



HILLSIDE JUNIOR SCHOOL

E Safety Policy

POLICY DETAILS:

Legal Status: Non Statutory

Adopted: March 2021

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Last Review: March 2018

Next Review: March 2021

Hillside Junior School's E-Safety Policy

Computing has many positive educational and social benefits for young people. However, there are some dangers in using the Internet and social media, which mean children, can be vulnerable and may expose themselves to danger. All access onto the Internet is through the London Grid and this has a strict policy of not allowing pupils on inappropriate sites. These sites are regularly updated. It should not be possible for pupils to access any social networking or chat rooms through the school's computers. Although, they will be able to communicate with other Hillside pupils through the Google Classroom.

Benefits of using the Internet

- Access to worldwide educational resources including on-line encyclopaedia, museums and teaching activities.
- Staff professional development / access to education materials and good curriculum practice.
- Improved parent / school links via the school website and E-mail
- Use of the Google Classroom as a learning resource

Internet use to provide effective learning

- This will include filtering appropriate to the age of the pupils by LGFL
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement
- Pupils will be given clear objectives for Internet use
- Staff will select sites, which will support the learning outcomes planned for pupils, age and maturity
- Approved sites will be bookmarked
- Pupils will be educated in taking responsibility for Internet access and how to remain safe on the Internet though specific E-safety lessons

Inappropriate use of the internet and computers

- Any inappropriate use of the internet or computer will be logged by a member of staff on CPOMS
- Cyber-bullying incidents will dealt with in-line with schools behaviour policy
- Inappropriate websites that children are found using will be blocked along with games that are used at the wrong time or are unsuitable for the age group
- Use of inappropriate language is monitored on the Google Classroom

Pupil's use of the Internet

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linking nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Staff, parents, governors and advisers, will work to establish agreement that every reasonable measure is

being taken. Pupils will be supervised when using the Internet and their history will be checked by a member of staff if concerns are flagged up.

- The school will encourage pupils to take responsibility for their actions whilst using the Internet, and encourage parents to discuss Internet safety with their children
- Pupils will be taught ways to validate information before accepting that it is necessarily accurate
- Older pupils will be taught to acknowledge the source of information, when incorporating Internet material in their own work
- Pupils will be made aware that the writer of E-mail or the author of a web page may not be the person claimed
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable
- Pupils will be taught to be respectful and responsible of what they access online and recognise when material is unacceptable

Social networking and personal publishing

We block/filter access for pupils to social networking sites. Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils

- Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Email

E-mail is an essential means of communication within education and children are expected to use e-mail in key stage 2 as part of their National Curriculum entitlement. However, the school has agreed on the following guidelines to ensure that it is used both safely and responsibly.

- All pupils will be given an email account; these can be accessed in school and at home
- Pupils will not be allowed to access personal, home based accounts through the school system
- All emails are scanned and monitored by London grid for Learning
- Teachers have access to pupils' email accounts and will check them if concerns arise
- Any email received by a child that they have concerns about should be reported to a member of staff
- Parents will be contacted immediately should any child deliberately breach school e-mail guidelines
- Any child sending abusive emails will have their account blocked and parents will be informed

School Website

The aims of the school website and Learning Platform are as follows:

- To disseminate information relating to the school to parents and other interested parties
- To provide safe, educational links for parents and pupils
- To celebrate children's work via the on-line gallery
- To promote the school in the wider community
- To promote home-school learning opportunities

In order to ensure that the website is carefully maintained the following actions will be taken:

Pupils will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience.

- Work published by pupils will only have their first name published
- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the owner's name
- The point of contact on the website should be the school address school email address and telephone number
- Home information or individual e-mail identities will not be published
- Names of pupils will not be published alongside photographs
- Pupil's work will only be displayed with their first name

Mobile Phones

Appropriate use of mobile phones will be taught as part of E-Safety programme.

Pupil mobile phones are not be permitted in school and phones must be left in the school office.

Phones brought to school remain the responsibility of the owner.

Staff and Parents

All staff will receive training in Internet use.

Rules for Internet will be displayed in the Computer Suite and classrooms.

All staff including teachers, supply staff, teaching assistants and support staff, will be provided with a copy of this policy and its importance explained.

Parents' attention will be drawn to this policy in newsletters, and the full policy published on the school website and available to parents and carers. If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the head teacher.

For any further guidance on E-safety please look at the links on the school website.

Acceptable use of the Internet in school

All pupils, parents, staff and volunteers are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the Internet. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for fulfilling the duties of an individual's role.

Through our filtering service, we will monitor the websites visited by pupils, staff, volunteers and visitors (where relevant) to ensure they comply with the above.

Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager.

Data protection

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

Data can only be accessed and used on school computers. Staff are aware they must not use their personal devices for accessing any school/ children/ pupil data.

Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure