



THE COLLABORATION OF MIDDLEHAM VA AND SPENNITHORNE CE PRIMARY SCHOOLS E-SAFETY POLICY

1. The technologies

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet
- E-mail
- Instant messaging (texting, Facetime, Messenger, Snapchat, BBM) often using simple web cams and smart phones
- Blogs (an on-line interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer)
- Social networking sites (Facebook, Twitter, Instagram)
- Video broadcasting sites (Popular: <http://www.youtube.com/>)
- Chat Rooms
- Popular Gaming Sites
- Music download sites
- Mobile phones with texting capacity
- Smart phones with e-mail, camera, video functionality web functionality and cut down 'Office' applications

2. Roles and Responsibilities

e-Safety is recognised as an essential aspect of the strategic leadership in our collaboration and the Head, with the support of Governors, aims to embed safe practices into the culture of our school.

Our school **e-Safety Co-ordinator** is Mrs L Evans who will keep up to date with e-Safety issues and guidance through liaison with the Local Authority. The school's e-safety co-ordinator will also ensure all staff and Governors are updated as necessary.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and follow school e-Safety procedures. In the ICT room and near all ICT equipment, there will be a displayed list regarding responsible use of the Internet. (See Point 3)

Staff and children will be reminded / updated about e-Safety matters regularly.

All staff should be familiar with the school's ICT, Internet use and e-safety policies including:

- Safe use of e-mail;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;

- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- publication of pupil information/photographs and use of website;
- eBullying / Cyberbullying procedures;
- Their role in providing e-Safety education for pupils;

3. Procedures

Acceptable guidelines for staff

Staff must take precautions from viruses e.g. checking removable media devices such as USB pens; Problems regarding viruses must be reporting to the ICT co-ordinator and recorded in the ICT technician's log book;

Accidental access to inappropriate material, by either staff or children in a class, needs to be reported to the ICT co-ordinator;

Deliberate access to inappropriate material will be dealt with by the Head; (see code of conduct)

Staff must not share their log on password with any other member of staff;

Staff must not leave logged in workstations unattended;

It is each staff member's responsibility to revisit e-safety issues with their class at least once a year.

Acceptable guidelines for children

These guidelines form part of the Internet use policy and have been sent home with each child. Copies of this will be displayed next to each class PC.

- I will only access the system with my own login and password;
- I will not access other people's files;
- I will only use the computers for school work and homework;
- I will not bring floppy disks/CDs/USB pens into school;
- I will ask permission from a member of staff before using the Internet;
- I will only e-mail people my teacher has approved;
- The messages I send will be polite and sensible;
- I will not give my home address or telephone number, or arrange to meet someone;
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

4. How will complaints regarding e-Safety be handled?

We will take all reasonable precautions to ensure e-safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device brought into the school. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Pupils will face sanctions if e- safety is infringed in our school. Sanctions available include:

- discussion with class teacher/ e-Safety Coordinator / head teacher;
- informing parents or carers;
- Referral to LA / Police/ISP.

Our e-Safety Coordinator acts as first point of contact for any complaint.

Any complaint about staff misuse is referred directly to the Head teacher.

