Castleford Park Junior Academy
E Safety Policy: September 2014

E-Safety Policy –

Introduction

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The school's e-safety policy should operate in conjunction with other policies including those for Student Behaviour, Bullying, Curriculum, Data Protection and Security.

This policy has been strongly influenced by the work of the Kent e-Safety team.

End to End e-Safety

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband including the effective management of filtering systems

1.0 School e-safety policy

1.1 Writing and reviewing the e-safety policy

The e-Safety Policy is part of the School Development Plan and relates to other policies including those for ICT and for child protection.

- The school's e-Safety Coordinator is also the ICT Coordinator. He works in close co-operation with the headteacher and deputy heads. All these staff are the Designated Child Protection Officers,
- Our e-Safety Policy has been written by the school. It has been agreed by the staff and governors.
- E-Safety issues are included in the Child Protection, Health and Safety, Anti-Bullying, PSHEC and ICT policies.
- The e-Safety Policy will be reviewed April 2015

1.2 Teaching and learning

1.2.1 Why Internet use is important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

1.2.3 Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity and educate them in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

1.2.4 Pupils will be taught how to evaluate Internet content

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the school ICT Coordinator.
- Staff should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

1.3 Managing Internet Access

1.3.1 Information system security

- The security of the school information systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The school uses broadband with its firewall and filters.

1.3.2 E-mail

- Pupils may only use approved e-mail accounts on the school system. Children are not allowed access to personal e-mail accounts or chat rooms whilst in school.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

1.3.3 Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

1.3.4 Publishing pupil's images and work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Pupil's work can only be published with the permission of the pupil and parents.

1.3.5 Social networking and personal publishing

- Social networking sites and newsgroups will be blocked unless a specific use is approved.
- Pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, IM address, e-mail address, names of friends, specific interests and clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for primary aged pupils.

1.3.6 Managing filtering

- The school will work in partnership with the service provider and Castleford Academy IT Team to ensure filtering systems are as effective as possible.
- If staff or pupils discover unsuitable sites, the URL, time and date must be reported to the school E-Safety coordinator.
- Senior staff will ensure that checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

1.3.7 Managing videoconferencing (Not currently applicable at CPJA)

- IP video conferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- External IP addresses should not be made available to other sites.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing should be supervised appropriately for the pupils' age.

1.3.8 Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff have access to a school phone where contact with pupils is required.

1.3.9 Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

1.4 Policy Decisions

1.4.1 Authorising Internet access

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff, including Teaching Assistants and Supply Teachers must read and sign the acceptable ICT Acceptable User Policy (AUP) before using any school ICT resource.
- Parents and pupils will be asked to sign and return a consent form agreeing to comply with the school's Acceptable Use Policy.

1.4.2 Assessing risks

- In common with other media such as magazines, books and video, some material available via the Internet 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 not possible to guarantee that unsuitable material will never appear on a school computer. The school can accept liability for the material accessed, or any consequences of Internet access.
- The headteacher should ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

1.4.3 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.
- Sanctions within the school discipline policy include:
  – interview/counselling by class teacher / headteacher;
  – informing parents or carers;
  – removal of Internet or computer access for a period.

1.4.4 Community use of the Internet

- The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.
- Parents using school ICT equipment must sign an AUP consent form prior to use (eg Family ICT, Numeracy and Literacy).

1.5 Communications Policy

1.5.1 Introducing the e-safety policy to pupils

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.
- Advice on e-Safety will be introduced at an age-appropriate level to raise the awareness and importance of safe and responsible internet use.

1.5.2 Staff and the e-Safety policy

- All staff will be given the School e-Safety 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.

1.5.3 Enlisting parents' / carers' support

- Parents' / carers' attention will be drawn to the School e-Safety Policy in newsletters.

Appendix 1: Internet use - Possible teaching and learning activities

Activities	**Key e-safety issues**	**Relevant websites**
Creating web directories to provide easy access to suitable websites.	Pupils should be supervised. Pupils should be directed to specific, approved on-line materials.	
Using search engines to access information from a range of websites.	Pupils should be supervised. Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.	Web quests e.g. Ask Jeeves for kids Yahooligans CBBC Search Kidsclick Picsearch safesearch **NOT Google images**
Exchanging information with other pupils and asking questions of experts via e-mail.	Pupils should only use approved e-mail accounts. Pupils should never give out personal information. Consider using systems that provide online moderation e.g. SuperClubs.	GridClub School Net Global Kids Safe Mail E-mail a children's author E-mail Museums and Galleries
Publishing pupils' work on school and other websites.	Pupil and parental consent should be sought prior to publication. Pupils' full names and other personal information should be omitted.	School website Learn Premium Espresso
Publishing images including photographs of pupils.	Parental consent for publication of photographs should be sought. Photographs should not enable individual pupils to be identified. File names should not refer to the pupil by name.	School website
Communicating ideas within chat rooms or online forums.	Only chat rooms dedicated to educational use and that are moderated should be used. Access to other social networking sites should be blocked. Pupils should never give out personal information.	GridClub
Audio and video conferencing to gather information and share pupils' work.	Pupils should be supervised. Only sites that are secure and need to be accessed using an e-mail address or protected password should be used.	City Learning Centres

E-Safety Audit

This quick audit will help the senior management team (SMT) assess whether the basics of e-Safety are in place **to support a range of activities that might include those detailed within Appendix 1.**

The school has an e-Safety Policy	Y/N
Date of latest update:	
The Policy was agreed by governors on:	
The Policy is available for staff	
And for parents	
The Designated Child Protection Coordinator is	
The e-Safety Coordinator is	
How is e-Safety training provided?	
Is the Think U Know training being considered? (available Sept 07)	Y/N
All staff sign an Acceptable ICT Use Agreement.	Y/N
Parents sign and return an agreement that their child will comply with the school Acceptable ICT Use statement.	Y/N
Rules for Responsible Use have been set for students:	Y/N
These Rules are displayed in all rooms with computers.	Y/N
Internet access is provided by an approved educational Internet service provider and complies with DfES requirements for safe and secure access.	Y/N
The school filtering policy has been approved by SMT.	Y/N
An ICT security audit has been initiated by SMT, possibly using external expertise.	Y/N
School personal data is collected, stored and used according to the principles of the Data Protection Act.	Y/N
Staff with responsibility for managing filtering and network access monitoring work within a set of procedures and are supervised by a member of SMT.	Y/N
Have these staff attended training on the filtering and monitoring systems?	Y/N