

# BUCKINGHAMSHIRE COUNTY COUNCIL



## Buckingham Primary School

### E-safety Policy

**Adopted by Governors Full GB:**

**September 2018**

**Date of next review:**

**September 2019**

**Signed:** .....

**Date:** .....

**Jock Fraser - Chair of Governors**

## Introduction

Why do we need a Policy? The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill and as a school it is important we prepare the children for life in the 21st century. Most technologies present risks as well as benefits. Internet use for work, home, social and leisure activities is expanding in all sectors of society. This brings young people into contact with a wide variety of influences, some of which – as in life generally – may be unsuitable. It is important that Buckingham Primary School adopt strategies for the safe and responsible use of ICT.

**“It is important that teachers, parents and carers do not confuse skilful use of new technologies with an ability to perceive and avoid risk – internet and ICT literacy is unfortunately not synonymous with internet and ICT safety.”**

**- BECTA**

As the above points out it is important not to take for granted that children who are proficient in their use of the internet, are also able to assess risk when dealing with new technology and e-learning. It is therefore the responsibility of the school to ensure a safe e-learning environment for the children. This policy aims to set out how this shall be achieved.

## Why is Internet and digital communications important?

- ✓ The purpose of internet use at BPS 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.
- ✓ It is also an essential life skill which must be taught to the children if they are to succeed in the 21st century.
- ✓ Internet use is a part of the statutory Computing curriculum and a necessary tool for staff and pupils.

## How does the internet benefit education?

Benefits of using the internet in education include:

- ✓ Access to world-wide educational resources including museums and art galleries
- ✓ Inclusion in government initiatives
- ✓ 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 LA and DfES
- ✓ Mentoring of pupils and provide peer support for them and teachers

## How does internet use enhance learning?

- ✓ The use of internet allows children to bring the wider world into the classroom
- ✓ It allows children to explore other people, places and cultures
- ✓ Research using the internet is a necessary life skill and using the internet in school means the children not only learn this skill but are also able to become independent learners

## **Why is internet safety an important issue?**

- ✓ It is the responsibility of the school to ensure that children at BPS are safe and protected
- ✓ Internet use inherently presents risks and the school needs to plan carefully for the implementation of strategies to ensure these risks are minimized
- ✓ It is important that the children are part of the implementation of an Online policy so that they can identify any risks both in school and at home and know to access help and support
- ✓ All members of the BPS community need to be aware of the school's policy on e-safety.

## **Buckingham Primary School's Online policy**

- ✓ Children must be supervised when using the internet
- ✓ Children must only be able to access internet sites that support their learning
- ✓ The school will work with TiO to ensure systems, including blocking filters to block unsuitable content are in place to protect pupils are reviewed and improved on a regular basis
- ✓ Pupils and staff are given regular Online education and training
- ✓ Pupils and staff must not reveal their passwords to anyone
- ✓ Staff and pupils must report any unusual website to a senior leader / DSL who will then report the incident to other agencies as appropriate (Turn It On, CEOP etc)
- ✓ Pupils can only use video conferencing software with supervision
- ✓ Internet access by pupils and staff is recorded through monitoring software
- ✓ All children and staff are aware that misuse of the internet will lead to lose of access
- ✓ Children must not download materials without permission
- ✓ Children and staff must not change the school computers without permission

## **Children's Conduct**

Before children use the Internet, staff will ensure that they are aware of the following steps:

- ✓ Only use the Internet when supervised by a teacher or adult
- ✓ Never type my personal details into a web page
- ✓ Keep my password secret at all times
- ✓ Always log off when I have finished a session on the computer
- ✓ Always report unusual emails/web pages to a member of school staff
- ✓ Report bad language to a teacher if I accidentally access any
- ✓ Know the sites I visit will be checked
- ✓ Understand why it is important that I only access sites relevant for my school work
- ✓ Do not attempt to download software, music or games from the Internet
- ✓ Do not attempt to make changes to any school computers

This is also discussed in class as part of e-safety lessons and displayed in the ICT suite and parents are encouraged to discuss e-safety with their children.

