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# **E-Safety Policy**

**Adopted by Firs Farm Governing Body  
Autumn 2013**

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## **E-Safety Policy Overview**

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

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

## **Good Habits**

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

- Responsible ICT use by all staff and pupils; 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 London Grid for Learning including the effective management of content filtering.
- The school will work with Enfield LEA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- Any material that the school believes is illegal must be reported to appropriate agencies such as IWF (Internet Watch Foundation) or CEOP (Child Exploitation & Online Protection Centre).

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## **School e-Safety Policy**

Firs Farm Primary School's Child Protection Officer and ICT Coordinator will also act as the E-Safety Coordinators as the roles overlap.

Our e-Safety Policy has been written by the school. It has been agreed by the senior management team and approved by governors in Autumn 2013.

The e-Safety Policy will be reviewed annually by the ICT Coordinator or other senior member of staff.

### **Why is Internet Use Important?**

The purpose of Internet use in 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 administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

### **How does Internet Use Benefit Education?**

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in a managed, online working environment provided by Fronter, allowing links to resources, pupil's work and photographs within a safe, login-only environment;
- educational and cultural exchanges between pupils world-wide, through Fronter, blogging, e-mailing and Skype;
- 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 across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DFE;
- access to learning wherever and whenever convenient.

## **How can Internet Use Enhance Learning?**

- The school Internet access will be designed expressly for pupil use and includes 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 (Appendices I, II and III – Infant and Junior Pupil Agreements – Internet Use; Home-School Agreement – Internet Use).
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support 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.

## **Authorised Internet Access**

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource (Appendix IV – Internet and Computer Acceptable Use Policy).

## **World Wide Web**

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the e-safety coordinator or other senior member of staff.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

## **Email**

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations should be written carefully and checked carefully before sending to prevent personal mail being included, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

## **Social Networking**

- Schools should block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils should be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

## **Filtering**

The school will work in partnership with the Local Authority, Becta and the Internet Service Provider to ensure filtering systems are as effective as possible.

## **Video Conferencing**

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

## **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.
- Mobile phones will not be used for personal use during school teaching time, in front of children or in public areas. The sending of abusive or inappropriate text messages is forbidden.

## **Published Content and 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.
- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **Publishing Pupils' Images and Work**

- Photographs that include pupils will be selected carefully, ensuring that specific requests have not been made by parents/ carers to not publish photographs.
- Pupils' names will not be used anywhere on the Web site or Blog in association with photographs.
- There is a statement in the school prospectus referring to our policy on digital images of children.

## **Information System Security**

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection is installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

## **Protecting Personal Data**

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

## **Assessing Risks**

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Council can accept liability for the material accessed, or any consequences of Internet access.
- The Headteacher & Governors should monitor ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

## **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.
- Parents wishing to complain about e-safety issues should use the established school complaints procedure.

## **Communication of Policy**

### **Pupils**

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.
- Pupils will sign and agree to Internet Use Agreements.

### **Staff**

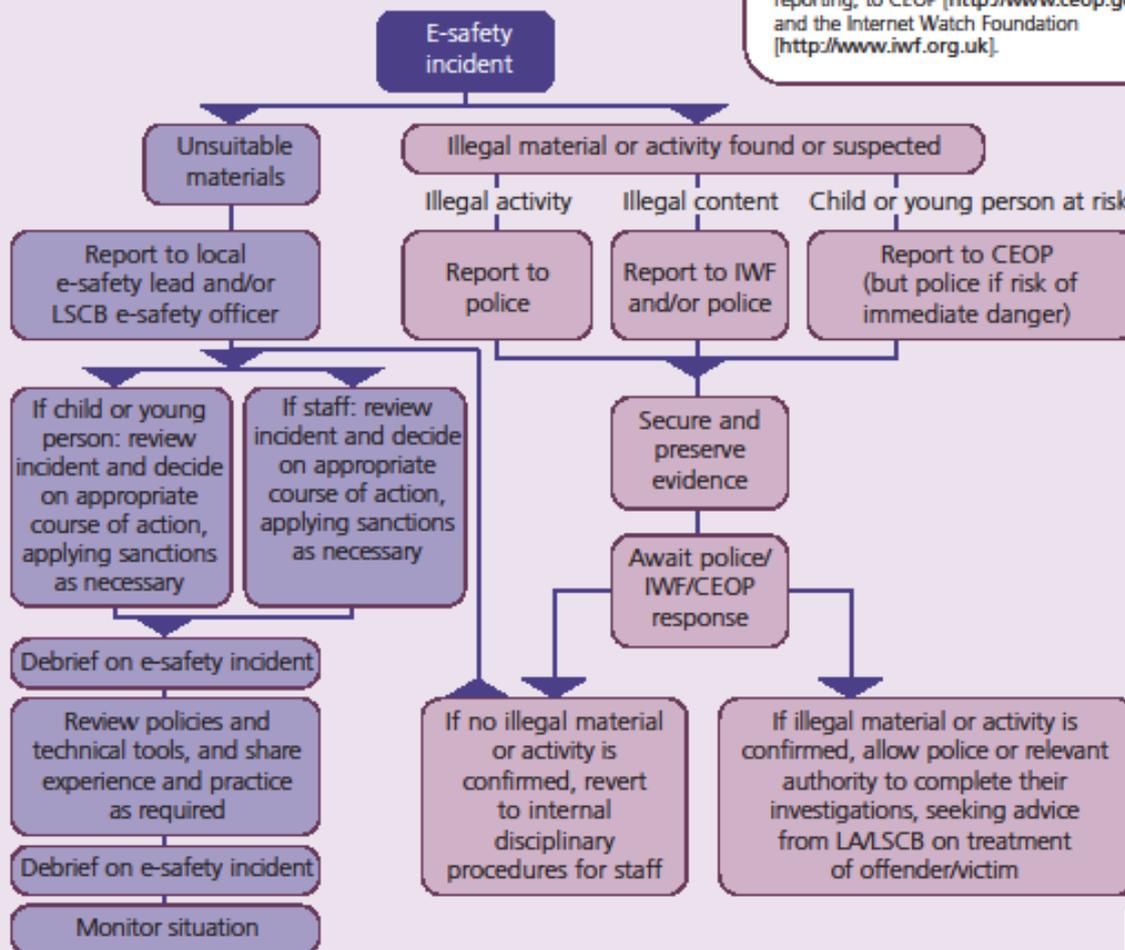
- All staff will be informed about and given access to the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The importance of E-safety will form part of the annual Child Protection training for all staff.
- Staff should not share or use personal e mails with parents and should use school e mails for work purposes

