

CAMBO FIRST SCHOOL

**e-Safety
Policy
and Audit**

2015



Externally Audited July 2014 - NCC

30 May 2009



E-Safety Policy

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The previous Internet Policy has been revised and renamed as the Schools' e-Safety Policy to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole.

The school's e-safety policy will operate in conjunction with other policies including those for Behaviour, Bullying, Curriculum, Data Protection and Security.

The CFE Core e-Safety Policy

This core e-safety policy provides the essential school e-safety information and has been approved by the community and Governing Body of Cambo First School.

End to End e-Safety

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the Northumberland Network including the effective management of Web filtering.
- National Education Network standards and specifications.

E-Safety Audit

This quick self-audit will help the senior management team (SMT) assess whether the e-safety basics are in place to support a range of activities that might include those detailed within Appendix 1.

Has the school an e-Safety Policy that complies with CFE guidance?	Y
Date of latest update: May 2008 created	
The Policy was agreed by governors on: Autumn 2008 [ratified Autumn 08 reviewed annually]	
The Policy is available for staff in: the school office. A copy for new staff is also present in the school staff handbook given on entry to school	
And for parents in: the school office	
The Designated Child Protection Coordinator is: Mrs Paula Cummings [head teacher]	
The e-Safety Coordinator is: Mrs. Paula Cummings [headteacher]	
Has e-safety training been provided for both students and staff?	Y
Do all staff sign an ICT Code of Conduct on appointment?	Y
Do parents sign and return an agreement that their child will comply with the School e-Safety Rules?	Y
Have school e-Safety Rules been set for students?	Y
Are these Rules displayed in all rooms with computers?	Y
Internet access is provided by an approved educational Internet service provider and complies with DfES requirements for safe and secure access	Y
Has an ICT security audit been initiated by SMT, possibly using external expertise? [updated via OMNICOM-Summer 09]	Y
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y

School e-safety policy

Reviewing our e-safety policy

The e-Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection.

The school has an appointed e-Safety Coordinator, [Mrs. P. Cummings]. This person is also the Designated Child Protection Coordinator as the roles overlap.

Our e-Safety Policy has been written by the school, building on the government guidance. It has been agreed with staff and approved by governors and the PTA in the Autumn of 2008. Reviewed annually

The e-Safety Policy and its implementation will be reviewed annually.

The e-Safety Policy was devised in: May 2008 by the head teacher and staff

It was approved by the Governors on: October 2008 reviewed annually

Teaching and learning

The internet as an important teaching tool

The Internet is an essential element in 21st century life for education, business and social interaction. Cambo First 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.

The internet enhances learning

Pupils at Cambo are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.

Pupils at Cambo are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Evaluation of Internet content

Cambo First School ensures that the use of Internet derived materials by staff and pupils complies with copyright law.

Managing Internet Access

Information system security

School ICT systems capacity and security are reviewed regularly via NCC and our school technician.

Virus protection is updated regularly.

Security strategies are discussed with NCC/technician when and where necessary

E-mail

Pupils only use approved e-mail accounts on the school system, pupils have no individual email addresses.

Pupils are not allowed to email in school without an adults consent.

Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

E-mail sent to an external organisation should be written carefully and authorised by the class teacher/head teacher before sending, in the same way as a letter written on school headed paper.

The forwarding of chain letters is not permitted by children or staff.

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.

Publishing pupil's images and work

Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. [Unless published in news print e.g. Newspaper headlines etc.]

Pupils' full names will not be used anywhere on the Web site unless published in news print e.g. newspaper headlines etc, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Pupil's work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

The school blocks/filters access to social networking sites.

Newsgroups are blocked unless a specific use is approved.

Pupils are advised never to give out personal details of any kind which may identify them or their location.

Pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

The school works with the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator.

Staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing videoconferencing

We do not have video conferencing facility in school

Managing emerging technologies

Emerging technologies are examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile phones are not used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Protecting personal data

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

Policy Decisions

Authorising Internet access

All staff read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

The school keeps a record of all staff who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave.

Children do not have individual email access.

At Key Stage 1, access to the Internet is carried out through adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Parents are asked to sign and return a consent form.

Assessing risks

Cambo First School takes 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 school computer. Neither the school nor NCC can accept liability for the material accessed, or any consequences of Internet access.

The school audits ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

Handling e-safety complaints

Complaints of Internet misuse are dealt with by the head teacher.

Any complaints about staff misuse are referred to the head teacher.

Complaints of a child protection nature are dealt with in accordance with school child protection procedures.

Pupils and parents are informed of the complaints procedure via the school complaints policy.

Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues where and when necessary.

Community use of the Internet

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

Communications Policy

The e-safety policy and pupils

E-safety rules are posted in all classrooms. They are discussed with the pupils at the start of each year.

Pupils are informed that Internet use is monitored.

The e-Safety policy and Staff

All staff have been given the School e-Safety Policy and its importance explained. New staff are given a handbook which includes the policy.

Staff are aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents' support

Parents' attention is drawn to the School e-Safety Policy in newsletters and the school brochure.

Appendix 1: Internet use - Possible teaching and learning activities

Activities	Key e-safety issues	Relevant websites
Creating web directories to provide easy access to suitable websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be directed to specific, approved on-line materials.	Web directories e.g. keep bookmarks Web quest UK Northumberland Grid for Learning
Using search engines to access information from a range of websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.	Web quests e.g. <ul style="list-style-type: none"> ▪ Ask Jeeves for kids ▪ Yahoo!igans ▪ CBBC Search ▪ Kids click
Exchanging information with other pupils and asking questions of experts via e-mail.	Pupils should only use approved e-mail accounts. Pupils should never give out personal information. Consider using systems that provide online moderation e.g. SuperClubs.	RM EasyMail SuperClubs PLUS Gold Star Café School Net Global Kids Safe Mail E-mail a children's author E-mail Museums and Galleries
Publishing pupils' work on school and other websites.	Pupil and parental consent should be sought prior to publication. Pupils' full names and other personal information should be omitted.	Making the News SuperClubs Infomapper Headline History Kent Grid for Learning Focus on Film
Publishing images including photographs of pupils.	Parental consent for publication of photographs should be sought. Photographs should not enable individual pupils to be identified. File names should not refer to the pupil by name.	Making the News SuperClubs Learning grids Museum sites, etc. Digital Storytelling BBC – Primary Art
Communicating ideas within chat rooms or online forums.	Use of chat rooms in school is forbidden Sites blocked Pupils should never give out personal information.	SuperClubs Skype Flash Meeting Face book etc
Audio and video conferencing to gather information and share pupils' work.	No facilities in school Pupils should be supervised. Only sites that are secure and need to be accessed using an e-mail address or protected password should be used.	Skype Flash Meeting National Archives "On-Line" Global Leap Natural History Museum Imperial War Museum

Staff Information Systems Code of Conduct

September 2013

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the head teacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school e-Safety Coordinator or the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Signed: Capitals: Date:
.....

Accepted for school: Capitals:
.....

Cambo First School
e-Safety Consent Form

All pupils use computer facilities including Internet access 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.

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.



Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

Our School e-Safety Rules

All pupils use computer facilities including Internet access 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.

Pupil:

Form:

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names unless in the newspaper or press reports.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Please complete, sign and return to Mrs. Flatman, the school secretary