



E-safety & responsibility Policy

Autumn term 2018

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Staff responsible:	Head Teacher prepared by Bursar	Date produced:	Autumn term 2014

Background

E-Safety & responsibility encompasses internet technologies and electronic communications such as mobile phones and electrical equipment that use wireless technology. It highlights the need to educate children and young people about the benefits and risks of using technology such as computers, mobile phones and online games and provides safeguards and awareness for users to enable them to control their online experiences.

This policy is written taking into account the Nottinghamshire County Council, Guidance on the Acceptable Use of ICT in Schools document which was published in May 2012. This gives guidance on the use of digital and interactive technology used by children in school.

E-safety/responsibility depends on effective practice at a number of levels:

- Responsible ICT use by all staff and children; encouraged by education and awareness raising sessions.
- Support and guidance for parents, giving them the knowledge and confidence to be able to supervise their child's use of digital and interactive technology through parent meetings.
- Sound implementation of the E-safety & responsibility policy.

Benefits of Internet Use for Children

The purpose of Internet use in School is to help raise educational standards and promote achievement of children. It is also used to support the professional work of staff and to enhance the school's management information and administration systems. Internet use is an essential element in 21st century life for education, business and social interaction. It is also part of the statutory curriculum. Our school therefore has a duty to provide its' children with quality Internet access and equip them with the skills to be safe whilst using digital and interactive technology.

The benefits of using the Internet include:

- Access to world-wide educational resources including museums and art galleries.
- Educational and cultural exchanges between children and young people world-wide.
- Access to experts in many fields for both children and staff.
- Professional development for staff through access to national initiatives, educational materials and effective professional practice.
- Collaboration with support services and professional associations.
- Exchange of information and administration data between local, regional and national organisations.
- Access to learning and communication wherever and whenever convenient.

Use of personal devices in school

We do not allow children to bring in mobile phones, tablets, laptops or smart watches to school. Should a child bring a device in to school they are told to take them to the school office, where they are stored securely and picked up at home time. They are told not to bring them in again.

Occasionally pupils may need to bring in a tablet or mobile phone, if they are moving between parental homes. Should this be the case, they must take these to the office, where they will then be stored in a secure place until home time. It is the pupil's responsibility to collect the device. Where ever possible we would encourage parents to swap these devices over outside of school, as we are not insured to store them, so therefore cannot accept any liability should they be mislaid or damaged.

Authorised Internet Access

Clarborough Primary school maintains a record of all staff and children who are granted Internet access, **via their ICT support provider**. All Staff are asked to read and sign an Acceptable Use Policy (AUP) before using the school's ICT resources when they join our employment. All pupils and Parents/Carers are asked to read and sign the AUP in their children's planners each year. It is the Class Teachers responsibility to ensure that this is done, before allowing children in their class to use the internet.

Surfing the World Wide Web

Only children whose Parents/Carers have signed the AUP in their child's planners are allowed to "surf the web" at School. Teachers are responsible for ensuring this is done, prior to children using the internet in school.

The School use an approved filtering system to ensure that wherever possible the material that the children have access to is suitable. We will take all reasonable precautions to prevent access to inappropriate material. However, it is not always possible to guarantee that unsuitable material will never appear on a school's computer. The school does not accept liability for the material accessed, or any consequences of Internet access.

Whilst surfing the web, if staff or children discover unsuitable sites, these should be reported immediately to the Head Teacher **or their Assistant, or his Assistant**.

Social Networking

The school's filtering system blocks access to social networking sites. However, we understand that children may use these sites at home and indeed the school has its own 'presence' on social media, so will be taught about the importance of privacy settings as part of the SMART rules.

Children will be advised on security and how to deny access to unknown individuals and instructed how to block unwanted communications. Children will also be taught about what information to share and not to share.

Published Content and the School Web Site

We have a School website: www.clarborough.notts.sch.uk and a twitter account This is used mainly for promotional reasons, although there is also information on there that is of use to Parents and Carers, for instance copies of School Newsletters, copies of forms that parents and carers may need to complete, calendar dates etc. At no time shall personal information about staff, governors, volunteers or children be published without their prior consent. If images of the School or the children are used, we will make every effort to ensure that the children are not identifiable outside of School (for instance we would never put a child's full name beside a photo or video of them) and will not use children's full names in any instance, just their first name and surname initial.

Emerging Technologies

Every day new technologies are introduced, some of which will be beneficial to the education of children. Any relevant emerging technologies will be examined to assess its' educational and developmental benefit and a risk assessment will be carried out before use in the school is allowed.

Communicating the Contents of this Policy

Children and young people

The SMART rules for Internet access are posted in all classrooms. Children will be informed that Internet use is monitored. Children will take part in Class Assemblies and lessons that embrace the SMART rules from Class 2 upwards. Wherever possible this will be reinforced by their Class Teacher in lessons that involve the use of ICT.

Staff

All staff will have access to this policy, its importance explained and they will sign an Acceptable Use Policy. Staff will be made aware that Internet traffic is monitored and can be traced to the individual user. Discretion and professional conduct is essential.