



St Peters Catholic Primary School, Sandy Lane, Doncaster.

E-Safety Policy

This policy is to be used in conjunction with the school's ICT and Safe Guarding Policy.

Teaching and learning

Why Internet and digital communications are important

- The Internet is an essential element in 21st century life 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 curriculum and a necessary tool for staff and pupils.
- The school Internet access is provided by KCOM and includes filtering, by ACS (UK) LTD, 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 within the E-safety elements of ICT provision.
- Pupils will be educated in the effective use of the Internet.
- Pupils will be shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content

- The school will seek to ensure that the use of Internet derived materials by staff and by 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.
- Pupils will be taught how to report unpleasant Internet content through the E-safety provision.

Managing Internet Access

Information system security

- ACS (UK) Ltd security system will be reviewed regularly
- Virus protection will be updated regularly by ACS (UK) Ltd
- Security strategies will be discussed with the Local Authority

E-mail

- Pupils and staff may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.



- Staff to pupil email communication must only take place via a school email address or from within the website and will be monitored.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

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.
- Mrs Groarke will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing photographs, images and work

- Photographs that include pupils will be selected carefully and in line with parental permissions.
- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.
- Pupils must not place personal photos on any social network space provided in the school website without permission.
- Pupils, parents and staff will be advised on the safe use of social network spaces
- Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering

- The school will work in partnership with the Local Authority to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to ACS (UK) Ltd immediately.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

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.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018.

Assessing risks



- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor the local authority can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective.

Handling E-safety complaints

- Complaints of Internet misuse will be dealt with by a member of SLT.
- Any complaint about staff misuse must be referred to the Head Teacher.
- Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of consequences for pupils misusing the internet.

Community use of the Internet

- All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.

Communications Policy

Introducing the E-safety policy to pupils

- Appropriate elements of the E-safety policy will be shared with pupils
- E-safety rules will be discussed within SOW and displayed appropriately
- Pupils will be informed that network and Internet use will be monitored
- Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for pupils

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.
- Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

- Parents' and carers attention will be drawn to the School E-safety Policy in newsletters, the school prospectus and on the school web site.
- Parents and carers will be provided with additional information on E-safety.
- The school will ask all new parents to sign the Responsible Internet use parent/pupil agreement when they register their child with the school.



- Parents and carers will be reminded that they must **not** publish any images or comments of performances and other community events on social network sites before and after each event.

This policy should be read in conjunction with the Schools Safeguarding Policy and ICT policy.

February 2019

Appendix 1:

St Peters Catholic Primary School's Staff, Governor and Visitor E-Safety Policy.

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all adult users are aware of their responsibilities when using any form of ICT. All such users are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mrs Groarke and Mrs Allen.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it is an offence to use a school ICT system and equipment for any purpose not permitted by its owner.
- I will only use the school's email / Internet / Intranet / Website and any related technologies for uses permitted by the Head or Governing Body.
- I will comply with the ICT security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activity carried out under my username.
- I will ensure that all school generated electronic communications are appropriate and compatible with my role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that all data is kept secure and is used appropriately and as authorised by the Head teacher or Governing Body. If in doubt I will seek clarification. This includes taking data off site.
- At school, I will not install any hardware or software without the permission of Mrs Groarke and Mrs Allen.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images will only be taken, stored and used for purposes in line with school policy and with written consent of the parent, carer or adult subject. Images will not be



distributed outside the school network/learning platform without the consent of the subject or of the parent/carer, and the permission of the Head teacher.

- I understand that my permitted use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
- I will respect copyright and intellectual property rights.
- I will not jeopardise the safety or wellbeing of any child or adult in the school through my use of ICT.
- I will report any incidents of concern regarding children's safety to the Head teacher.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Full name:.....(printed)

Role:.....

Signature:.....Date:.....