

E- SAFETY POLICY

2017

The e-safety policy is part of the School Development Plan and relates to other policies including those for ICT, Anti-bullying and Safeguarding children.

- Our policy has been written with full consultation from staff in school, parents/carers, governors and young people.
- It has been agreed by senior managers and approved by governors
- The policy and its implementation will be reviewed annually
- It is available to read or download on our school website or as a hard copy from the school office



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Teaching and learning

- The purpose of Internet use in Banks Road Infant and Nursery School 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- 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.
- Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

Managing Internet Access

Information security system

- The school ICT system security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies may be discussed with the Local Authority

Email

- Pupils and staff may only use approved e-mail accounts on the school system
- Pupils must immediately tell a member of staff if they receive offensive e-mail.
- Staff to pupil e-mail communication must only take place via a school e-mail address or from within the learning platform and will be monitored
- All 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 website

- The contact details on the school’s website should be the school address. No staff or pupil’s personal details will be published
- The headteacher or their nominee will have overall editorial responsibility to ensure that content is accurate and appropriate.

Publishing pupils’ images and work

- Photographs that include children will be selected carefully and will not enable individuals to be clearly identified. Group photographs will be used rather than full-face photos of individual children.
- Pupil’s full names will be avoided on the website and learning platforms including blogs, forums especially if associated with a photograph.

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- Written permission will be obtained from parents and carers before any photographs are published on the school website
- Parents should be clearly informed of the school policy on image taking and publishing.

Social networking and personal publishing on the school learning platform

- The school will control access to social networking sites and consider how to educate pupils in their safe use. This may not mean blocking every site; it may need monitoring and educating students in their use
- The school will encourage parents to support their children when setting up a social networking profile and offer help and guidance. This includes encouraging families to follow the terms and conditions specifying the appropriate age for using sites.
- Pupils will be advised never to give out personal details which may identify them or their location.

Managing filtering

- The school will work with the County Council to ensure systems to protect pupils are reviewed and improved.
- Any unsuitable on-line material should be reported to the e-safety coordinator
- Regular checks will be made to ensure the filtering methods are appropriate, effective and reasonable.
- A log will be kept and used to identify patterns and behaviours and therefore inform policy and educational interventions.

Managing video conferencing

- Video conferencing will be appropriately supervised for the pupils' age.
- Pupils will always ask permission from the supervising teacher before making or receiving a video conference call.
- Video conferencing will use the educational broadband network to ensure quality of service and security.

Managing Emerging Technologies

- The school will examine emerging technologies for their educational benefit and carry out a risk assessment before use in school.
- Mobile phones and associated cameras will not be used in lessons or formal school time except as part of an educational activity.
- Care will be taken with the use of hand held technologies in school which may not have the level of filtering required.
- Staff will use a school phone where contact with pupils and their families are required.

Protecting personal data

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

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Policy decisions

Authorising internet access

- All staff must read and sign the ‘staff code of conduct’ before using any school ICT resource
- The school will maintain a current record of all staff and pupils who are given access to school IT systems
- Parents will be asked to sign and return a consent form
- At Key stage 1, access to the internet will be by adult demonstration with directly supervised access to specific on-line materials.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material; however it is not possible to guarantee that unsuitable material will never appear on a school computer.
- The school will monitor ICT use to establish if the e-safety policy is appropriate and effective.

Handling e-safety complaints

- Complaints of internet misuse will be dealt with by a senior member of staff.
- Complaints of misuse by staff will be referred to the headteacher
- Any complaints of a child protection nature must be dealt with in accordance to child protection procedures.
- Pupils and parents will be informed of the consequences and sanctions for pupils misusing the internet and this will be in line with the schools behaviour policy.

Community use of the internet

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

Communicating the policy

Pupils

- Appropriate elements of the e-safety policy will be shared with pupils
- E-safety rules will be posted in all networked rooms
- Pupils will be informed that network and internet use will be monitored.
- Age appropriate curriculum opportunities will be used to ensure all pupils gain an awareness of e-safety. These will be addressed on a regular basis and modified as newer risks are identified,

Staff

- All staff will be given a copy of the e-safety policy and required to sign to acknowledge that they have read and understood the policy and agree to work within the guidelines.

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- Staff should be aware that the system is monitored and that professional standards are expected.
- Staff monitoring the system will be supervised by senior management and have a clear procedure for reporting

Parents

- Parents will be notified of the policy in newsletters, the school brochure and website
- All parents will be asked to sign the parent/pupil agreement when they register their children.

