

St Francis Catholic Primary School



E-Safety Policy

Jesus said *'Love one another as I have loved you'*

St Francis School is a loving community, respecting every child and adult and caring for God's World, as we help each other to do our best and grow together in Christ.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

E-SAFETY POLICY

Writing and Reviewing the E-Safety Policy

Our E-Safety Policy has been written by the school, following government guidance and in accordance with national guidance from BECTA. It has been agreed by senior management and approved by governors. This E-Safety policy should be considered alongside school policies on *Child Protection, Healthy and Safety* and *Anti-Bullying*.

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

Use of the Internet

Why Internet use is important

The internet and other digital and information technologies are powerful tools that open up new opportunities for everyone. St. Francis Catholic Primary School believes that the benefits to pupils from access to the internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using Computing equipment and the internet, is one that the school shares with parents / carers.

- The Internet is an essential element in 21st century life for education, business and social interaction. The 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 enables pupils to access a wide variety of educational resources including libraries, art galleries and museums, that can stimulate discuss and promote creativity.

Internet use will 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 Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

The school will

- Teach pupils how to keep themselves and their personal details safe on the internet.
- Teach pupils about stranger danger on line and what to do if they are concerned by something they see / who to tell.
- Teach pupils to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Managing Internet Access

Managing filtering

- St. Francis Catholic Primary School will use Essex County Council's actively monitored and 'filtered' Internet Service, which will minimise the chances of pupil's encountering undesirable materials.
- The school will work with the LA, DCSF and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- School Computing systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with our Computing Technician.

If staff or pupils discover an unsuitable site or material, it must be reported immediately to the Computing subject leader, HLTA or Head Teacher. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing Pupils' Access to the Internet

- Pupils are not able to use a mobile phone during school hours / on trips and so internet access should only occur via the school networks.
- Pupils will only ever be able to use the internet when there is a responsible adult present to supervise them.
- Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, on a regular basis, the expectations we have of them. These are detailed in the *St Francis Catholic Primary School E-Safety Rules for Pupils* and the *St Francis Catholic Primary School E-Safety Rules Agreement* which is signed by the pupil and parent. (See Apendix).
- Teachers will have access to pupils' emails and files, and will make periodic checks of these on a regular basis to ensure expectations of behavior are being met.

E-mail

- Pupils will be introduced to e-mail in Year 3 as part of Computing lessons. The teacher will re-visit the E-Safety rules with the class at this point.
- Pupils may only use 'Its Learning' for e-mail within the school community.
- 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.

Publishing Images and Work

Our school website will be used to celebrate good work, promote the school, publish / share resources for projects and homework, and links to other websites of interest. However, to protect our children, the following guidelines will be adhered to:

- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs. First name and initial of surname may be displayed along with photographs of work or in the newsletter stating 'Stars of the week' or pupil comments.
- Written permission from parents or carers will be obtained before photographs of pupils are published.

- Only images of the pupils in suitable dress will be published.
- Permission will be gained to have a child's photograph published in a newspaper.

Photographs

- Photographs of children should be taken on school cameras only and never on mobile phones.
- Adults taking photos will print/download them on to the school server and delete them from the camera memory card.

Social networking and personal publishing

- The school will block/filter access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Virtual Learning Platform

St. Francis Catholic Primary School provide pupils, and our wider school community, with access to a Virtual Learning Platform through *Its Learning*. Users are only able to access this provision once they have signed the *St Francis Catholic Primary School E-Safety Rules Agreement* and gained a login and password.

- Children will be introduced to *Its Learning* during the summer term of Year 2. The children will be given individual log in details during a lesson and shown how to access the virtual learning platform. At this time the teacher will re-visit the E-Safety rules with the class.
- Children in Year 5 and Year 6 will be given access to the 'blog' facility on 'Its Learning' if the teacher feels it is appropriate and can be used to support or enhance the curriculum.

Policy Decisions

Authorising Internet Access

- All staff must read and sign the *Acceptable Computing Use Agreement* before using any school computing resource.
- 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 may leave or a pupil's access be withdrawn.

Assessing risks

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 Essex County Council can accept liability for the material accessed, or any consequences of Internet access.

Communications Policy

Pupils and E-Safety

- An E-Safety assembly will be given by the Computing subject leader at the beginning of each academic year. During the assembly key messages will be presented to the children about E-Safety rules and how to keep safe on the internet. These key messages will be followed up and reinforced by all class teachers through class discussion.
- E-Safety rules will be posted in all networked rooms and discussed with the pupils at the start of each term.
- Pupils will be informed that network and Internet use will be monitored.

Staff and E-Safety

- All staff will be given 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.
- Teachers are responsible for explaining the E-Safety policy to pupils at the beginning of each term and for frequently revisiting the E-Safety rules for pupils (see Appendix 2) throughout the year.

Parents' and E-Safety

- Parents' attention will be drawn to the School E-Safety Policy in newsletters
- In the initial pack parents will be given a copy of the E-Safety Policy.

Failure to Comply

- Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by a senior member of staff.

Bullying

At St Francis Catholic Primary School, we believe that every individual is made in the image of Christ and should be treated with care and respect at all times. We know that all pupils and staff learn best in a secure and happy environment and as such we have a zero tolerance approach to bullying. All members of our school community have a duty to **REPORT** bullying to a member of staff so that it can be dealt with swiftly and effectively. Anyone being bullied needs to **TELL** at the earliest opportunity.

