LANDKEY COMMUNITY PRIMARY ACADEMY

E-SAFETY POLICY

The Internet is now considered an essential resource to support learning and teaching. The school has a duty to provide pupils with quality Internet access; it is a part of the statutory curriculum and a necessary tool for both staff and pupils. Pupils will have access to a range of up to date technologies in both the classroom and The Hub. At Landkey Primary School we understand the responsibility to educate our pupils on e-safety issues. This policy is personal to our school and not to be used in any other establishment.

This e-safety policy covers the use of PCs, laptops, webcams, digital video equipment, tablets and mobile phones. Emerging technologies will be examined for educational benefit and any risk considered before use in school is allowed.

The school will ensure that all members of the school community are aware of the e-safety policy.

The head teacher ensures that the e-safety policy is implemented and compliance with the policy monitored.

E-Mail

1. The use of pupil personal accounts will not be permitted through the school system. Pupils can only use e-mail within our school community as part of curriculum lessons.

2. Curriculum activities that involve the use of e-mail will be through the use of class or group webmail accounts that are controlled by the school.

3. In e-mail communications, pupils must not reveal their personal details, details of others, or arrange to meet anyone without specific permission.

4. Pupils must immediately report to an appropriate member of staff if they receive any offensive e-mail.

Internet

1. School Internet access is through the secure, filtered broadband from South West Grid for Learning (SWGfL). A Virus protection system is installed on all computers in school and is updated regularly.

2. Pupil access to the Internet will be by adult demonstration or directly supervised access to specific, approved on-line materials.

3. As part of the curriculum, pupils will be made aware of the guidelines for the acceptable use of the Internet and what is not acceptable. Instruction in responsible and safe use by pupils will be given.

4. The use of search engines will be restricted to school approved search engines.

5. Pupils will be given clear objectives when using the Internet. All websites used for specific activities will have been approved by the school. Staff will guide pupils through on-line activities that will support the learning outcomes planned for the age and maturity of the pupils.

6. Use of online chat rooms, instant messaging services and text messaging will not be allowed until they can be monitored in a way that will guarantee the e-safety of pupils.

7. Some material available on the Internet is unsuitable for pupils, methods to identify and minimise risks will be reviewed regularly. The school will take all reasonable precautions to ensure that pupils access only appropriate material. However, due to the nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.

8. Where unsuitable content is encountered staff and pupils should follow the school procedures for such events. Report any instance of inappropriate sites that come through the filter system to either the ICT Co-ordinator or the Head Teacher so that they can be blocked through RM filter manager.

9. Staff will always use a child friendly safe search engine when accessing the web with pupils.

Mobile Phones

Pupils are not allowed to bring mobile phones into school. In the event of this happening these are kept in the school office until the end of the day.

E-Safety Agreement

1. All staff must sign our e-safety agreement. Staff will be made aware that Internet traffic can be monitored and traced to the individual user and professional conduct is essential.

2. Parents/carers will sign a consent form giving their permission for their child to use the Internet in school. All pupils new to the school are required to complete an Internet permission slip as part of the admission procedure

3. All members of staff including teachers, supply staff, classroom assistants and support staff, will be provided with access to a copy of the school e-safety policy.

E-safety for parents

Our policy can be downloaded from the school website, there are also some helpful links provided on the website to e-safety at home.

E-safety complaints

Where incidents occur due to non-compliance with the school e-safety policy these will be reported to a delegated senior member of staff. Any issues relating to misuse must be referred to the headteacher. Should it become necessary to prohibit the use of internet resources for a pupil then parents or carers will be involved so that a partnership approach can be used to resolve any issues. This could include practical sessions and suggestions for safe Internet use at home.