



E-Safety Policy

Our e-Safety Policy has been written by the school, building on best practice and local authority and government guidance. It has been agreed by senior leadership team and approved by governors. The person responsible for E-Safety is the ICT leader.

Teaching and Learning

Why Internet Use is Important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide children 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 children.

Internet Use will Enhance Learning

- The school Internet access is provided by Portsmouth City Council 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.
- Children will be taught that there are some sites that they are allowed to access at home, but not in school
- Children will be educated in the safe and effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

Pupils will be Taught how to Evaluate Internet Content

- The school will ensure that the use of Internet derived materials by staff and children complies with copyright law.
- Children 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 installed and updated regularly.
- Advice from the Local Authority will be acted upon and where necessary advice sought from them.

Managing Filtering

The school will work in partnership with Portsmouth City Council to ensure systems to protect pupils are reviewed and improved. If staff or children discover an unsuitable site, it must be reported ICT Services Help Desk by email helpdesk@portsmouthcc.gov.uk



SOUTHSEA INFANT SCHOOL

E-mail

Staff may only use approved e-mail accounts on the school system.

Children do not have individual email accounts, but as part of the curriculum staff may email other people on behalf of the children,

Staff must not put anything into an email that will harm the image of the school

Published Content and Personal Space on the School Learning Platform

- The contact details on the Web site should be the school address, e-mail and telephone number. Pupils' personal information will not be published.
- All material published on the web-site must comply with the acceptable use policy.
- The headteacher and ICT technician will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupil's Images and Work

- Photographs that include pupils will be carefully selected
- Pupils' full names will not be used anywhere on web-site particularly in association with photographs.
- Parents/carers sign a permission slip when the children join the school with regards to use of the internet and the use of their child's work and photograph on the web-site

Social Networking and Personal Publishing

- The staff and children of Southsea are not allowed to use social networking sites during the school day
- PCC will block/filter access to social networking sites except for approved short-term educational projects.
- Newsgroups will be blocked unless a specific use is approved.
- Children will be advised never to give out personal details of any kind which may identify them or their location.

Managing Filtering

- The school will work with PCC to ensure systems to protect pupils are reviewed and improved.
- If staff or children discover an unsuitable site, it must be reported to the ICT leader

Managing Videoconferencing

- IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Videoconferencing will not be accessed by individual children and will only be used under the supervision of a member of staff



SOUTHSEA INFANT SCHOOL

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.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden. - see separate policy

Policy Decisions

Authorising Internet Access

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Children will be allowed access the internet during the school day, but use must be monitored by a member of staff to ensure that the web-sites being used are appropriate to the age of the child.

Assessing risks

- The school will take all reasonable precautions to ensure that children only access 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. Neither the school nor PCC can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

Communications Policy

Handling E-Safety Complaints

- Complaints of Internet misuse will be dealt with by a member of the Senior leadership Team.
- 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.
- Parents will be informed of the complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Staff and the E-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Introducing the E-Safety Policy to Children

- E-safety rules will be discussed with the pupils at the start of each term
- Children will be told that network and Internet use will be monitored.



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Enlisting Parents' Support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.
- The e-Safety Policy and its implementation will be reviewed annually.
- The e-Safety Policy was written by the Head Teacher and the ICT Leader

Approved November 2015