E-Safety Policy

This policy was updated: September 2023.

This policy will be reviewed: September 2024.

Statutory policy: **See safeguarding policy**

We are distinctively Christian in our ethos and outlook and are inclusive of all. At the heart of our school are our Christian values. We welcome those of all faiths and none to shine their lights brightly, celebrating joys, failures and successes in partnership with parents and the community

Kindness   Forgiveness   Fairness   Hope   Courage   Respect

Introduction:

The Internet is now regarded as an essential resource to support teaching and learning. The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using computing. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail and mobile learning, such as phones. Computer skills are vital to access life-long learning and employment; indeed computing and the use of computer technology is now seen as an essential life-skill.

Young people have access to the Internet from many places, home, school, friends' homes, libraries and in some cases mobile phones. St Peter and St Paul C of E has a number of services to help ensure that curriculum use is safe and appropriate, however, access out of school does not usually have these services and has a range of risks associated with its use. St Peter and St Paul C of E is therefore ideally placed to help its pupils to learn to become e-safe.

Aims:

At St Peter and St Paul C of E Primary School, we aim to provide a learning environment with the highest standard of opportunity for children to achieve their full potential. As part of this aim we see access to the Internet as a powerful tool.

We believe that access to the Internet will:
- Enrich the quality of curriculum provision and extend learning activities
- Help us raise children's attainment
- Support teachers' planning and resourcing of lessons
- Enhance the school's management and administration systems
- Enhance staff development through access to educational materials, as well as the sharing of information and good curriculum practice between schools, support centers and the LA and DfE.

This policy should be read in conjunction with the St Peter and St Paul's Acceptable Use Policy.

Inappropriate Material:

Unfortunately, along with a wealth of useful educational sites on the Internet, there are also sites, which contain inappropriate materials, which it would be unacceptable for children to gain access to.

To ensure that children access the Internet within a safe environment, we use RM Ltd as our Internet Service Provider (ISP). The ISP excludes unacceptable material through filtering lists of inappropriate sites to which access is barred when using the school's line. Filtering is done via RM Safetynet DFE approved filtering. However, there is a very small risk that inappropriate material may occasionally get through unfiltered. The effectiveness of filtering is regularly monitored by our third party IT support alongside the Headteacher. An annual online safety audit is completed to review the DFE filtering and monitoring standards.

We therefore follow the agreed guidelines below to ensure that children can access the Internet safely.

Guidance for staff:

Teachers should:

- Ensure that they have received adequate training with Internet use before they supervise children's use of the Internet.
- Supervise children's use of the Internet.
- Supervise children *at all times* when accessing the Internet.
- Educate children in how to use the Internet. There is now a requirement within the 2014 National Curriculum that all children are taught about e-safety and the safe use of ICT (see Appendix 2).
- Ensure that children are aware of and agree and understand the 5 Google – Be an Internet Legend pillars words when using technology and the Internet.
- Give children clear objectives for Internet use (e.g. structure children's access by specifying a site within which they are allowed to browse, use Google Classroom to share links to appropriate sites or by providing lists of suitable web sites from which the children should not stray).
- Preview any web sites, videos and media they intend to allow children access to, to ensure the media does not contain inappropriate material and are suitable for the age and maturity of their pupils.
- Preview or remove any adverts that are attached to media when streaming videos (YouTube for example).
- Ensure that children are aware of the need to respect copyright of materials on the Internet and acknowledge the source of materials taken for use in their own work.
- Be aware of the increase in cyberbullying, grooming and radicalization and should immediately report any concerns to the Computing Leader, the Headteacher or Pastoral Officer who will then take appropriate action. Any issue or action raised will be recorded on CPOMS with the E-safety tab to the DSLs and E-safety lead.

☐ Ensure children are aware to not click pop-up links and gain permission to respond to the pop-up if needed.

Reporting unsuitable/inappropriate material on the Internet:

Teachers should take prompt action if they or their pupils encounter inappropriate material on the Internet.
☐ Ensure children are shielded from unpleasant material (e.g. switch off the monitor and move children away).
☐ Record the Uniform Resource Locator (URL) or web site address, the content of the site and any other relevant information.
☐ Inform the Computing Leader/ Headteacher/ Pastoral Officer of the site details as soon as possible.

