

E-safety Policy

Document monitoring and evaluation

This policy has been officially adopted by the Governing Body.

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Approval & Authorisation			
	Name	**Job title**	**Date**
Approved by	Richard Bollands	Head Teacher	Sept 2026
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Aims

- 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 business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for all students but needs a responsible and mature approach to its use.
- The internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality internet access as part of their learning experience

How does the Internet benefit education?

- Provides access to world-wide educational resources including museums and art galleries, encyclopaedias, dictionaries, thesaurus;
- Inclusion in government initiatives such as the National Grid for Learning (NGfL);
- Enables educational and cultural exchanges between pupils world-wide;
- Provides cultural, vocational, social and leisure use in libraries, clubs and at home;
- Enables access to experts in many fields for pupils and staff;
- Provides staff professional development through access to national developments, educational materials and good curriculum practice;
- Enables communication with support services, professional associations and colleagues;
- Provides improved access to technical support including remote management of networks;
- Provides exchange of curriculum and administration data with the LA and DfE

How will Internet use 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 is acceptable and what is not acceptable and given clear objectives for internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- 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 and retrieval.
- The use of the internet is monitored through Policy Central Future Clouds. This is supported by NCC and all pupils and staff have individual logins.

- Staff will check that sites pre-selected for children's use are appropriate for their age and maturity.
- Staff will be particularly vigilant when children are undertaking their own search and will ensure that they are following an agreed search plan.
- Children have explicit E-Safety lessons, detailing how to keep themselves safe online.
- Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils' acceptable use and risks.
- Methods to quantify and minimise the risk of children being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LEA, our Internet Service Provider and the DfE.
- Pupils and staff consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to internet resources. They will also come under the general discipline procedures of the school.
- Pupils and staff using the internet are expected not to deliberately seek out offensive materials. Should any pupils or staff encounter any such material accidentally, they are expected to report it immediately to the IT Coordinator or Head teacher, so that the Service Provider can block further access to the site.
- Pupils and staff should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No programme files may be downloaded to the computer from the internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc, hard drive , USB devices or CD Rom should be brought in by pupils from home for use in school, although staff can seek permission from the Head. This is for both legal and security reasons.
- No personal information such as phone numbers and addresses should be given out.
- Uploading and downloading of non-approved software will not be permitted.
- There will be no access to social networking or gaming websites from school equipment.
- Pupils are advised that the use of social networking sites outside of school is inappropriate. This is reinforced with educational materials.
- Pupils must not share their usernames or passwords with anyone.

- When accessing the internet, children will be given clear learning objectives relating to schemes of work, in order to enrich and extend learning activities.
- Access to the internet may be by teacher (or sometimes other adult) demonstration.
- Children may work offline to access prepared material, rather than the open internet.
- Children may be given a suitable web page or a single web site to access.
- Children may be provided with a list of suitable and relevant web sites, which they may access.
- Older, more experienced children may be allowed to undertake their own internet search having agreed a search plan with the class teacher.

How will pupils learn to evaluate Internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the IT co-ordinator.
- Before using the internet all users have to log in to Lightspeed [a filtering tool provided by the LA] This ensures that pupils can only view approved content and remain safe at all times.
- Schools should ensure that the use of internet derived materials by staff and by pupils complies with copyright law.
- Key Stage 2 pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Key Stage 2 pupils will be taught to acknowledge the source of information and to respect copyright when using internet material in their own work.
- Children will be taught to understand that much of the information available on the internet is intended for an adult audience, is not properly edited and is subject to copyright.
- Children will be made aware of the need to validate information from an alternative source wherever possible.
- Children will be taught to observe copyright and how to select and record relevant information.
- Children will be made aware that the author of web pages or e-mails may not be who they say they are.

- Training should be available to staff in the evaluation of website materials and the methods of developing students' critical attitudes.

Managing Internet access

- The schools systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed.

How will e-mail be managed?

- Pupils may only use approved e-mail accounts on the school system [School360]
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in email communication.
- Whole-class or group e-mail addresses should be used at Key Stage 2 and below.
- Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and may be restricted.
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is banned.

