

Henley in Arden Church of England VA Primary School

E-SAFETY POLICY

(To be read in conjunction with the ICT and SAFEGUARDING POLICIES)

Staff agreed:

Governors ratified:

Review date:

Internet

Internet access is planned to enrich and extend learning activities and is part of the statutory curriculum.

The internet is an extremely rich resource, both for learning and for recreation. We will encourage children to make effective use of the rich information resources available on the internet both for study and for recreation. We will encourage children to develop the appropriate skills and understandings that will enable them to use these resources well and safely, as well as the ability to analyse and evaluate the resources they find. These skills will be fundamental in the society our pupils will be entering. Children will be encouraged to make use of the world-wide web, as well as email.

Teachers must inform the ICT Co-ordinator immediately should they find offensive material on the Internet. Pupils are also taught about Intellectual Property Rights and Copyright associated with Internet use.

To prevent children having access to any materials on the internet which may be illegal, defamatory, inaccurate, obscene or offensive, the school's internet access will be through a recognised educational service provider, offering a filtered service which refuses access to images of a graphical nature. In addition, use of the internet in school by pupils will only be permitted whilst they are supervised by an adult.

Pupils are taught what is acceptable and what is unacceptable. They are taught to be critically aware of the materials they read and are shown how to validate information before they accept its accuracy. Pupils receive guidance when using the Internet and are supervised. They are given clear objectives for Internet use and report immediately any offensive materials which they may access, to a responsible adult.

Children using the school's computing facilities will be expected to comply with the following rules:

- I will only use the internet when I am being supervised by an adult.
- I will only use email when I am being supervised by an adult.
- I will not email or display rude or offensive messages or pictures.
- I will not send emails using rude or obscene language.
- I will not send emails which annoy, insult, embarrass or attack other people.

- I will not do anything that might cause damage to computers or data stored on computers.
- I will respect the copyright of other people's work and will not copy or download anything that belongs to someone else, without their permission.
- I will respect other people's work and not use other people's passwords or interfere with their work or files.
- I will not deliberately waste limited resources, such as printing unnecessarily.

Failure to keep to the rules may result in a temporary or permanent ban on a pupil's use of the facilities.

A child-friendly copy of the internet policy rules will be displayed next to computers with the facility for pupils to access the internet.

Henley school informs parents that their children will use the Internet. This letter contains details about responsible Internet use which we ask the parents to endorse. All users agree to abide by the Code of Conduct. Staff will have access to the Internet for their own personal and professional development. Useful, professional Internet sites for each topic can be found on the WES We-Learn Portal or via Espresso.

The school will maintain a website on the world-wide web. Pupils whose work or images appear on the school's website will be identified by their photographs, but not their names. Should any parent or carer particularly wish their child's photograph not to appear on the school's website, they need to inform the school accordingly, and their wishes will be respected. This is in accordance with the LEA policy for use of photography in schools.

E-mail

Henley's email-system is part of WES's We-Learn Portal and is operated according to their guidelines and policies. However, e-mail communication should not be considered private or secure. Teachers' e-mail addresses will remain private to pupils and parents; e-mail contact with school is made via the office. Teachers should avoid entering into one to one correspondence with parents via e-mail. Members of staff are discouraged to use their school e-mail addresses for personal use.

Pupils have individual e-mail addresses which they are allowed to use in school for internal messaging, within teacher-controlled ICT lessons. User names and passwords have been set up in accordance with county advice. Pupils are taught to report immediately any offensive messages or if they feel uncomfortable with any messages that they receive. Teachers monitor pupils' use of e-mail very closely.

Pupils are taught to use their e-mail to enhance their education. Inappropriate messages bounced to the filter master are investigated immediately. Sanctions are generally in line with the school disciplinary code but exclusion from service will be the sanction for repeat offenders. Inappropriate messages or attachments arriving in school are forwarded to the ICT Co-ordinator for investigation. If considered necessary, parents and the head may be informed.

WES ICT Scheme of Work and E-Safety Guidelines

As part of the ICT Scheme of Work recommended by Warwickshire Education Services (WES), e-safety guidelines are provided. These guidelines are reviewed by the ICT Co-ordinator and shared with all staff (under *shared/planning/ICT/WES e-safety*). The ICT Co-ordinator ensures that any updates to the Scheme of Work and e-safety guidelines are communicated and available to all staff.