The Computing Leader/Headteacher will then:
☐ Report the inappropriate material and web site address to Andy Fielder at South Farm CPA to check files on the system if they believe a child may have been attempting to access unsuitable material.
☐ The Computing Leader and Headteacher will make occasional checks on files to monitor compliance with the school's Internet Access policy.
☐ Discipline children if they make inappropriate use of the Internet. Consequences should be in line with the St Peter and St Paul's Behaviour Policy. These may include suspending a child's access to the Internet and informing parents of serious incidents. The Headteacher should be informed of all incidents where a child has needed sanctioning for irresponsible use of the Internet.
☐ Ensure that use of memory sticks is kept to a minimum with the school computer network. No discs or external hard drive, brought in from home by the children, should be used on the network as this may introduce a virus to the system.

When using virtual platform (Google Classroom) teachers need to be aware of messaging systems within the program to either dis-able the feature or teach the children how to use the platform in line with our school rules and values. Monitoring the use of communication on the platform:
☐ Messages to children should be checked by a teacher wherever possible, before being read by children.
☐ All information posted on Google Classroom by staff and children should be checked by a teacher before it is sent.
☐ Children should not send personal information (e.g. address and 'phone number) or arrange to meet someone, over the Internet.
☐ Adults need to be aware of the status of documents (view only, editable or 1 per child) to protect individual work posted from children.

Guidance for Children:

Children should:
☐ Agree and follow the "Responsible Use Rules" (Appendix 1)

- Agree and use the Google – Be an Internet Legend key words (Appendix 2)
- Respect copyright and acknowledge the source of material they have used from the Internet.
- Inform a teacher immediately if they encounter any material that they feel is offensive or they think may cause offence to others.
- Be aware that their files held on the network may be reviewed by the teacher at any time.
- Be aware that they will incur sanctions if they make irresponsible use of the Internet.
- Only send polite messages to their teacher as specified and not include personal details (e.g. address, 'phone number).

The School will:

- Inform all parents (and new intake parents after first year) that their children will be provided with supervised Internet access as part of the school's curriculum.
- Inform all parents (and new intake parents after first year) of the Responsible Use Rules and Google – Be an Internet Legend scheme and key words which their children will be expected to use, in order to ensure a safe environment.
- Answer parents' queries and concerns about their child's use of the Internet and our safeguards to protect them from unpleasant material.
- Ensure that there are appropriate filters in place to prevent access to inappropriate content (currently RM filters are used).
- Remind the children on the safe use of the internet and electronic equipment regularly (e.g. during Anti-bullying week, Safer Internet Day, Safety assemblies, individual lessons taught at an age-appropriate level).

(Parental permission will *not* be called for by the school before a child is allowed to gain access to the Internet).

For further information regarding Remote Learning and Google Classroom – see Remote learning procedures.

Appendix 1: Responsible use

St Peter and St Paul C of E Primary School

Rules for Responsible Internet Use

- o The school has computers with Internet access to help our teaching and learning. These rules will keep you safe and help us be fair to others.
- o I understand I must only use the Internet and the computer for school work as directed by the teacher.
- o I will ask permission from a member of staff before using the Internet.
- o I will only look at or delete my own files.
- o I understand I will not bring in software or disks from outside school unless I have been given permission.
- o I will not use Internet chat at school.
- o I understand that I must never give my home address or telephone number, or arrange to meet someone on the internet.
- o If I see anything I am unhappy with, or I receive messages I do not like I will tell a teacher immediately.
- o I understand that the school may check my computer files and may monitor the sites I visit.
- o I understand that there are safe and unsafe ways of using the Internet and I will keep myself safe.
- o I will take care of school ICT equipment.
- o I will hand any electronic devices eg phones, smart watches etc into the class teacher during school hours.
- o I understand that if I deliberately break these rules there will be sanctions and I may not be allowed to use the Internet or computers.

