

Social Networking and Personal Publishing

- The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- The newsletter will regularly remind families of the age limits for social media sites such as Facebook and Instagram (13 years old)
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

Rules for Responsible Internet Use - Staff

- Staff use of the internet is governed by a policy agreed between trade unions and the County Council and ratified by Governors 'ICT Acceptable Use'.
- Staff/Students must read this policy as part of the induction procedures and a copy is in the staff files folder on the desktop and also on the school's interactive zone.
- All staff are required to sign an 'ICT Code of Conduct' and a copy is kept in the School Office.

Rules for Responsible Internet Use - Pupils

- Pupils must follow the agreed rules for responsible internet use that form part of the home school agreement at the school and are signed by pupils and parents. A copy of the rules, which are also displayed around the school are reproduced on the next page.

Handling E-Safety Complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure (via the school prospectus)
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

OUR ONLINE SAFETY RULES

These rules will help us to be fair to others and keep everyone safe.

I will only use ICT in school for school purposes.

I will only use my class email address or my own school email address when emailing.

I will only open email attachments from people I know, or who my teacher has approved.

I will not give my username and passwords to anyone else but my parents.

If I think someone has learned my password then I will tell my teacher.

I will only open/delete my own files.

I will 'log-off' when I leave a computer.

I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.

I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.

I will not give out or share my own/or others details such as name, phone number or home address.

I will be aware of 'stranger danger' when I am communicating online and will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.

I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.

I know that my use of the school ICT systems and email can be checked and my parent contacted if a member of school staff is concerned about my safety.

I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.

A simplified version of these rules can be found in the back of your child's journal.

Seaton St Paul's C of E Junior School **ONLINE SAFETY POLICY**



Commissioned June 2021

To be reviewed June 2022

This policy should be read in conjunction with the Safeguarding and Child Protection Policy.

Designated Safeguarding Lead: K Kinsella

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E-Safety Lead: A Nicholson

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E Safety Policy

Rationale

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of ICT, for example, web-based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communications use and pupils need to develop ICT life skills in their use. Access to the internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsible and mature approach towards its use. The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

Objectives

To give pupils and staff the opportunities to:

- access world-wide educational resources;
- participate in new initiatives such as a managed learning environment;
- gather information and have cultural exchanges between appropriate pupils in other schools;
- participate in staff discussions with experts in many fields;
- provide access to educational materials and good curriculum practice;
- communicate with the advisory and support services, professional associations and colleagues;
- exchange curriculum and administration data with the Local Authority (LA) and Department for Education (DfE)

Guidelines - Web Site

The Head teacher will take editorial responsibility of our school website www.seaton-jun.cumbria.sch.uk to ensure that content is accurate and quality of presentation is maintained;

- The website will comply with the school's guidelines;
- Pupils will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience;

Photographs must not identify individual pupils;

- Full names will not be used anywhere on the website, particularly alongside photographs;
- Permission from parents will be sought before photographs of pupils are published on the school website (this is included in the home/school agreement);

Managing Internet Access at School

Parents will be informed that pupils will be provided with supervised internet access;

- Use of personal internet accessing equipment such as mobile phones or DSI's etc is forbidden in school
- The school's wireless network is WEP (Wired Equivalent Privacy) protected
- Personal CD's and memory sticks may not be brought into school by pupils;
- Responsibility for handling incidents will be given to the Head teacher;
- Rules for internet access will be posted near computer systems.
- All staff, including teachers, supply staff, teaching assistants and support staff will be provided with the Internet Access Policy and its importance explained;
- Parents' attention will be drawn to the policy in newsletters, the school brochure and on the school website;
- 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;
- 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.

Planning and use of the Internet

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;

- Pupils will be given clear objectives for internet use;
- Staff will select sites which will support the learning outcomes planned for the pupils' age and maturity, more often than not these will be shortcuts from the desktop;
- Staff and pupils will not be allowed to access public chat rooms, including social network sites;
- Staff and pupils will not access inappropriate sites that could put others at risk;
- Internet access will be granted to a whole class as part of the scheme of work
- Pupils using the Internet will be supervised by an adult;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be immediately reported to the Internet Service Provider via the Head teacher (who in turn will notify the County &/or block the site via the cache box)

Safeguarding

Our internet access is designed for pupil safety and includes a "firewall" filtering system (managed by the County) intended to prevent access to material inappropriate for children. In addition the school can unilaterally restrict URLs via the cache box;

- Pupils receive regular e-safety training through planned lessons and use of Think U Know and CEOP resources as well as internet safety training from our own fully certified Kidsafe trainer
- The school actively participates in national 'Safer Internet' days
- Internet use at home is now commonplace. As a consequence parents/guardians can find advice on the school's website regarding internet safety.
- 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.
- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the Head teacher will be informed.
- The Head teacher will report the URL (address) and content to the LA in order to establish a block. In the interim a school block can be set up via the cache box; by contacting our maintenance providers:
- If it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the CEOP and the police
- This policy should be read in conjunction with the Child Protection Policy and the Health and Safety Policy

