



Christleton Primary School
Be the best you can be

**E-Safety
Policy**

Date of Policy	December 2017
Policy Reviewed	
Next Review	December 2020
Signed Head teacher	
Signed Chair of Governors	

Aims

One of the main aims of Christleton Primary is that every member of the community feels safe. As a result, this policy must be read in conjunction with all other Safeguarding & Child Protection Policies.

We aim that every member of the school community feels safe and secure using ICT and different technologies at home and at school.

We also aim to educate children and parents in how to use ICT safely and appropriately. Primarily we will be looking at the internet, but we will also look at other communication tools such as mobile phones. We will highlight both the benefits and risks of using such technologies and provide safeguards as well as awareness so users can control their online experiences.

The Computing Lead and Designated Teacher for Safeguarding (Julie Shaw and Oli Mitchell) will stay abreast of the most up to date E-Safety and Internet Safety policies and practice.

Teaching and Learning

The internet is a vital part of everyday life from education to business. Consequently, it is imperative that school provide children with quality internet access. The internet is a statutory part of the school curriculum.

- The school's internet is filtered appropriately in comparison to the age of our pupils.
- We have the authority to choose which websites are accessible at school.
- The pupils are taught how to use the internet acceptably and are given learning objectives so they know exactly what is expected from them. Pupils are taught how to effectively use search engines to research the internet and are directed towards using the BBC search engines because all their pages have been vetted. In addition to this, pupils are taught how to evaluate the internet content by validating information before accepting its accuracy.
- Any inappropriate websites accessed are passed onto our ICT support (Dan Woolley) who have the ability to block the website. They will also inform the Council's technical service team.
- The school will ensure that the materials used by staff and pupils comply with law.
- All staff will sign the 'Acceptable use agreement and code of conduct.' (**Appendix 2**)

The schools ICT systems capacity and security will be reviewed regularly by following the following steps:-

- Virus protection will be updated regularly by Dan Woolley (ICT Support)
- Security strategies will be discussed with the Cheshire West and Chester Authority, Cosocius and Internet Service Provider.

E-safety Curriculum

All year groups from Reception to Year 6 will have an e safety scheme of work.

<http://www.childnet.com/resources/esafety-and-computing/ks1>

<http://www.childnet.com/resources/esafety-and-computing/ks2>

- This scheme of work runs alongside the computing curriculum and the SRE/PSHE curriculums.
- Teachers will teach the E safety scheme of work over a half term or term (it is up to the teacher's discretion, when best to teach the scheme).

School Website

The aim of the website is to give children, parents, governors and members of the community up to date information about the school. It is also seen as one of the first points of call for prospective parents and as such, needs to maintain the friendly, welcoming feel that Dee Point presents.

Our website will ...

- Provide information to our parents through the school website such as newsletters, general letters and dates.
- Provide contact details on the VLP such as the school address, email, telephone number and map. No staff or pupils' personal information will be published.
- Be in line with the current Government expectations for a school website. ***'What maintained schools must publish online'*** (18th September 2015)
- Promote safe use of the internet
- Provide governors access to documentation and a secure area so communication can be regular, private and aid in the school's development.

Website Management

- The Head teacher, Chair of Governors, Computing Lead and ICT support will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Written permission from parents/carers will be obtained before photographs of pupils are published on the school website.
- All photos will be re sized to the smallest pixel size before being up loaded onto the internet.
- This permission form will allow teachers and members of staff to publish the children's work.
- No names of children will be used on the public facing pages of the website but some photographs will be used (Similarly to the School Prospectus).
- CPD for relevant staff will be up to date

Social Networking

- The school will manage all access to social media sites.
- Pupils will be instructed not to give out personal details which may identify them or their location. (Part of the E safety schemes of work)
- Pupils and parents will be advised that the use of social network spaces for pupils is inappropriate and that ages restrictions are in place.

Twitter

- The school currently has a Twitter page (@Christletonpri)
- All teachers and teaching assistants have the password to update the twitter account.
- All tweets are public.
- Photos will be public on the account. All parents have the option to opt out of this when their child begins school in Reception or at any time there after by contacting the school office.
- Only reputable Twitter accounts will be followed.
- No parent or pupil accounts will be followed by Christleton Primary School.

Digital Leaders

- The school currently has a team of year 6 digital leaders chosen for their computing skills, team working ability and enthusiasm for the subject. Their role is to work alongside the computing lead and linked class/class teachers to support and enhance the delivery of computing throughout the school. They are responsible for organising competitions and assemblies, maintaining the hub and checking ipads are stored correctly each day. They run clubs for KS1 and 2 at lunchtimes to support the delivery of key skills on the ipads.

Managing Emerging Technologies

- New and emerging technologies will be examined for both educational benefit and risk assessment.
- In emergency situations, staff may be required to use their personal phone to contact emergency services or parents. When contacting parents, staff will use 141 to keep their own mobile phone number private.
- When contacting parents. Staff will use SIMS contacts to ring from school or email.

Protecting Personal Data

- Personal Data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Staff may save work, planning and assessment information on a USB or external hard drive to access at home. Any sensitive or personal data, must be securely stored either on an encrypted device, or in a password protected folder. Staff will sign the 'Acceptable use agreement and code of conduct.'

Staff Email

- All staff have a personal email account. _____@christletonprimary.cheshire.sch.uk
- All staff use this account for school work use only.
- All staff remain professional at all times through this form of communication.
- If communications about a child are sent through email, initials must be used, so the child is not easily identified.
- All staff will sign the 'Acceptable use agreement and code of conduct.'

Pupil Email

- Pupils currently do not have a personal school email account.
- Pupils may access an email account that is created by their class teacher in order to teach the email area of the curriculum. This account is closely managed by the teacher and the class teacher is responsible for closing the account after use.
- Pupils must immediately tell a teacher if they receive an offensive or inappropriate email.
- Pupils must not reveal personal details of themselves or others in email communication.
- Pupils must not arrange to meet anyone without specific permission.

Internet Access

- KS1 pupils will access the internet through adult led activities. They will be able to access specified internet sites such as Espresso or via hyperlinks.
- KS2 pupils will access the internet during Computing lessons as well as during cross curricular lessons.
- All adults will sign the 'Acceptable use agreement and code of conduct.' before using any school ICT resource. A copy of these agreements will be kept by the Computing Lead.
- Any misuse of internet access will lead to immediate internet access withdrawal by the teacher and Computing Lead.
- The school will take all reasonable precautions to ensure that users access only appropriate materials. If this is the case, children will leave the site immediately and staff will add the website to the inappropriate websites list.

E-Safety Complaints

- Complaints of internet misuse will be dealt with by the Senior Leadership Team.
- Any complaint of staff misuse must be referred to the Head teacher.
- Complaints of a child protection nature must be dealt with in accordance with child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Christleton Primary will follow the Cheshire West and Chester procedures for dealing with significant incidents.

E-Safety Communication

- E-Safety rules will be posted in each class and will be discussed with all pupils through the e safety scheme of work.
- Pupils, Staff and Governors will be aware that internet and VLP usage will be monitored.
- Staff will be informed that the E-Safety Policy will be stored in staff share and staff must read it and adopt it.
- Parents will be directed towards the E-Safety policy in newsletters and via the school website.

Failure to Comply

- Failure to comply with this policy will be investigated by a member of the Senior Leadership Team in line with the Acceptable Use Policy adopted from Cheshire West and Chester (**Appendix 1**)

Appendix 1

(Please refer to Cheshire West and Chester's Acceptable Use Policy)

Appendix 2

Acceptable use policies (AUP's)

- Staff
- KS2
- KS1