



Ropery Walk Primary School

E-Safety Policy

1) Policy, writing and review:

Our Internet Policy has been written by the school, building on the Durham and NGfL policy and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed annually.

2) Importance of the Internet in Ropery Walk Primary School:

The development and expansion of the use of ICT, and particularly the internet has transformed learning. Children need to develop high level ICT skills, not only to maximise their potential use as a learning tool, but also to prepare themselves as lifelong learners and for future employment.

The purpose of Internet use in Ropery Walk School is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Pupils use the Internet widely outside schools.

The Internet is an essential element in 21st century life for education, business and social interaction.

Ropery Walk has a duty to provide students with quality Internet access as part of their learning experience as well as ensuring that they understand the dangers and are aware of E-Safety.

3) How does the Internet benefit education?

- *access to world-wide educational resources including museums and art galleries;*
- *educational and cultural exchanges between pupils world-wide;*
- *cultural, vocational, social and leisure use in libraries, clubs and at home;*
- *access to experts in many fields for 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;*
- *improved access to technical support including remote management of networks;*
- *exchange of curriculum and administration data with the LEA and DfES.*
- *mentoring of pupils and provide peer support for them and teachers*

4) How will Internet use enhance learning?

The school Internet access is designed expressly for pupil use and includes 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. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

In the future Parents will have access to their child's profiles via the DLG. This will enable parents to see information e.g. attendance, behaviour as well as levels of achievement.

5) How will pupils learn to evaluate Internet content?

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider ITSS via the ICT Co-ordinator.

Schools 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. This should be ongoing and age related.

Pupils from Year 4 should be taught how web sites are ordered when using search engines and how to avoid the bias and manipulation that is possible in the way search results are presented.

6) How will e-mail be managed?

E-mail is an essential means of communication for both staff and pupils.

The durhamlea.org.uk email system gives anonymity to pupils through the email address they are given. The pupil's first name and initial letter of their surname are used with a number; e.g. James.b6001@durhamlea.org.uk

This means the pupil's full name is not available, nor is the location of their school. This system combines the best of practice in pupil email account names. The service is also filtered.

Pupils may only use durhamlea.org.uk approved e-mail accounts on the school system.

Pupils must immediately tell a teacher if they receive offensive e-mail.

Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.

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. In Year 3 children are introduced to e-mail as part of the ICT curriculum.

The forwarding of chain letters is not permitted.

* Posters are displayed throughout the school to remind children about responsible internet use.

7) How should Web site content be managed?

The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home or personal information will not be published.

Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. Staff \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.

The Web site should comply with the school's guidelines for publications.

The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

8) What are newsgroups and e-mail lists?

Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.

9) Can Chat be made safe?

Pupils will not be allowed access to public or unregulated chat rooms.

Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.

A risk assessment will be carried out before pupils are allowed to use a new technology in school.

See also Staff Social networking Policy

10) How can emerging Internet applications be managed?

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. See also Mobile Phone Policy. The sending of abusive or inappropriate text messages is forbidden.

11) How will Internet access be authorised?

Parents will be asked to sign and return a consent form.

12) How will the risks be assessed?

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. Neither the school nor DCC can accept liability for the material accessed, or any consequences of Internet access.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

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.

13) How will filtering be managed?

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. Maintenance of the blocking list is a major task as new sites appear every day.
- **A walled-garden or allow list** provides access only to a list of approved sites. An allow list will inevitably restrict pupils' access to a narrow range of information.
- **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.
- **Rating systems** give each Web page a rating for sexual, profane, violent or other unacceptable content. Web browsers can be set to reject these pages.
- **Monitoring** records Internet sites visited by individual user. Access to a site forbidden by the filtering policy will result in a report. It is also possible to remove access automatically after a set number of policy violations.

Despite careful design, filtering systems cannot be completely effective due to the speed of change of Web content. Filtering may be performed by the ISP, by the LA, at school-level or by any combination. School-level systems require considerable management to maintain effectiveness and place huge responsibility on the school if they are the only systems in place.

Careful monitoring and management of all filtering systems will be required. It is important that the school establishes the filtering criteria rather than simply accepting filtering default settings.

The school will work in partnership with parents, the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. <http://www.digitalme.co.uk/safe/>

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT Co-ordinator.

Any material that the school believes is illegal must be referred to the Internet Watch Foundation (please see references given in support document).

Filtering strategies will be selected by the school, in discussion with the filtering provider where appropriate. The filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

14) How will the policy be introduced to pupils?

Rules for Internet access will be posted in all shared areas and all classrooms rooms as children can access the Internet anywhere in school.

Pupils will be informed that Internet use will be monitored. Teachers will focus on responsible and safe use prior to Internet access.

A module on E-Safety, using South West Grid for Learning resources and planning, is taught in every year group. Year 6 attend a Safety Carosel held at The Work Place, Newton Aycliffe and the topics of Cyber Bullying and E-Safety are addressed at this event.

Sites to support – www.thinkuknow.co.uk
www.childnet.com
www.kidsmart.org.uk

15) How will staff be consulted?

Staff have been asked to view and comment on this Policy.

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

The monitoring of Internet use is a sensitive matter.

16) How will ICT system security be maintained?

The school ICT systems will be reviewed regularly with regard to security. Virus protection is installed and updated regularly.

Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.

Personal data sent over the Internet will be encrypted or otherwise secured.

Files held on the school's network will be regularly checked.

Staff must take care with confidentiality when using laptops and any sensitive data must be kept on encrypted memory sticks which are provided by school for all teachers.

17) How will complaints regarding Internet use be handled?

Parents, Teachers and pupils should know about the schools complaints procedure. Potential child protection or illegal issues must be referred to the school Designated Child Protection Coordinator.

Responsibility for handling incidents will be delegated by the HT to a senior member of staff. Any complaint about staff misuse must be referred to the headteacher.

18) How will parents' support be enlisted?

As internet use in pupils' homes is increasing rapidly parents need to be aware of the dangers.

At Ropery walk school we will draw parents' attention to the E-Safety Policy in newsletters, the school brochure and on the school Web site.

A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.

E-Safety References

Becta: www.becta.org.uk/safeguarding

Childline: www.childline.org.uk

Childnet: www.childnet.com

Kidsmart: www.kidsamrt.org.uk

Kent e-safety in School Guidance: www.kenttrustweb.org.uk?esafety