Bullying is remembered by the acronym S.T.O.P. i.e. Several Times On Purpose. Any form of intentional behaviour, which strives to hurt another, is viewed as bullying.

- **Cyber bullying** – misuse of social networking sites, mobile phones, email, camera, video i.e. using any sort of technology to hurt another or to incite others to hurt another.

Assemblies about cyber bullying will take place each academic year, during which children will be reminded of the E-Safety rules for pupils.

Any pupil at the receiving end of cyber bullying should inform an adult straight away ensuring that any hurtful messages or photos are kept as evidence.

Pupils found to be using the schools technology for cyber bullying will have their privileges removed immediately as this directly breaks the E-Safety rules agreement.

Information and guidance for Parents

At St. Francis Catholic Primary School we will do all that is possible to ensure pupils are protected through the use of a filtered service and a requirement that an adult always supervises Internet access. Our pupils are taught to use the facility sensibly – the rules concerning Internet use are regularly discussed in class and we welcome your endorsement of these. We strongly recommend that parents consider and develop a similar set of rules for the use of the Internet outside of school. You might also like to discuss as a family the issues surrounding downloading, mobile phones, social networking sites, and the use of blogs, within the home environment. Parents may find the *Know IT all* resources and the following websites useful to help ensure that your children stay safe online.

www.childnet.com
www.chatdanger.com
www.kidsmart.org.uk
www.thinkuknow.co.uk

Signed (Chair of Governors):	Name: Mrs Lyn Collins	Date: March 2015
Signed (Head):	Name: Sarah Ginzler-Maher	Date: March 2015
Next Review:		

Appendices:

- [1. St Francis Catholic Primary School Staff Acceptable Use Agreement/Code of Conduct](#)
- [2. St Francis Catholic Primary School E-Safety Rules for Pupils](#)
- [3. St Francis Catholic Primary School E-Safety Rules Agreement \(to be signed by the pupil and parent\)](#)



St. Francis Catholic Primary School

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Telephone: 01621 856698
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Website: www.stfrancismaldon.co.uk



Staff Acceptable Use Agreement / Code of Conduct **(Appendix 1)**

Computing and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of Computing. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Computing subject leader or Headteacher.

1. I will only use the school's e-mail/Internet/Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
2. I will ensure my mobile phone is on silent and kept out of sight at all times other than breaks.
3. I will ensure that pupil data (such as data held on SIMS or Target Tracker) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
4. I will comply with the computing system security and I will not disclose any password or security information to anyone other than an authorised system manager.
5. I will not install any software or hardware without permission and I will not disable firewalls.
6. I will ensure that all electronic communications with pupils and staff are compatible with my professional role including e-mail, IM and social networking and that messages cannot be misunderstood or misinterpreted.
7. I will ensure that communications using computers, mobile phone, e-mail, IM and social networking are in line with the Christian values and ethos of the school.
8. I understand that communications involving school matters and / or staff are not to be made public and remain the responsibility of the School Leadership Team.
9. I will not browse, download or upload material that could be considered offensive or illegal.
10. I will not send to pupils or colleagues material that could be considered offensive or illegal
11. I will not take photographs of children on my mobile phone.
12. Images of pupils will only be taken and used for professional purposes and will not be distributed outside of school without the permission of the parent / carer and the Head teacher.
13. Photographs of children I take will download on the school server only.
14. I will respect copyright and intellectual property rights.
15. I will support and promote the school's E-Safety policy and help pupils to be safe and responsible in their use of computing and related technologies.
16. I will report any incidents of concern regarding children's safety to the E-Safety Co-ordinator, the designated Child Protection Co-ordinator or Headteacher.
17. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.

I agree to follow this code of conduct and to support the safe use of computing throughout the school

Signature Date

Full Name

Date:

Reviews:



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St. Francis Catholic Primary School E-Safety Rules for Pupils (Appendix 2)

- I will only use the internet with permission from an adult
- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- I will use only my own login and password, which I will keep secret.
- When on the internet I will not give personal information, such as; my name, home address or phone number and I will not arrange to meet someone.
- If I see anything I am unhappy with or that makes me feel uncomfortable or if I receive messages I do not like, I will immediately close the web page and I will tell an adult.
- I will only e-mail people an adult has approved.
- The messages I send will be polite and sensible.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat except if it is a discussion room that has been set up by my teacher using *Its Learning*.
- I know that the school will check my computer files and may monitor the Internet sites I visit.

I understand that if I deliberately break these rules, I will be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.



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St. Francis Catholic Primary School

E-Safety Rules Agreement

(Appendix 3)

Please complete, sign and return to the school office

Pupil's name:

Year group:

Pupil's Agreement

I have read and understand the school Rules for E-Safety. I will use the Internet in a responsible way and obey the E-Safety rules at all times. In particular, I will not share my password with anybody else. I will not give out my name, home address or phone number in email messages or write messages that I would not let my teachers and parents read. If I receive an e-mail which upsets me or an e-mail from somebody I don't know, I will tell my teacher immediately.

Pupil's signature:

Date:

Parent's Consent for Internet Access

I have read, understood and I accept the school rules for E-Safety. I give permission for my son / daughter to access the Internet within school. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

I also agree that should my son/daughter need to access the internet at home or anywhere else, I will take all reasonable precautions to ensure my son/daughter cannot access inappropriate materials and that he/she will use their desktop in an appropriate manner.

I will try to ensure that my child understands the importance of keeping their password a secret.

I will keep the parents' login and password secret and only share content with members of my family.

Parent signature:

Date: