Lidget Green Primary School and Children's Centre E-Safety Policy

E-Safety Quick Start Guide

The school recognises that technologies such as the Internet and Web 2.0 will have a profound effect on children's education and staff professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

Aims

To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.

Role of the Governing Body	The GB will: - appoint a member of staff to be the Coordinator for e-Safety; - nominate a link governor to visit the school regularly, to liaise with the coordinator and to report back to the GB; - undertake training in order to understand e-Safety issues and procedures;

	• have responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Headteacher	The Headteacher will: • work with the GB and the e-Safety Coordinator to create a safe ICT learning environment by having in place: • an effective range of technological tools • clear roles and responsibilities • safe procedures • a comprehensive policy for pupils, staff and parents; • monitor the implementation of this policy and its effectiveness
Role of the e-Safety Co-ordinator	The Co-ordinator will: • ensure that all Internet users are kept up to date with new guidance and procedures; • have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate; • monitor the implementation of this policy and its effectiveness
Role of School Personnel	School personnel: • before using any Internet resource in school must accept the terms of the 'Acceptable Internet Use' policy; • are responsible for promoting and supporting safe behaviours with pupils and e-Safety procedures; • will ensure that the use of Internet derived materials complies with copyright law
Role of Pupils	Pupils will be taught to: • be critically aware of the materials they read; • validate information before accepting its accuracy; • acknowledge the source of information used; • use the Internet for research; • respect copyright when using Internet material in their own work; • report any offensive e-mail through the correct channels • the older pupils will be consulted and involved in drawing up the Acceptable Rules for Pupils

Role of Parents	Parents will: • be given guidance in how they can support and promote e-safety at home; • make their children aware of the e-Safety policy
Internet Use	The school Internet access will: • be designed for pupil use; • include filtering provided by the our ISP, both of web access and email; • include filtering appropriate to the age of pupils; • be reviewed and improved; • all computer use is monitored in the background by Forensic Software.
Authorising Internet Access	• Before using any school ICT resource, all staff and visitors must read and sign the 'Acceptable ICT Use Agreement'. • We do not ask parents to sign acceptance of our Acceptable Use Policy as refusal to accept it is not an option • An up to date record will be kept of all pupils and school personnel who have Internet access.
E-mail	Pupils must: • only use approved e-mail accounts; • report receiving any offensive e-mails; • not divulge their or others personal details; • not arrange to meet anyone via the e-mail; • seek authorisation to send a formal e-mail to an external organisation • not take part in sending chain letters
School Website	Contact details on the website will be: • the school address • e-mail address • telephone number The school website will not publish: • staff or pupils contact details; • the pictures of children without the consent of the parent/carer;

	• the full names of any pupils who are shown;
Social Networking and Personal Publishing	Pupils will not be allowed access to social networking sites except those that are part of an educational network or approved Learning Platform.
Inappropriate Material	• Any inappropriate websites or material found by pupils or school personnel will be reported to the e-Safety Coordinator who in turn follow set procedures for dealing with such sites.
Network Security	• New programs will be installed onto the network or stand alone machines by our technicians. • Personal floppy disks, CD's and other data record devices may not be used in school. • Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.
Complaints	• The Network Manager will monitor Policy Central reports regularly and has a duty to report any transgression of the school's Internet policy and/or use of obscene, racist or threatening language detected by the system to the Headteacher. • All serious transgressions of the school's Internet Access Policy are recorded in the school's ICT violations register, held by the Network Manager • Breaches of Internet Access Policy by staff will be reported to the Headteacher and will be dealt with according to the school's and LA's disciplinary policy, or through prosecution by law. Any staff with concerns that such breaches have not been investigated with due diligence for safeguarding children and regard for their wellbeing should refer to the "whistleblowing" policy available in the staffroom

Headteacher:		**Date:**	
Chair of Governing Body:		**Date:**	