

The Good Shepherd Trust
 Academies in partnership with the Guildford Diocese Education Trust
 The Education Centre, The Cathedral, Guildford, Surrey GU2 7UP Tel: 01483 450423



Diocese of Guildford

Health & Safety: E-Safety Policy

Date	Review Date	Coordinator	Responsible Body
September 2013	July 2016	Headteacher	The Good Shepherd Trust

The Trust and governing body (We) believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

We support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet both in school and at home.
- work with the Trust and other schools to share good practice in order to improve this policy.

Responsibility of the Policy and Procedure

Role of the Governing Body

The governing body through the Effectiveness committee has:

- § appointed a member of staff to be responsible for e-Safety;
- § delegated powers and responsibilities to the headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- § responsibility for ensuring funding is in place to support this policy;
- § responsibility for ensuring this policy and all policies are maintained and updated regularly;
- § responsibility for ensuring policies are made available to parents/carers;

- § undertaken training in order to understand e-Safety issues and procedures;
- § responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

- § ensure all school personnel, pupils and parents/carers are aware of and comply with this policy;
- § work closely with the Efficiency committee and the coordinator to create a safe ICT learning environment by having in place:
 - an effective range of technological tools
 - clear roles and responsibilities
 - safe procedures
 - a comprehensive policy for pupils, staff and parents;
- § ensure regular checks are made to ensure that the web filtering methods selected are appropriate, effective and reasonable;
- § work closely with the link governor and coordinator;
- § monitor the effectiveness of this policy;
- § annually report to the governing body on the implementation of this policy

Role of the e-Safety Coordinator

- § undertake an annual e-safety audit in order to establish compliance with Trust guidance;
- § ensure that all Internet users are kept up to date with new guidance and procedures;
- § have editorial responsibility of the school website and will ensure that content is accurate and appropriate;
- § ensure regular checks are made to ensure that the web filtering methods selected are appropriate, effective and reasonable;
- § undertake risk assessments in order to reduce Internet misuse;
- § lead the development of this policy throughout the school;
- § work closely with the headteacher and the nominated governor;
- § provide guidance and support to all staff;
- § provide training for all staff on induction and when the need arises;
- § keep up to date with new developments and resources;
- § review and monitor;
- § annually report to the governing body on the success and development of this policy

Role of the Nominated Governor

Not applicable

Role of School Personnel

- § comply with all aspects of this policy
- § undertake appropriate training;
- § before using any Internet resource in school must accept the terms of the 'Responsible Internet Use' statement;
- § be responsible for promoting and supporting safe behaviours with pupils;
- § promote e-Safety procedures such as showing pupils how to deal with inappropriate material;
- § report any unsuitable website or material to the e-Safety Coordinator;

- § ensure that the use of Internet derived materials complies with copyright law;

Role of Pupils

Pupils will be aware of this policy and will be taught to:

- § be critically aware of the materials they read;
- § validate information before accepting its accuracy;
- § acknowledge the source of information used;
- § use the Internet for research;
- § the meaning of safe internet access;
- § respect copyright when using Internet material in their own work;
- § report any offensive e-mail;
- § report any unsuitable website or material to the e-Safety Coordinator;

Role of the School Council

- § discuss aspects of this policy during the year;

Role of Parents/Carers

- § be made aware of this policy;
- § be asked to support the e-Safety policy and to sign the consent form allowing their child to have Internet access;
- § make their children aware of the e-Safety policy

Internet Use

- § be designed for pupil use;
- § include school web filtering technology configured, provided and approved by the Trust which is designed to protect pupils from unsafe materials on the internet;
- § provide web filtering which is reviewed annually and improved if necessary;
- § include web filtering appropriate to the age of pupils;
- § have virus protection software installed which will be updated regularly;

Authorising Internet Access

- § Before using any school ICT resource, all pupils and staff must read and sign the 'Acceptable ICT Use Agreement'.
- § Parents must sign a consent form before their child has access to the Internet.
- § An up to date record will be kept of all pupils and school personnel who have Internet access.

E-mail

Pupils must:

- § only use approved e-mail accounts;
- § report receiving any offensive e-mails;
- § not divulge their or others personal details;
- § not arrange to meet anyone via the e-mail;
- § seek authorisation to send a formal e-mail to an external organisation

- § not take part in sending chain letters

School Website

Contact details on the website will be:

- § the school address
- § e-mail address
- § telephone number

The school website will not publish:

- § staff or pupils contact details;
- § the pictures of children without the written consent of the parent/carer;
- § the names of any pupils who are shown;
- § children's work without the permission of the pupil or the parent/carer

Social Networking and Personal Publishing

Pupils will not be allowed access:

- § to social networking sites except those that are part of an educational network or approved Learning Platform;
- § to newsgroups unless an identified need has been approved

Inappropriate Material

- § Any inappropriate websites or material found by pupils or school personnel will be reported to the e-Safety Coordinator who in turn will report to the Internet Service Provider.

Internet System Security

- § New programs will be installed onto the network or stand alone machines by Local Authority technicians only.
- § Personal floppy disks, CD's and other data record devices may not be used in school.
- § Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

Complaints

- § The headteacher will deal with all complaints of Internet misuse by school personnel or pupils.
- § Parents/carers will be informed if their child has misused the Internet.

Raising Awareness of this Policy

- § the School Handbook/Prospectus
- § the school website
- § the Staff Handbook
- § meetings with parents such as introductory, transition meetings
- § meetings with school personnel
- § communications with home such as end of half term newsletters
- § reports such as headteacher reports to the governing body

Training

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guidelines concerning e-safety.

Monitoring the Effectiveness of the Policy

Within a three year cycle the effectiveness of this policy will be reviewed by the coordinator, the headteacher and the Effectiveness committee and any recommendations for improvement made to the governing body.

Headteacher:		Date:	September 2013
Chair of Governing Body:		Date:	September 2013