



# **Feering C of E Primary School**

## **E-Safety Policy**

September 2016

Date for Review	September 2017
Signed – Chair of IEB	
Signed – Head of School	

Care      Responsibility      Perseverance      Respect

# **Feering C of E Primary School**

## **E-Safety Policy**

This policy applies to all adults and children who use any school computers connected to the internet.

### **Core Principles of E-Safety**

#### **Guided educational use**

Significant educational benefits should result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of less significant educational worth.

#### **Risk assessment**

21<sup>st</sup> Century life presents many online dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become “e-safe”. Pupils need to know how to cope if they come across inappropriate material and be knowledgeable on the subject of e-safety.

#### **Responsibility**

E-safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

#### **Appropriate strategies**

This document describes strategies to help to ensure responsible and safe use. They are based on safe access, developing responsibility and on guiding pupils towards educational activities. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

Created by: Mr R Lee.

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## **Why is Internet use important?**

The Internet is now as commonplace as the telephone and television, and its safe and effective use is now an essential life skill. Unmediated use of the internet however, can potentially place pupils in embarrassing, inappropriate or dangerous situations. A policy is required to help ensure responsible use and the safety of pupils.

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the schools administration and management systems.
- Internet use is a part of the statutory curriculum and a necessary tool for both staff and pupils.
- The Internet is an essential element in life for education, business and social interaction. The school has a duty to provide students with quality internet access as a part of their overall learning experience.

## **How does the Internet benefit education?**

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives;
- Educational and cultural exchanges between pupils internationally;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in a range of fields for both pupils and staff;
- Staff professional development through access to national developments, educational materials and good curriculum practice;
- Communication with support services, professional associations and colleagues;
- Exchange of curriculum and administration data with the Diocese and DfE.

## **How will safe Internet use enhance learning?**

Developing good practice in internet use as a tool for teaching and learning is clearly essential. Teachers need to help pupils learn to distil the meaning from the mass of information that is provided by websites. Often the quantity of information will need to be cut down and staff could guide pupils to appropriate websites that will support their learning and understanding of content.

- The school Internet access will be established primarily for pupil use and will include content filtering.
- Pupils will be taught what is acceptable and what is not when using the internet in school.
- Internet access will be planned to enrich and extend learning activities with staff guiding pupils in online activities that will support the learning outcomes for the lesson.
- Pupils will be educated in the effective use of the internet in order to aid research, including the skills of location, retrieval, editing and understanding.

## **How will pupils learn to evaluate online content?**

The quality of information received via different forms of media is variable and all pupils need to develop skills in selection and evaluation of content. The spreading of rumours has occurred in history for thousands of years, and can win over truth. Information that is obtained through the internet or email also requires good information handling skills. In particular it can be difficult to determine the origin or accuracy of a piece of information, as contextual clues present in other forms of media may be missing. This skill in evaluation the validity and accuracy of information should be addressed through the curriculum as a whole.

Inappropriate material should not be visible to pupils using the internet. This cannot be guaranteed however, and despite all attempts at filtering, inappropriate content can still slip through the net. Pupils must be taught what to do if they experience material in school that that find distasteful, uncomfortable or threatening **(to close the page immediately and tell an adult. The teacher**

**must then report this to either the Computing subject leader (Esafety officer) or Network Manager who can retrieve the URL from the computers history and add it the list of blocked sites within the filtering system.)**

It should also be noted that tags placed on uploaded images to search engines such as Google, Bing, Yahoo etc, do not have to bear any relation to the actual image that is uploaded. This means that a while the filtering system is able to filter images based on the words used to search, a harmless search for images could potentially bring up inappropriate images that have used that harmless word as a tag when being uploaded. To avoid this happening in school, pupils should be using web-enabled clipart in the Microsoft Office software rather than image searching within a search engine. Teachers may also wish to find appropriate images from the internet prior to the lesson and place them into a server folder for pupils to access and use in their work.

Pupils should be taught online research techniques and encouraged to question the validity and accuracy of the information obtained as these are key information handling skills. They should also compare alternative information to check this themselves as their skills develop. Effective guided development in this will reduce pupil opportunity to explore the internet randomly and potentially stumble across a more unsavoury website.

- If any staff or pupils discover unsuitable sites, the URL and type of content must be reported to the ISP via the ICT Technician and eSafety officer.
- The school should ensure that the use of Internet derived materials used by both staff and pupils complies with copyright laws.
- Pupils should be taught as part of their Computing education how to be critically aware of the materials they read online and shown how to check or validate information before accepting its accuracy.
- Training should be made available to staff where possible in the evaluation of web-based materials and methods of developing students' critical and analytical attitudes.

### **Forums, Chatrooms and Instant Messaging**

Conferencing is a powerful method for pupils and teachers to share information and opinion. Some conferencing applications, including chat and newsgroups sometimes attract undesirable and irrelevant comment, often from anonymous elements. Other collaboration tools such as moderated mailing lists and discussion facilities with a defined community of known users are far safer, but are used less frequently. Newsgroups or forums are a method of posting messages that can later be collected by any user interested in that particular topic. Some forums are highly technical and others are dedicated to particular interests or hobbies. However some are deeply disturbing. Open access to unmoderated forums by contributors means that forums can be infiltrated by the immature and offensive and for this reason should never be made available to pupils.