## **Online education**

At BPS, we recognise the importance of ongoing Online education. Regular internet safety lessons are taught as part of Computing and PSHE sessions. The content of these sessions is reviewed regularly by teachers in light of new government advice and changing technology. This will be shared with parents and carers.

## **Social networking and personal publishing**

The school does not allow access to social networking sites by pupils at school.

Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location when using such sites at home. Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

We also ask that parents do not upload or share images they have captured on mobile devices to social media (eg Facebook, Twitter, Instagram) and should be saved onto a secure location as soon as possible for Safeguarding reasons.

## **Managing emerging technologies**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. The Senior Leadership Team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.

Mobile phones brought in by children who walk to/back from school alone must be handed to the class teacher who will then lock them securely in their cupboard. It should be noted that mobile phones will not be used during lessons or formal school time by staff. Staff will use a school phone where contact with parents is required and use a school camera to capture photographs of pupils. Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

## **Dealing with incidents**

It is essential that any incidents are reported to Senior Staff / DSLs and followed up accordingly (contacting Turn It On, CEOP or other agencies as appropriate).

The monitoring of internet access throughout the school is the responsibility of Turn it On and if misuse is suspected this will be dealt with in the appropriate way. Children are aware that they will lose access to the internet if they behave inappropriately. Incidents of 'cyberbullying' are taken very seriously. Children are reminded that content can be seen and are encouraged to report any incidents. If a member of staff or a child finds inappropriate content on a website they must report it to a member of staff who will then contact the Senior staff / DSLs to have the site filtered (by Turn It On).

The school has a procedure for dealing with incidents of inappropriate content:

1. Switch off the monitor immediately and ask the child to work on a different computer (assuming the access has been completely accidental)
2. Leave the monitor switched off until the room is free from children
3. Make a note of the URL (web site address) and inform the Senior Staff / DSLs. .
4. Clear the web site from the screen and restart the computer

Incidents of misuse are reported to the DSLs, who reflect on the event and decide of appropriate actions to be put in place. It is the aim of this policy to make internet use safe and effective at Buckingham Primary School.

## **Handling e-safety complaints**

Complaints of Internet misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the Headteacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures. Pupils and parents will be informed of the complaints procedure (see schools complaints policy). Pupils and parents will be informed of consequences for pupils misusing the Internet.

**Appendix 1: Internet use – Possible teaching and learning Activities.**

<b>Activities</b>	<b>Key e-safety issues</b>	<b>Relevant websites</b>
Creating web directories to provide easy access to suitable websites	Parental consent should be sought. Pupils should be supervised, Pupils should be directed to specific, approved on-line materials.	Web directories e.g. Ikeep bookmarks Webquest UK Kent Learning Zone The school / cluster VLE
Using search engines to access information from a range of websites	Filtering must be active and checked frequently. Parental consent should be sought. Pupils should be supervised. Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.	Web quests e.g. Ask Jeeves for kids, CBBC Search, Goolge chrome (with filters applied)
Exchanging information with other pupils and asking questions of experts via e-mail or blogs.	Pupils should only use approved e-mail accounts or blogs. Pupils should never give out personal information. Consider using systems that provide online moderation	
Publishing pupils work on school and other websites.	Pupil and parental consent should be sought prior to publication. Pupils full names and other personal information should be omitted. Pupils work should only be published on moderated sites and by the school administrator.	School website Scratch online repository
Publishing images including photographs of pupils.	Parental consent for publication of photographs should be sought. Photographs should not enable individual pupils to be identified. File names should not refer to the pupil by name. Staff must ensure that published images do not breach copyright laws.	School website
Communicating ideas within chat rooms or online forums,Blogs	Only chat rooms dedicated to educational use and that are moderated should be used. Access to other social networking sites should be blocked. Pupils should never give out personal information	
Audio and video conferencing to gather information and share pupils work	Pupils should be supervised. Schools should only use applications that are managed by Local Authorities and approved Educational Suppliers.	