



E-Safety Policy

Prepared by:

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Approved by:

Finance Committee

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E-Safety in school is overseen by the head teacher, James Rourke, and supported by the Computing Leading Teacher, Suzie McKenna. This policy should be read in conjunction with the ICT Policy, Safeguarding Policy and Data Protection Policy.

Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. It has become part of everyday life in education, business and social interaction. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning. Similarly, at home, many children have access to a range of technologies and it is part of the responsibility of school, alongside parents, to help to educate children in how to stay safe.

Scope

This policy applies to all pupils, all teaching staff, all support staff, all governors and all volunteers.

Overall aim

Our overall aim is that all children at Lord Deramore's will understand how to stay safe when accessing the internet, both at school and at home.

Objectives

All children at Lord Deramore's should learn

- that the internet contains an almost infinite amount of information which, when used appropriately, can be educational and entertaining.
- that most of the information on the internet is not verified and therefore has to be checked for accuracy.
- that there is some content on the internet which is inappropriate or even illegal and should be avoided.
- that the internet is a powerful tool for communication which allows us to be in instant contact with people from all over the world.
- that some people misuse the internet to communicate unkind or hateful messages (including cyber bullying) and that these people should be reported.
- that some people on the internet are not who they say they are.
- that a small number of people want to hurt children and could use the internet to make contact with them.

Through computing and subject lessons, pupils will develop an understanding of the uses, importance and limitations of finding information on the internet.

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate the information they find on the internet.
- Pupils will be taught how to report inappropriate web content.
- Pupils will develop a positive attitude to using the internet and develop their ICT capability through both independent and collaborative working.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Through computing and subject lessons, pupils will develop an understanding of how to use the internet to communicate safely.

- Pupils will be taught how to use email effectively, including checking for bogus messages.
- Older pupils will be taught how to share information using blogging or a shared area such as Google Drive, and how to comment on other people's posts appropriately.
- Pupils will be taught how to respond to inappropriate comments (cyber bullying).
- Pupils will be taught not to share passwords.
- Pupils will be taught how to respond to unsolicited attention.

Methodology

In line with all City of York schools, there is a 'firewall' preventing harmful material and inappropriate sites from being accessed at school. City of York council are responsible for updating and maintaining this. Even with this in place, children are encouraged to talk to a member of staff if they see something on the internet which makes them feel uncomfortable. If unsuitable content were accessed, the staff have responsibility to report it to the Computing Leading teacher and the head teacher.

E-Safety is part of the National Curriculum for Computing. It is explicitly taught in all year groups as part of the City of York Computing Curriculum. To complement our teaching, we use resources from:

Jigsaw – covering elements of E-Safety through the PSHE sessions, which support the E-Safety taught through computing.

www.childnet.com (Adventures of Kara, Winston and the SMART crew)
(Smartie the Penguin) (Digiduck's Big Decision)
www.thinkyouknow.co.uk (Hector's World) (Lee and Kim)
www.bbc.co.uk/cbbc/shows/stay-safe
www.digizen.org (Useful information for parents and teachers)

Children, staff and visitors are all made aware of our 'Safe Use of the Internet Guidelines'. (See appendix at the end of this policy). Guidelines are on classroom walls, in the school office and published on the School Website. E-Safety information is also contained within the Staff Handbook.

In class, staff model good internet practices and etiquette.

In addition:

Every year:

Our local PCSO, Tony Barge, runs E-Safety sessions with Year 5 and 6.

Our local PCSO runs an E-Safety session for interested parents

Mobile Phones and other handheld technology

Pupils are only permitted to have mobile phones or other personal handheld technology in school with the permission of the Headteacher. For example, Year 6 may want their phones to take photographs on their last day of school.

Older children may need a phone to keep in contact with a parent who is at work or lives in a different house. In cases like these, phones are handed in to the office in the morning and collected at home time.

Lord Deramore's Primary School

Safe Use of the Internet Guidelines

Key Stage 1

Using Computers and the Internet

Follow these simple rules to keep safe and be fair to others.

- I will be careful with the computers.
- I will use the computers only for school tasks and homework.
- I will not send messages to anyone, unless my teacher says it is OK.
- I will never give out my name, home address, telephone number, or any other information about myself or my family.
- I will tell my teacher if I find any words or pictures which make me feel unhappy or confused.



Lord

Deramore's Primary School

Safe Use of the Internet Guidelines

Key Stage 2

Using Computers and the Internet

At Lord Deramore's, we think that computers are a fantastic aid to learning. That is why we have up to date laptops and Chromebooks as well as computers in every classroom and fast internet access.

The internet opens up wonderful possibilities for finding out about anything that interests us. It is up to all of us to make sure we use it wisely.

Follow these simple rules to keep safe and be fair to others.

- I will take good care of all the computer equipment and treat it with respect.
- I will use the computers only for school tasks and homework.
- I will check with the teacher before I use my own USB stick / DVD / memory card.
- I will not send or receive messages or emails to or from anyone, unless I have the teacher's permission.
- Any messages I do send will always be polite and respectful.
- I will never give out my surname, home address, telephone number, or any other information about myself or my family.
- I will let a teacher know if I find any pictures or writing which make me feel uncomfortable. I know I will not be in trouble for this.

- I will keep my own passwords private and not ask anyone for their password.



Safe Use of the Internet Guidelines

All Staff and Visitors

All adults working with ICT equipment in Lord Deramore's School must ensure that they have read and agree to abide by the following rules.

For personal use:

- Keep the school passwords private within school.
- Use encrypted memory sticks to transfer any information about pupils.
- Use the City of York email for any messages about pupils or staff.
- Ensure all messages sent via the internet are polite and professional.
- Do not store any information about individual children on your computer at home.
- Ensure that home computers have virus checking software so there is no risk of transferring viruses from USB memory sticks.
- Do not open other people's files without their permission.
- Do not release personal details including phone numbers, addresses or personal e-mail addresses of any colleague or pupil.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate in a primary school. All sites visited leave evidence on the computer.
- Use of school Internet access for business, profit, advertising, personal shopping or political purposes is strictly forbidden.

When using the Internet with children

- Repeatedly remind children of the rules for safe use of the internet.

- Watch for accidental access to inappropriate materials and report the offending site to the Computing Leading Teacher.
- Ensure you are aware of the children in your class whose photographs may not appear on the website or social media.
- Ensure photographs of children are not named.