Instant Messaging is a popular conferencing application offering instantaneous exchange of text between groups of users. In principle, chat has great potential for education; for instance pupils could exchange live text, speech or video with pupils in South Africa or Italy, at low cost. Such chat facilities would be moderated by the teacher. Unauthorised persons would not know of its existence and not be able to gain access.

**Public, unregulated chat rooms could be used by the unscrupulous to gain access to pupils. Their use in school, even in a club setting, is completely unacceptable.**

- Pupils will never be allowed access to public or unregulated chat rooms.
- A risk assessment will be carried out before pupils are allowed to use any new forms of internet-communication based technology.

## How can emerging Internet uses be managed?

Many communications technologies offer the potential to develop new teaching and learning strategies. Mobile communications, Internet access and various forms of multimedia all present opportunities, which need to be evaluated to assess risks, to establish benefits and to develop good practice in the school environment.

Virtual classrooms and virtual communities can widen the geographical boundaries of learning. A community could be the pupils in a primary classroom sharing computers with access to each other's work and a single class e-mail address. Pupils, teaching and non-teaching staff and governors would make a larger community, which could be extended to include parents, commercial partners and even the whole LA. This type of virtual learning environment is what is established by learning platforms such as It's Learning.

New applications are continually being developed which use the Internet.

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

## How will Internet access be authorised?

The school should allocate Internet access for staff and pupils on the basis of educational need.

- Access to the internet is allocated as part of a user area. This connection is established through a proxy server, and firewall software.
- All children will be supervised while using the internet by an appropriate adult.
- Parents will be informed that pupils will be provided with supervised Internet access.

## How will the risks be assessed?

- As the quantity and breadth of the information available through the Internet continues to grow daily, it is not possible to guard against every undesirable situation. The school will need to address the issue that it is near impossible to completely remove the risk that pupils might access unsuitable materials via the school network.
- As is the same with other media such as magazines, books and video, there is material available via the Internet that is unsuitable for pupils. The school will take 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 impossible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access, only provide the best possible efforts possible to guard against it.
- The use of computer systems for inappropriate purposes could constitute a criminal offence.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

## How will filtering be managed?

All of the pupils will be supervised when using the internet. The School uses a filtering system through their (proxy) internet connection from county. Internet access must be appropriate for all members of the school community from youngest pupil to teacher and administrative staff. The technical strategies being developed to restrict access to inappropriate material fall into several overlapping types (commonly described as filtering):

- **Blocking strategies** prevent access to a list of unsuitable sites or newsgroups.
- **Dynamic filtering** examines the content of Web pages or e-mail for unsuitable words. Filtering of outgoing information such as Web searches is also required.

- **Monitoring** records Internet sites visited by individual user. Access to a site forbidden by the filtering policy will result in a report.
- Filter is in place and operating fully. Filtering will be performed by the ISP, this will be reviewed regularly to ensure it meets the schools needs. Despite careful design, filtering systems cannot be completely effective due to the speed of change of Web content.
- It is also important to note that image searches cannot be fully filtered as their tags can be manipulated when uploaded. For this reason image searching should be more closely monitored by staff when used in lessons. An even more secure method is to use Microsoft Office Clip Art and its online connection (which also contains photo images) to search for images to use in work. This feature is maintained exclusively by Microsoft and content is appropriate for all pupils.

### **How will pupils be educated?**

- Rules for Internet access will be posted in all computer areas.
- E-safety will be taught as part of the computing curriculum and also during National E-Safety Week.

### **How will concerns be raised?**

Any concerns by staff regarding e-safety must be reported as soon as possible. There is a folder containing forms for this kept in the office of the Network Manager. Once completed with full details these forms will be given to the e-safety officer who will notify any required members of staff (such as the Headteacher or Network Manager) and take actions accordingly to resolve the concern.

### **How will staff be consulted?**

- All staff will be provided with the School Internet Policy, and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user.  
**Discretion and professional conduct is essential.**

### **How will ICT system security be maintained?**

- Good password practice is required from all staff including logout after use.
- Care must be taken when using USB memory sticks, as these can contain/transfer viruses if unsafe files are downloaded from the Internet.
- Virus protection for the whole network must be regularly updated.
- System passwords to staff and Administrator areas must not be given to pupils under any circumstances.

The Internet is a connection to the outside world that has the potential to compromise system performance or threaten user or system security.

- The school ICT systems will be reviewed regularly with regard to security.
- Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.
- Students are permitted to bring in their own memory sticks from home when handing in homework done on a computer, but as they could contain viruses that may spread into the school network staff should scan them for viruses/malware before connecting them to their laptop. Staff should regularly check the data contained on their memory sticks to prevent this from happening.

### **How will complaints regarding Internet use be handled?**

- Any complaint about staff misuse must be referred to the headteacher.
- Parents and pupils will need to work in partnership with staff to resolve any issues that may arise.
- As with drugs issues, there may be more serious occasions when the police must be contacted. Early contact should be made to establish the legal position and discuss strategies.

### **How will parents' support be enlisted?**

Internet use in pupils' homes is already high and still increasing, encouraged by society, their peers and continual media coverage. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet at home. The school may be able to help parents plan appropriate, supervised use of the Internet at home if needed.

- Parents' attention will be drawn to the School E-safety Policy in newsletters and displayed on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This includes parent workshops, with advice for safe Internet use at home.

I have read, understand, and agree to the terms set out within this policy and the attached 'Responsible Internet Use' document.

Signed.....

Date.....