Role of the e-safety coordinator

- This is not a technical role. The role is to raise awareness of e-safety issues and to coordinate e-safety work within school. The role may be linked to safeguarding, behaviour and anti-bullying.

Key responsibilities of the e-safety coordinator

These may include:

- Promoting an e-safety culture under the direction of the management and promoting the e-safety vision.
- Maintaining the school’s e-safety policy through a process of review.
- Ensuring that the e-safety policy links with other policies such as the anti-bullying policy, safeguarding, PSHE, and ICT
- Working with the SENCO to ensure e-safety work is in place for vulnerable children and for those with additional educational needs
- Managing staff training, including ensuring staff are kept up to date on emerging issues.
- Ensuring e-safety awareness is embedded in the curriculum.
- Supporting e-safety awareness initiatives for parents, for example by including advice and information on the school website
- Acting as a point of contact for support and advice for staff, pupils and parents
- Ensuring that incidents are managed following the agreed procedures especially in relation to child protection and illegal activity. Maintaining a log of these incidents.
- Monitoring, reporting and addressing incidences of pupils accessing unsuitable sites at school, as appropriate.
- Keeping up to date with local and national e-safety awareness campaigns and help them to use the internet safely.

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THE POLICY WILL BE REVIEWED ANNUALLY.

DATE OF REVIEW BY GOVERNING BODY: June 2014
July 2015
November 2017

This policy was reviewed and ratified by the Pupil and Personnel committee in November 2017.

Signed: Chair of Governors

Date

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Appendix 1

Banks Road Infant and Nursery School

Head Teacher: Carole Clemens B.Ed Hons PGDipEd

Tel: 0115 917 9881
Fax: 0115 917 9882
office@totonbanksroad.notts.sch.uk
head@totonbanksroad.notts.sch.uk

Banks Road
Toton, Beeston
Nottingham, NG9 6HE
www.banksroadschool.co.uk

Parent/Carers consent form and e-safety rules

All pupils will have access to the school's computer facilities including the internet as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-safety rules have been understood and agreed.

Pupils Name: _____

Parent/Carer Name: _____

As the parent or legal guardian of the above pupil, I have read and understood the attached school rules and now grant permission for my son/daughter to use the internet, school e-mail system, learning platform and other ICT facilities at School.

I know that my son/daughter understands the school e-safety rules.

We have discussed this document and read the E Safety policy (available on the school website) and they agree to follow the rules to support the safe and responsible use of ICT at School.

I accept that the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, but I understand that they will take every reasonable precaution to keep pupils safe and to prevent pupils accessing inappropriate materials.

The school has an educationally filtered service, restricted access email and provides age appropriate teaching around internet use and e-safety issues.

I will support the school by promoting safe use of the internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parents Signature: _____ Date: _____

E-Safety Rules for KS1

Think then Click

These rules help us to stay safe on the Internet:

- We only use the internet when an adult is with us. 
- We can click on the buttons or links when we know what they do. 
- We can search the Internet with an adult. 
- We always ask if we get lost on the Internet. 
- We can send and open emails together. 
- We can write polite and friendly emails to people that we know. 

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Appendix 3



Banks Road Infant and Nursery School

Head Teacher: Carole Clemens B.Ed Hons PGDipEd

To complete

Tel: 0115 917 9881

Fax: 0115 917 9882

office@totonbanksroad.notts.sch.uk

head@totonbanksroad.notts.sch.uk

We will avoid using surnames

for an internal audience, we take care

to ensure that full names are used

Banks Road
Toton, Beeston
Nottingham, NG9 6HE
www.banksroadschool.co.uk

at the end of the film.

Only images of pupils in suitable dress will be used.

Staff are not allowed to take photographs or videos on their own personal equipment.

In school we often use digital images during a learning activity. These may be displayed on our website which is public facing so could potentially be viewed by anyone on the internet.

They may also be displayed on our virtual learning environment which is private to the school community and can only be viewed by those with a username and password.

We would like to ask your permission to use digital images in school.

We would also request that parents respect the privacy of other families and do not post images including other children taken at school events both in and out of school, without permission from other parents/carers.

Use of digital images- photography and video

I agree to the school using photographs/videos of my child

_____ (name)

On the public facing website: **yes/no** (please circle)

On the privately accessed VLE: **yes/no** (please circle)

I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Parent/guardian signature: _____ Date: _____