

Truro Learning Academy

## E-Safety Policy

2015



Our e-Safety Policy has been written by the academy, building on other school's e-safety Policies and government guidance.

The e-Safety Policy will be reviewed regularly.

### **Teaching and learning**

- The purpose of Internet use in Truro Learning Academy is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the academy's management information and business administration systems.
- Internet use is a part of the statutory curriculum and an essential tool for staff and pupils.
- The Internet is an essential element in 21st century life for education, business and social interaction. The academy has a duty to provide students with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside academy and will need to learn how to evaluate Internet information and to take care of their own safety and security.

### **Benefits of using the Internet in education include:**

- access to world-wide educational resources and apps;
- educational and cultural exchanges between pupils world-wide through the video-conferencing;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data;
- access to learning wherever and whenever convenient.

### **The Internet enhancing learning**

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

### **Evaluating Internet content.**

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- Staff should ensure that the use of Internet derived materials comply with copyright law.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- The evaluation of on-line materials is a part of every subject.

### **Managing Internet Access**

- The security of the academy ICT systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The IT co-ordinator / network manager will review system capacity regularly.

### **Use of Email**

- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Whole-class or group e-mail addresses should be used at Key Stage 2 and below.
- Excessive social e-mail use can interfere with learning and may be restricted.
- The forwarding of chain letters is not permitted.

### **Published Content - Website**

- The contact details on the Web site should be the academy address, e-mail and telephone number. Staff or pupils personal information will not be published.
- Nominated staff will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site should comply with the academy's guidelines for publications including respect for intellectual property rights and copyright.
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified if requested by parents.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs, without specific permission of parents.
- Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.

## Social networking and personal publishing

- Truro Learning Academy has a Service Level agreement with South west Grid for Learning to block/filter access to inappropriate sites.
- Pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, academy, IM address, e-mail address, names of friends, specific interests and clubs etc.
- Pupils are advised not to place personal photos on any social network space. They consider how public the information is and consider using private areas. Advice is given regarding background detail in a photograph which could identify the student or his/her location eg. house number, street name, academy etc.
- Teachers are advised not to run social network spaces for students on a personal basis.
- Truro Learning Academy is aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.
- The academy will work in partnership with parents, the Academy Trust, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the academy believes is illegal must be referred to the Internet Watch Foundation.

## Videoconferencing

### The equipment and network

- IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Academy videoconferencing equipment is not taken off academy premises without permission. Use over the non-educational network cannot be monitored or controlled.
- Videoconferencing should be supervised appropriately for the pupils' age.
- Unique log on and password details for the educational videoconferencing services are only be issued to members of staff and kept secure.

### Content

- *When recording a lesson, written permission is obtained from all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference.*
- Recorded material is be stored securely.
- Videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- Dialogue with other conference participants takes place before taking part in a videoconference. If it is a non academy site it is important to check that they are delivering material that is appropriate for your class.

## **Emerging technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in academy is allowed.
- **Truro Learning Academy has a separate policy on mobile phones.**

## **Personal data**

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

## **Internet Access**

- The academy will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- Primary pupils will not be issued individual e-mail accounts, but will be authorised to use a group/class e-mail address under supervision.

## **Risk Assessment**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The academy will take all reasonable precautions to ensure that users access only 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 academy computer. The Academy cannot accept liability for the material accessed, or any consequences of Internet access, provided all reasonable safeguarding is in place.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The head of school will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

## **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 head of school.

## **Internet used across the community**

- The academy will be sensitive to Internet related issues experienced by pupils out of academy, e.g. social networking sites, and offer appropriate advice.

## **Communications Policy**

- Rules for Internet access will be posted in school.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the PSHE, Citizenship or ICT programmes covering both academy and home use.
- All pupils read, accept and sign our Acceptable use agreement. Younger children's parents will sign on their behalf, making a commitment to talking through the issues with their children.

## **Employees**

- All staff must accept the terms of the 'Acceptable Use policy' before using any Internet resource in academy.
- All staff will be given access to the Academy 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 development in safe and responsible Internet use and on the academy e-Safety Policy will be provided as required.

## **Parental Support**

- Parents' attention will be drawn to the Academy E Safety Policy on the academy Web site.