- The opening of attachments should be discouraged, especially from unknown sources. The use of class email addresses allows the monitoring of incoming mail.

How should website content be managed?

- The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully and written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupils' full names will not be used anywhere on the website or blogs, particularly those associated with photographs.
- The head teacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.
- The website should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

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 during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff will be issued with a school phone where contact with pupils is required.
- PCE, lightspeed and in the process of moving to future clouds (NCC dependent)

Protecting personal data

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

How will Internet access be authorised?

- All staff will read and sign the Acceptable IT Use agreement before using any school IT resources.
- The school 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 leaving or the withdrawal of a pupil's access.
- At Key Stage 1, access to the internet will be by adult demonstration as well as directly supervised access to specific, approved online materials.

- Pupils will only be able to access authorised websites after having logged into Lightspeed.
- Parents will be informed that pupils will be provided with supervised internet access.
- Parents will be asked to sign and return a consent form. Please see the sample form later in this document.

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school 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 school computer. Neither the school nor LA can accept liability for the material accessed, or any consequences of internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The head teacher will ensure that the e-Safety policy is implemented and compliance with the policy monitored.

How will filtering be managed?

- The school will work in partnership with parents, the LEA, DfE 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) and content must be reported to the Internet Service Provider via the IT co-ordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

How will the policy be introduced to pupils?

- Rules for e-Safety will be posted near all networked computer systems, discussed with the pupils and be taught as part of the requirements of the National Curriculum
- 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 programme covering both school and home use.

How will staff be consulted?

- All staff must accept the terms of the 'Acceptable Use of IT' policy before using any internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the school's 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 monitoring of internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in the safe and responsible use of the internet and on school internet policy will be provided as required.

How will IT system security be maintained?

- The school IT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the LEA, particularly where a wide area network connection is being planned.
- Personal data sent over the internet will be encrypted or otherwise secured.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The IT co-ordinator will ensure that the system has the capacity to take increased traffic caused by internet use.

How will complaints regarding e-Safety use be handled?

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the head teacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies

How will parents' support be enlisted?

- Parents' attention will be drawn to the School Internet Policy in letters and on the school website.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the internet will be made available to parents

How is Internet used across the community?

- Adult users will need to sign the acceptable use policy.
- Parents/carers of children under 18 years of age will generally be required to sign an acceptable use policy on behalf of the child.

Rules for internet use in school.

The school has installed computers with internet access to help our learning. These rules will help to keep us safe and help us be fair to others.

- I will only use ICT in school for school purposes. I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not bring in mobile devices such as phones, cameras, memory sticks, software, or CDs from outside school to use on school computers, or take them on school trips.
- I will only open/delete my own files. I will not access other people's files.
- I will ask permission from a teacher before using the Internet.
- I will not deliberately look for, save or send anything that could be upsetting or not allowed at school. If I accidentally find anything like this, I will close the screen and tell a teacher **immediately** as this will help protect other children and myself.
- I will not complete or send forms without permission from my teacher.
- I will not give my full name, my home address or telephone number, nor those of any others.
- I will only send e-mail messages, using a class or school e-mail address, with my teacher's approval. The messages I send will be polite and responsible.
- I understand that other people may read the e-mail messages I send and receive.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I understand that the school can check my computer files and the internet sites I visit, and that my parent/carer will be contacted if a member of school staff is concerned about my e-safety.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (for example, cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Rule of Responsible Internet Use Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, suspensions, and contact with parents and in the event of illegal activities involvement of the police.

Red Row Primary School

Dear Parents,

Responsible e-Safety Use

As part of your child's curriculum and the development of IT skills, Red Row Primary School provides supervised access to the internet. We believe that the use of the world wide web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use the internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the internet. The School will not be liable for any damages arising from your child's use of the internet facilities.

Should you wish to discuss any aspect of internet use (or to see a lesson in operation) please telephone me to arrange an appointment.

Yours sincerely,



Mr Bollands
Head teacher