

# **Bromley Heath Infant School**

## **E-Safety Policy**

### **Rationale for Internet Access in School**

The Internet is a dynamic and exciting means of communication which provides teachers and learners with an ever-growing source of information and resources. Today's pupils are increasingly referred to as digital natives. They will grow up into a world where the Internet will become increasingly accessible and their Internet use will permeate almost every aspect of their lives. It is therefore essential that teachers and learners use the Internet in safety and that policy and practice in school are as one.

### **Teaching and Learning**

The Internet provides many benefits for learners and the school has a duty to provide quality Internet Access as part of their learning experience. Internet use is also a part of the statutory curriculum and a necessary tool for staff in planning and delivering the curriculum. When their children start school, parents will be required to sign an Internet access permission slip and this will be kept on file during their time in school.

In order to keep children safe on the internet, children will

- Be introduced to the school rules for Internet use and be reminded of these rules on a regular basis.
- Receive focussed, age-appropriate e-safety lessons which will educate them in becoming responsible and thoughtful Internet users. A discrete scheme of work for E-safety will be developed by each year group and delivered at an appropriate point in the school year.

### **Guidelines for teaching**

- Websites will be previewed and evaluated by the teacher prior to class use and access by the children.

- E-mail will only be used with the children on a whole class basis. Any incoming emails will be vetted prior to the lesson to check for suitability of content.
- Teachers will teach children how to navigate responsibly and will only give older children permission for children to carry out searches using child-friendly search engines.
- All use of the Internet will be linked with planned learning objectives.

### **Managing Internet Access**

Access to the Internet will be managed by the ICT subject Leader, who will also be the first point of contact for e-safety issues.

The use of school computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

In order to provide safe access to the Internet, staff and governors will ensure that every reasonable measure is taken. These measures are as follows.

- The school will purchase anti-virus software which is regularly updated and monitored for fitness of purpose.
- School ICT systems security will be monitored by the Head teacher and ICT subject Leader and security strategies discussed with the LEA as appropriate.
- Staff will be made aware that incoming email should be treated as suspicious and attachments should not be opened unless the author is known.
- Pupils will not be allowed to access email from school computers.
- School access to the Internet will be filtered using the service provided by the LEA (SWGfL).
- Any breach in the filtering system will be reported to the ISP by the ICT subject leader. A record of such incidents will be kept and monitored to ensure that filtering systems are robust.
- All staff using the Internet in school will be required to sign a staff code of conduct for ICT. These will be filed in the school office and updated by administration staff as appropriate.
- Any person not directly employed by the school (e.g. students) will be asked to sign a staff code of conduct for ICT before being allowed to access the Internet from the school site.

- The school website will not publish personal information relating to staff or pupils. Images will comply with the school images policy. Full pupil names will not be used anywhere on the website. Contact details given online will refer to the school office. The head teacher will have overall editorial responsibility for materials appearing on the website.
- Any material that the school suspects is illegal will be referred to the Internet Watch Foundation.
- Social networking sites should not be used in school by pupils or members of staff.
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is permitted.
- Pupils are not permitted to bring mobile devices to school.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Teachers, staff and children will have their own personal username and password to gain access to the school network. Each individual will be responsible for accessing the network responsibly.

### **Policy Decisions**

- Whilst the school will take all reasonable precautions to prevent access to unsuitable materials, it cannot accept liability for any material accessed, or any consequences for Internet access
- Complaints of Internet misuse will be handled by the Head or Deputy Head Teacher.
- Any complaint about staff misuse must be referred to the Head Teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- The wider community will not be permitted to have access to the school computer systems.

### **Communications on E-Safety matters**

- Parents and staff will be kept updated with e-safety issues as appropriate by the ICT subject leader and head teacher.
- Parents will receive information on e-safety when their child starts school as well as notification of e-safety events organised by the

LEA. A page on the school website will provide links to further sources of information as well as the school's e-safety policy.

- Pupil E-safety rules will be posted near all computers in school and revisited regularly.
- All staff and parent helpers will be made aware of the content of the School's policy for e-safety and understand their roles and responsibilities.

### **Inclusion**

All pupils, regardless of race, gender, disability or cultural background have a basic entitlement to Internet use to enhance their learning across the curriculum.

Adults working with children who have access to the Internet should ensure equality of access for all and monitor use so that no one group dominates an activity.

### **Monitoring and review procedures**

The Head Teacher and governors will monitor the use of the Internet to ensure that practices and procedures are maintained to ensure e-safety for all.

The ICT subject leader will monitor the use of the Internet by staff and pupils to assess its impact and effectiveness in providing quality teaching and learning experiences.

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