

# Glendale Infant School

## Policy for E-Safety

### **Aims**

- ❖ To raise awareness of the benefits and risks in using all electronic communication and information technologies;
- ❖ To promote the safe and acceptable use of such technologies;
- ❖ To ensure suitable processes and systems are in place in school.

### **Objectives**

- To provide safe and suitable internet access for the children;
- To ensure safe and acceptable usage of e-technologies by the whole school community;
- To raise awareness of e-safety issues

### **Organisation**

#### **To promote safe practices:**

- PSHE&C to include teaching on safe use of e-communications;
- Booklet available for staff on safe personal practices for school;
- Declaration to be signed by all staff;
- Pupil contract to be displayed in ICT suite.

#### **Safe Pupil Access**

1. No pupil will use the internet without a member of staff being aware.
2. Warwickshire broadband, including firewalls and filters, will be used to protect children from unsuitable sites;
3. Any unsuitable site that penetrates the firewall will be noted and reported to the ICT Development Service;
4. No labelled photographs of individual children or other information that may enable the children to be identified outside the school community will be published on the net;
5. Children will not be allowed to send or receive e-mails unless supervised. (School accounts only.)
6. Internet use will be monitored through Policy Central, and filtered through Websense or other similar system;
7. Children will not be allowed access to mobile phones in the classroom;

#### **Use of E-communications by adults**

- Authorised adults will only use the internet for business relevant to school activities, or for legitimate personal use;
- Staff passwords must be kept private.
- Monitoring of internet use will be through the LA;
- Mobile phones may not be used around school, whether for communications, photo/video or other reasons, unless previously agreed by a member of the SMT;

- Staff phones kept in bags around school should be password protected.
- Staff must use social internet sites appropriately. Confidential or sensitive school information must not be posted even on a protected site.
- Evidence of improper behaviour, which impinges on the standing of the school or staff member, which is posted on the internet by anyone, will result in an investigation of misconduct.
- Improper use of the internet is a cause for summary dismissal.

### **Limitations**

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.

Unfortunately, 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.

However, the school will teach pupils safe internet practices that should also help them keep safe outside school when freely accessing the net.

Neither the school nor WCC can accept liability for the material accessed, or any other consequences of Internet access.

### **Compact for Pupils**

Children will be made aware of basic rules for safely when using the internet.

#### **I will:**

- only play online with people I know in real life;
- tell my teacher or parents if anything makes me feel scared or uncomfortable on the internet;
- only e-mail people I know, or with an adults permission;
- not tell people about myself online, especially my name, my age, where I live, about my family or routines;
- not load photographs of myself onto the internet without first asking an adult;
- never meet someone I met online without an adult with me.