### **Parents**

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school prospectus and on the school Web site.
- E-safety talks will be given to parents/ carers by the ICT Coordinator or Local Authority ICT advisor (at the Central Enfield City Learning Centre) once every two years.

## flowchart for responding to e-safety incidents

**Note:** this flowchart originally appeared as 'Flowchart for responding to internet safety incidents in school' in the Becta publication *E-safety: Developing whole-school policies to support effective practice*. We have revised and updated it to include additional lines of reporting, to CEOP [<http://www.ceop.gov.uk>] and the Internet Watch Foundation [<http://www.iwf.org.uk>].





Firs Farm Primary School  
Pupil Agreement Concerning Use of the Internet  
Infants

**GOLDEN RULES FOR USING SCHOOL COMPUTERS**

**I need to learn how to be a safe computer user.**

Here are some reminders.

- 1) I will only use the computers when I am supervised by an adult.
- 2) When using computers, I will listen to and follow the instructions given to me by adults.
- 3) I will not open files or computer programmes without permission.
- 4) I will tell my teacher if I see something I know should not be on the computer.
- 5) When I am on the computer, I will not give out my own or anyone else's details, like my full name, address or telephone number.



Firs Farm Primary School  
**Pupil Agreement Concerning Use of the Internet Juniors**

You need to learn how to become safe computer users.

Below are some guidelines we need you to follow when using the computers at school.

Your teacher will discuss these rules with you. You must sign at the bottom of this sheet to show us that you have agreed with and understood these.

- I will not access other people's files without permission;
- I will use the computers only when I am supervised by an adult;
- I will not load any information onto a school computer unless I have permission;
- I will not upload school-produced/ related material to public domain websites or social networking sites;
- I will inform a teacher if I see anything inappropriate on the computer;
- I understand that staff will check my computer files and monitor the programmes I use;
- I will only use the internet if I have permission from an adult;
- If I am using the internet I will not give my own or anyone else's personal details, such as: full names; home addresses; telephone numbers; school address/ number.
- I will not arrange to meet anyone using the internet;
- I will not attempt to gain access to chat-rooms, personal e-mail accounts or social networking sites;
- I will not attempt to access, create, transmit or publish any inappropriate material on the computers;
- I will be critical of search results when using the internet, and inform the teacher of any inappropriate items that are listed.

Please keep these guidelines in mind when using computers outside of school.

I ....., in class ....., understand the above and agree to conduct myself accordingly.

Date .....

Firs Farm Primary School  
Home-School Agreement Concerning Use of the Internet

At Firs Farm the use of the internet has been integrated into our ICT curriculum and general teaching programme for some time. All parents/ carers should be aware that as well as being a helpful resource for children, the internet can give access to inappropriate material. The safety of our pupils, in every aspect of their lives, is paramount. When instructing the children to use the internet, and demonstrating its use at school, our staff ensure that awareness of staying safe is taught.

Children need to learn how to become safe internet users by becoming critical of online materials and being selective. To achieve this, home and school must work together throughout a child's education.

