pupils.

### Guidelines

“Children need to be empowered to keep themselves safe.” - Dr Tanya Byron.

- At Paulton Infant School access to the Internet is by adult demonstration with directly supervised access to specific, approved online materials.



# Policy Document:

## Policy Statement on E-Safety, The Internet and Appropriate Use

- Children cannot access any social media sites/ chatrooms in school time as the school systems filter this access through the South West Grid For Learning (SWGFL), although children will be taught the safety aspects of accessing such sites when outside school.
- Children are taught e-safety rules.
- Emerging technologies are examined for educational benefit and a risk assessment is carried out before use in school is allowed.
- The point of contact on the website is the school address, school email and telephone number.
- Parental consent regarding use of pupil images for school purposes (e.g. website) is sought during admission to Paulton Infant School.
- Pupils full names are not used anywhere on the website, particularly associated with photographs.
- The website complies with the school's guidelines for publications.
- The copyright of all materials is held by the school, or attributed to the owner when permission to reproduce has been obtained.
- Staff will not use personal cameras, tablets, mobile phones or other devices to take and store images of children/ to store confidential information. Staff will only use school mobile phones when offsite with children.

### Benefits

- All users, particularly children are empowered to keep themselves safe when using the Internet.
- Access to greater range of educational resources.
- Staff professional development through access to national developments, educational materials and good curriculum practice.

In order to keep everyone as safe as possible, pupils are given the following rules:

- 1. Always ask an adult if you can use the computer.***
- 2. Never download a game without asking.***
- 3. Never talk to strangers online.***
- 4. Never give your personal details to anyone online.***



# Policy Document:

## Policy Statement on E-Safety, The Internet and Appropriate Use

5. *If you are worried about something tell an adult straight away.*

All users understand that network activity and online communications are monitored and filtered by South West Grid for Learning (SWGFL). If any staff member/ volunteer witnesses inappropriate material accidentally, it is immediately reported to the school office who will inform our accredited internet service provider so that this can be taken into account in their monitoring of our usage. Children will be taught to immediately tell an adult if they witness or see anything that they feel uncomfortable with when using technologies at school.

### **No user should**

*Visit the Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to*

- *Pornography.*
- *Promoting discrimination of any kind.*
- *Promoting violence/ aggression.*
- *Promoting racial or religious hatred.*
- *Promoting illegal acts.*
- *Any other information which may be offensive to colleagues or pupils.*

### **Parents**

Parents will be offered advice on how to support their child's safety and appropriate use of technologies at home. (see appendix 1- useful websites)

### **Cyber-bullying**

Cyber bullying (along with all other forms of bullying) of any member of the school community will not be tolerated. There are clear procedures in place to support anyone in the school community affected by cyber bullying. For further information concerning the strategies for reporting an incident of cyber bullying please see the Behaviour Policy.

Teaching staff have been trained in procedures for PREVENT, protection from 'Anti extremism', and a school policy is in place. If at any time a member of staff has a concern regarding this through IT usage in school they will report it to the Prevent Lead (Headteacher).

### **Risk Assessment**

- In common with other media such as books, magazines, DVDs and video, some material available via the Internet is unsuitable for pupils. The school takes all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee



# Policy Document:

## Policy Statement on E-Safety, The Internet and Appropriate Use

that unsuitable materials will never appear on a school computer. The school cannot accept liability for the material accessed or any consequences of Internet access.

- The Headteacher and Computing Co-ordinator will ensure that the Internet policy is implemented and compliance with the policy monitored.
- The Headteacher, Computing Co-ordinator and IT support technicians will ensure that regular checks are made through South West Grid for Learning to ensure that the filtering methods selected are appropriate, effective and reasonable.
- The importance of the school Internet policy is explained to all staff including teachers, supply staff, teaching assistants and support staff.
- The school IT systems are reviewed regularly with regard to security.
- Virus protection is installed and updated regularly.
- Methods to identify, assess and minimise risks are regularly reviewed.

At Paulton Infant School we believe that the Internet will positively develop children's education if used correctly and safely, following our policy and procedures.

Miss K. Clarke  
Reviewed 2016

To be reviewed: 2018

Signed .....  
Governors' Curriculum & Standards Sub-committee



# Policy Document:

## Policy Statement on E-Safety, The Internet and Appropriate Use

### Appendix 1

#### Parents

Teaching your children how to use the internet safely is just as important as teaching them how to cross the road using the Green Cross rules. The rules listed above in this policy can also be used by you at home to ensure that when children are online. Alone or by your side, they are aware of how to keep safe. Please refer to any of the following websites for resources and support materials for dealing with the issues of e-safety for children and young people.

A Parent's Guide to Technology (UKSIC)	<a href="http://www.saferinternet.org.uk/advice-and-resources/a-parents-guide">http://www.saferinternet.org.uk/advice- and-resources/a-parents-guide</a>
Connect Safely	<a href="http://www.connectsafely.org">http://www.connectsafely.org</a>
Digizen	<a href="http://www.digizen.org">http://www.digizen.org</a>
KidSmart	<a href="http://www.kidsmart.org.uk/">http://www.kidsmart.org.uk/</a>
Get Safe Online	<a href="http://www.getsafeonline.org/">http://www.getsafeonline.org/</a>
Know IT All	<a href="http://www.childnet-int.org/kia/parents/">http://www.childnet-int.org/kia/parents/</a>
Think U Know	<a href="http://www.thinkuknow.co.uk/">http://www.thinkuknow.co.uk/</a>

Useful resources and information for professionals dealing with e-safety issues.

CEOP (Child Exploitation and Online Protection) Safety Centre	<a href="http://www.ceop.police.uk/safety-centre">http://www.ceop.police.uk/safety-centre</a>
Childnet International	<a href="http://www.childnet.com">http://www.childnet.com</a>
Know IT All	<a href="http://www.childnet-int.org/kia/">http://www.childnet-int.org/kia/</a>
Professionals Online Safety Helpline (UKSIC)	Email <a href="mailto:helpline@saferinternet.org.uk">helpline@saferinternet.org.uk</a> or telephone 0844 381 4772
SWGfL Staying-Safe (South West Grid for Learning)	<a href="http://www.swgfl.org.uk/Staying-Safe">http://www.swgfl.org.uk/Staying-Safe</a>
Think U Know (CEOP)	<a href="http://www.thinkuknow.co.uk/">http://www.thinkuknow.co.uk/</a>



# Policy Document:

## Policy Statement on E-Safety, The Internet and Appropriate Use

UK Safer Internet Centre  
(UKSIC)

<http://www.saferinternet.org.uk/>