Name of child …………………………………………………………………………………

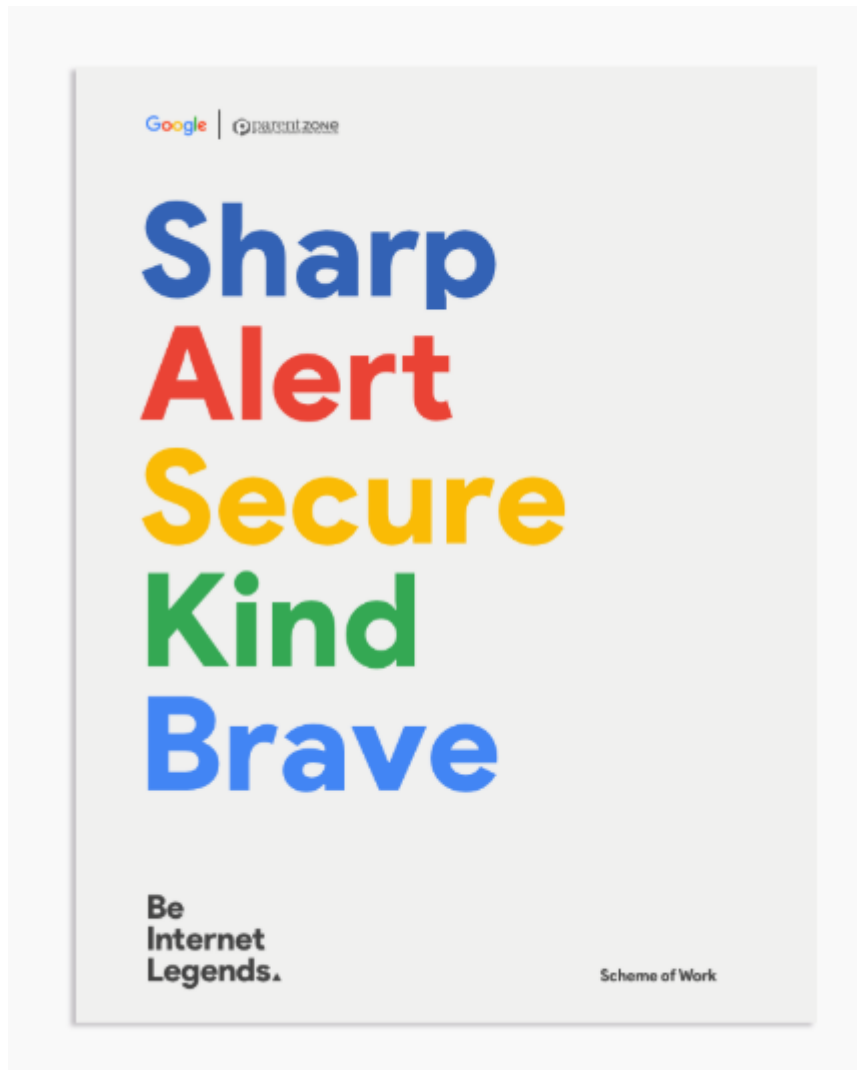Signature of parent/carer ……………………………………………………………….

Signature of child ………………………………………………………………………….

As part of ongoing monitoring of access to technology in our community, we would be grateful if you could identify whether, as a family, you are able to access the internet at home.

We have access to the internet at home

We do not have internet access at home

Appendix 2: Google Pillars

APPENDIX 3 (National Curriculum – Computing)

<mark>Highlighted areas show e-safety links</mark>

Key stage 1
Pupils should be taught to:
- understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions
- create and debug simple programs
- use logical reasoning to predict the behaviour of simple programs
- use technology purposefully to create, organise, store, manipulate and retrieve digital content

- recognise common uses of information technology beyond school
- use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Key stage 2

Pupils should be taught to:

- design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts
- use sequence, selection, and repetition in programs; work with variables and various forms of input and output
- use logical reasoning to explain how some simple algorithms work and to detect and correct errors in algorithms and programs
- understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration
- use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.