Outlined below are some of the measures that Firs Farm has taken to minimise the risks associated with the use of the internet at school:

- **filtering and security software has been installed;**
- **safety precautions for internet use are taught;**
- **pupils are supervised when accessing the internet;**
- **websites referred to and used during lessons are viewed prior to use by the teacher;**
- **pupils are not allowed to use chat rooms;**
- **the use of e-mail is restricted to the prescribed inclusion within the ICT curriculum; e-mailing at school outside these specific lessons is not allowed;**
- **material is not uploaded to public domain websites or social networking sites.**

Below are some actions which could be undertaken by parents/ carers to avoid difficulties associated with home internet use:

- **keep the computer screen visible to anyone passing, or only allow access when you can supervise it;**
- **discuss with your children what the internet will be used for, when and how long;**
- **if possible, set up protection software on the computer, including a log of where the user has been. View this on a regular basis and ensure children do not have access to the password to give themselves more rights;**
- **be aware that some sites which may appear innocent may be sponsored by less acceptable sites;**
- **discuss online etiquette with your children and monitor their use of e-mail and chat-rooms, like MSN;**
- **view guidelines for parents/ carers on the following web address: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and discuss the issues involved when using the internet;**
- **be conscious of the minimum age requirements of social networking sites and websites;**
- **do not allow your children to upload material to websites or social networking sites, especially without the permission of any people featured or identified in the material.**

Firs Farm Primary School  
Home-School Agreement Concerning Use of the Internet

Please complete and return this slip as confirmation of your having read and agreed with these notes.

Child's name ..... Class.....

Signed ..... Date .....

## **Firs Farm Primary School**

### **Internet and Computer Network Acceptable Use Policy**

#### **School Vision**

Our mission is to work together in school to raise standards and support school improvement.

#### **School Aims**

Firs Farm Primary aims to create an atmosphere where:

There is Quality Education for all children in partnership with parents, guardians, governors and the community

Teachers hold the key to good practice

Children will learn to collaborate and make good friends

Literacy, Numeracy & ICT are of paramount importance

All will be treated as equals

All will be encouraged towards independence

#### **Introduction**

The purpose of this policy is to ensure that all users of Firs Farm Primary School's ICT network, including Internet connection, understand the way in which ICT resources are to be used. The policy aims to ensure that the Internet and Network are used effectively, for their intended purpose, without infringing legal requirements or creating unnecessary risk.

All adults using ICT equipment within the school must ensure that they have read and abide by this Acceptable Use Policy.

Firs Farm Primary School encourages users to make effective use of the Internet and computer network. Such use should always be lawful and appropriate. It should not compromise Firs Farm Primary School's information and computer systems nor have the potential to damage Firs Farm Primary School's reputation.

## Use of Internet and computer network facilities

Firs Farm Primary School expects all users to use the Internet and computer network responsibly and strictly according to the following conditions. For the purposes of this document, Internet usage means any connection to the Internet via Web browsing, external email or news groups.

### Users shall not:

- attempt to, or use other user's login accounts;
- share personal login account information with others;
- leave accounts open at the end of a session;
- attempt to store music, media or any other files where copyright issues may be of concern;
- use Firs Farm Primary School's internet access for business, profit, advertising or political purposes
- upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties;
- release any personal details of any colleague or pupil over the Internet;
- intentionally interfere with the normal operation of the Network/Internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending and receiving of large or small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet, or ICT network;
- engage in any activity which might compromise the security of the school network;
- visit Internet sites, make, download or pass on material, remarks, proposals or comments that contain or relate to:
  - pornography;
  - promoting discrimination of any kind;
  - promoting racial or religious hatred;
  - promoting illegal acts;
  - attempt to bypass Firs Farm Primary School's chosen Internet content filtering solution;
  - any other information which may be offensive to colleagues.

Incidents which appear to involve deliberate access to Web sites, newsgroups and on line groups that contain the following material will be reported to the Police:

- images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative;
- adult material that potentially breaches the Obscene Publications Act in the UK;
- criminally racist material in the UK.

**Users will:**

- use *work* e-mail accounts to transfer and receive work-related material;
- not use personal e-mail accounts during school hours (8.45a.m. – 3.30p.m.);
- observe 'netiquette' on all occasions. E-mail should not be considered a private medium of communication and great care should always be taken over content, because of the possibility of public scrutiny;
- not participate in on line chat rooms or use social networking sites;
- not include offensive or abusive language in my messages nor any language which could be considered defamatory, obscene, menacing or illegal;
- not use language that could be calculated to incite hatred against any ethnic, religious or other minority groups;
- make sure that nothing in messages could be interpreted as libelous;
- not send any message which is likely to cause annoyance, inconvenience or needless anxiety;
- not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes;
- watch for accidental access to inappropriate materials and report any offending site so that action can be taken;
- ensure that the school's photo policy is strictly adhered to;
- thoroughly scrutinise any website that will be referred to or used during teaching sessions, ensuring its appropriate content before pupils access it;
- ensure pupils are educated in the safe use of internet and general computer software;
- report any breaches of the Internet policy.

**Incidents which contravene this policy will be dealt with by the usual school disciplinary procedures.**