

St Teresa's Catholic Primary School



E-SAFETY POLICY 2020

E-Safety Policy St Teresa's Primary School 2020

This policy has been reviewed taking into consideration the workload of staff including the Head teacher and Governors

The following policy refers to the safe, acceptable and responsible use of the Internet.

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students
- Sound implementation of E-Safety policy in both administration and curriculum.
- Safe and secure broadband from the St Helens Network including the effective management of a filter.

School E-Safety policy

- The E-Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection.
- The school has appointed a named person to co-ordinate E-Safety.

The E-Safety co-ordinator is Mr J Leather

- Our E-Safety Policy has been agreed by all staff.
- The E-Safety Policy and its implementation will be reviewed annually.

Teaching and learning

Why Internet use is important

- The Internet is an essential element for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

The school Internet access is designed 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.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of Internet derived materials by staff and 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.

Managing Internet Access

- Information system security School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with St Helens Council IT service.

Published content and the school web site

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

- Content will be updated by staff and hosted via a commercial provider (Primary Site).
- A team of staff will update the information and maintain accuracy.

Publishing pupil's images and work

- Pupils' full names will not be used on the school website in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupil's work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

- The school will block/filter access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils will be advised on the safe use of social networking and will be advised to show to a trusted adult any offensive messages they receive. This will be dealt with in accordance with school's Bullying Policy.

Managing filtering

- The school will work with St Helens Council IT services to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the named E-Safety person. The screen (**Not device**) should immediately be turned off and reported to the head teacher/deputy straight away.
- SLT will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Protecting personal data

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

ICT access

- All staff will be given the School E-Safety Policy and its importance explained.
- All staff must read and sign the Acceptable ICT Use Agreement before using any school ICT resource.
- Pupils' access to the Internet will be under adult supervision at all times.
- Everyone will be made aware that Internet traffic can be monitored and traced to the individual user.
- E-Safety rules will be posted in all rooms where there is computer access and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.
- Parents' attention will be drawn to the School E-Safety Policy on the school Web site.
- Parents will be asked to sign and return an Internet access consent form.
- 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.
- Complaints of Internet misuse will be dealt with by the Head Teacher.

Policy for 2020

Date of Review – March 2022

Frequency of Review – Bi-annually

Signed _____ Chair of Governors