

HAVERSHAM VILLAGE SCHOOL

E - SAFETY POLICY

Introduction

The E-Safety policy ensures that the children and adults in Haversham Village School understand online safety when using the internet.

Writing and reviewing the E-Safety policy

Haversham Village School's E-Safety coordinator is Hollie McEvoy.

The E-Safety policy has been written by the E-Safety Coordinator; it has been agreed by the staff and Head teacher, and approved by the Governors.

This policy relates to other school policies including the Child Protection Policy and the ICT Acceptable Use Policy. The E-Safety policy and its implementation will be reviewed annually.

Aims

Haversham Village School aims to embed safe practises with regard to internet use, equipping pupils and adults with the knowledge and skills to:

- Use technology safely and responsibly
- Manage risks, whenever they go online
- Promote and demonstrate safe and responsible behaviour to others

Why the internet is important

- The internet is a valuable and increasingly essential part of 21st Century life.
- The purpose of the internet in school is to raise educational standards and to support the professional work of the staff.
- Internet use is a part of the statutory curriculum and a necessary tool for both staff and pupils.
- Haversham Village School has a duty to provide pupils with quality internet access as part of their learning experience.

How internet use can enhance learning

- Through use of the internet, pupils will gain access to age-appropriate resources.
- Pupils will be taught what internet use is acceptable and what is not, and will be given clear objectives for internet use.
- Haversham Village School's internet access is designed for pupil use, and includes filtering appropriate to the age of the pupils.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Staff will provide online activities which will support the learning intentions planned for the pupils.

Pupils will learn how to evaluate internet content

- Pupils will be taught how to recognise inappropriate material and report it to a responsible adult.
- E-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.

How information systems security will be managed

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.

How published content will be managed

- The contact details on the school website should be the school address, email and telephone number. Staff or pupils' personal information must not be published.
- Pupils' full names will not be used anywhere on the school website, particularly in association with photographs.
- Written permission from parents or carers must be obtained before photographs of pupils are published on the school website.

How social networking, social media and personal publishing will be managed

- The school will block access to social networking sites.

- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupil will be advised not to place personal photos on any social network space.

How filtering will be managed

- Haversham Village School's internet access will include filtering appropriate to the age of its pupils.
- If staff or pupils discover unsuitable sites, the URL must be reported to the E-Safety Coordinator.
- The E-Safety Coordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate and effective.

Protecting personal data

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

How internet access will be authorised

- All staff must read and sign the ICT Acceptable Use Policy for Haversham Village School.
- Pupil access to the internet will be by adult demonstration with directly supervised access to specific, approved online materials.
- Parents will be asked to sign and return a consent form for pupil access, informing them that pupils will be provided with supervised internet access.

How risks will be assessed

- The school will audit ICT use to establish if the E-Safety policy is adequate and that the implementation of the E-Safety policy is appropriate.
- Haversham Village School will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and linked nature of internet content, it is not possible to guarantee that

access to unsuitable material will never occur via the school network. The school cannot accept liability for any material accessed, or any consequences of internet access.

Handling E-Safety complaints

- Complaints of internet misuse will be dealt with by the head teacher, and the E-Safety Coordinator will also be informed.
- Any complaint about staff misuse must be referred to the head teacher.
- Complaints concerning child protection must be dealt with in accordance with the school child protection procedures.
- Any E-Safety complaints or incidents will be recorded by the school, including the actions taken.

How the E-Safety Policy will be introduced to pupils

- Child-friendly E-Safety rules will be posted in all rooms where computers are used, and will be discussed with pupils regularly.
- E-Safety will be taught within the Computing Curriculum, including advice on what to do if something online concerns you, and making secure passwords and creating avatars instead of using personal information or photographs.

Staff and the E-Safety Policy

- All staff will be given the E-Safety Policy and its importance will be explained.
- Staff will be informed that network and internet traffic can be monitored and traced to the individual user for safeguarding purposes.

Parents' and carers' support

- Parents' and carers' attention will be drawn to the school E-Safety Policy on the school website where it will be published.
- The school will ask all new parents to sign the consent form for pupil access, with the understanding that pupils will have supervised access to the internet when in school.

E-Safety Policy was reviewed and rewritten by: Hollie McEvoy - March 2017

To be reviewed (annually) - March 2018

E-Safety Incident Log

Details of all E-Safety incidents to be recorded by staff and the E-Safety Coordinator and Headteacher to be made aware of them.

Date of incident	Name of individual(s) involved	Device number/ location	Details of incident	Actions and reasons	Confirmed by