



Russell Street School
E-safety Policy
2020

2.1 Introduction

The e-Safety Policy relates to other policies including those for AUP, Behaviour, GDPR and for child protection.

- The school e-Safety Coordinator is Mrs Jayne Van Rooyen

2.2 Teaching and learning

2.2.1 Why the 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 pupils 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 pupils.

2.2.3 Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include 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.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- Pupils will be shown how to publish and present information to a wider audience.

2.2.4 Pupils will be taught how to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught how to recognise inappropriate material and report it to a responsible adult.

2.3 Managing Internet Access

2.3.1 Information system security

- School ICT systems security will be reviewed regularly.

- Virus protection will be updated regularly.
- Security strategies will be discussed ITSS Support and E2BN.

2.3.2 E-mail

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

2.3.3 Published content and the school web site

- Staff or pupil personal contact information will not be published. The contact details given online should be the school office.

2.3.4 Publishing pupil's images and work

Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused.

- Pupils names will not be used anywhere on a school Website or other on-line space, particularly in association with photographs.
- Permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Pupil image file names will not refer to the pupil by name.

2.3.5 Social networking and personal publishing

- The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

2.3.6 Managing filtering

- The school ensures systems to protect pupils are reviewed and improved.

- If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

2.3.7 Managing videoconferencing & webcam use

- Videoconferencing should use the educational broadband network to ensure quality of service and security.
- Pupils must ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing and webcam use will be appropriately supervised for the pupils' age.

2.3.8 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.

2.3.9 Protecting personal data

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

2.4 Policy Decisions

2.4.1 Authorising Internet access

- All staff must read and sign the 'Acceptable Use Policy' for our school.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- Across the school, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign an electronic consent form.

2.4.2 Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. The school cannot accept liability for any 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.

2.4.3 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)

2.4.4 Community use of the Internet

- The school will liaise with local organisations to establish a common approach to e-safety.

2.5 Communications Policy

2.5.1 Introducing the e-safety policy to pupils

- e-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- A programme of training in e-Safety will be developed and embedded within the ICT scheme of work or the Personal Social and Health Education (PSHE) curriculum.

2.5.2 Staff and the e-Safety policy

- All staff will be given access to the School e-Safety Policy and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.

2.5.3 Enlisting parents' and carers' 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.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.