



# **Nelson Primary School**

*-Developing skills for life*

## **E-Safety Policy**

Our e-Safety policy has been written by the school, using the London Grid For Learning (LGFL) exemplar policy and Local authority NPW guidance.

ICT plays a major role in the lives of children and adults today. New technologies can enhance communication and facilitate the sharing of information. Current and emerging technologies used by children often include:

- The Internet
- E-mail
- Instant messaging (eg, [www.skype.com](http://www.skype.com)) often using simple web cams
- Blogs ( on-line interactive diaries)
- Forums (online message board about pre-selected topic of discussion)
- Podcasting (radio/audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites (eg, [www.facebook.com](http://www.facebook.com) [www.myspace.com](http://www.myspace.com))
- Video broadcasting sites (eg, <http://www.youtube.com/>)
- Chat Rooms
- Gaming Sites
- Music download sites (eg, <http://www.apple.com/itunes>)
- Mobile phones with camera and video functionality
- Mobile technology (e.g. internet linked games consoles like X Box)
- Smart phones with e-mail, web functionality and apps.

### **Whole school approach to the safe use of ICT**

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- A comprehensive e-Safety education programme for pupils, staff and parents

### **Roles and Responsibilities**

E-Safety is taken seriously by all staff in the school and the Head with the support of Governors, aims to embed safe practices in all ICT use by members of the school community. The head teacher ensures that the Policy is implemented and compliance with the Policy monitored. The responsibility for e-Safety has been designated to the e-safety coordinator.

## **Our school e-Safety Co-ordinator is Robbie DesRoches.**

Our e-Safety Coordinator will ensure he keeps up to date with e-Safety issues and guidance through liaison with the Local Authority e-Safety Officer, NPW Education ICT, and through organisations such as the London Grid for Learning (LGFL), The Child Exploitation and Online Protection (CEOP) and the Local Authority. The school's e-Safety coordinator will ensure the Head, senior management and Governors are updated as necessary.

Governors need to have an understanding of e-Safety issues and strategies that support e-safety in the school. Governors will be made aware of local and national guidance on e-Safety and updated regularly on policy developments. All teachers are responsible for promoting and supporting safe behaviours in and out of their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. All staff should be familiar with the school's policy including:

- Safe use of e-mail;
- Safe use of the Internet including use of internet-based communication services, such as instant messaging and social networking;
- Safe use of the school's network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- Publication of pupil information/photographs and use of website;
- E-Bullying / Cyber bullying procedures;
- Their role in providing e-Safety education for pupils;

At Nelson Primary School e-Safety is embedded in the curriculum to ensure that every pupil has been educated about safe and responsible use. Pupils need to know how to avoid online risks and how to report problems that may arise. We ensure that we engage with parents over e-safety matters and that parents/carers and employees have signed an e-safety Acceptable User Policy (AUP) form.

## **How we communicate with pupils on e-safety.**

- E-Safety is regularly taught in lessons in order to raise children's awareness of the importance of safe and responsible Internet use, both in school and the home.

- Instruction in responsible and safe internet use precedes any lesson with Internet access.
- Breaches of the e-safety policy by pupils will be dealt with promptly by the Headteacher or member of the leadership team in collaboration with parents or carers.
- To prevent Cyber Bullying, methods of safe communication will be taught before children are exposed to online learning resources.

### **How we communicate with staff on e-safety**

- Staff should be aware that Internet traffic is monitored and can be traced to the individual user. Discretion and professional conduct is essential.
- Staff who manage filtering systems or monitor ICT use will have clear procedures for reporting issues.
- Staff training in safe and responsible Internet use and on the school e-Safety Policy will be provided as required.
- Long term supply staff on temporary contracts will be issued a login and asked to sign an AUP.
- Staff are required to report filtering issues the e-safety officer.
- Breaches of the e-safety policy by adults will be considered a disciplinary matter that will be dealt with accordingly.

### **How we communicate with parents on e-safety.**

- The school promotes a parent partnership approach to e-safety within the home, through parent evenings with demonstrations and suggestions for safe home Internet use.
- Internet issues are handled sensitively and parents will be advised accordingly.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet is made available to parents.

## **What are the e-safety issues?**

The use of ICT and the Internet are valuable life-skills that provide wide-ranging opportunities for children to expand their knowledge and skills. However, the use of such technology can also expose children to the risk of harm, unless monitored by adults. Apart from the risk of children accessing Internet sites, which contain unsuitable material, there are also risks to the well-being of children through unsafe internet use through networking and communication sites.

At Nelson Primary School we aim to create a safe learning environment through a range of effective policies including; Safeguarding, Child Protection, Behaviour, Anti bullying which outline school procedures and responsibilities to be followed by all staff; teaching, non-teaching, paid or voluntary.

## **How will complaints regarding e-safety be handled?**

The school will take all reasonable measures to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. The Internet is managed via filtered access by LGFL and locally by NPW. Children and adults know what to do if they inadvertently access an unsuitable site or image. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions might be;

- Interview/counselling by class teacher / e-Safety Coordinator / Head Teacher;
- Informing parents or carers;
- Removal of Internet or computer access for a period
- Referral to LA Trevor Matthews Head of Traded Services / Police/ NPW Education ICT

Our e-Safety Coordinator acts as a first point of contact for any complaint. Any complaint about staff misuse is referred to the Head Teacher.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with child protection procedures.

## **How we Manage Equipment**

### **At Nelson Primary School we:**

- Ensure staff read and sign that they have understood the school's e-safety Policy. Following this, they are set-up with Internet and email access and can be given an individual network log-in username and password;
- Provide pupils with an individual network login username. All pupils are provided with a personal password;
- Make it clear that staff must keep their log-on username and password private and must not leave them where others can find;
- Make clear that pupils should never be allowed to log-on or use teacher and staff logins – these have far less security restrictions and inappropriate use could damage files or the network;
- Make clear that no one should log on as another user – if two people log on at the same time this may corrupt personal files and profiles;
- Have set-up the network with a shared work area for pupils and one for staff. Staff and pupils are shown how to save work and access work from these areas;
- Require all users to always log off when they have finished working or are leaving the computer unattended;
- Follow the guidance of the LGFL use of digital and video images policy.
- Follow the guidance of the LGFL acceptable use of the Internet and related technologies.
- Follow the guidance of the LGFL on the use of AUPs in KS1 and KS2
- Follow the guidance of the LGFL on e-safety for Parents/carers
- Follow the guidance of the LGFL on e-safety for staff and adults working with children.