Carleton Rode CEVA Primary

E-Safety Policy

This policy overlaps with the School's Statutory Safeguarding Policy. Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

Why is Internet use Important?
The Internet is an essential element in 21st Century life for education, business and social interaction. It is an open communications channel allowing information to be transmitted to most locations in the world. Messages may be sent, ideas discussed and material published, with very little restriction. These features of the internet make it an invaluable resource used by millions of people every day. The purpose of internet use in school is to promote child achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

Benefits of using the internet in education include:
• Access to world-wide educational resources
• Educational and cultural exchanges between children world-wide
• Cultural, vocational, social and leisure use in libraries, clubs and at home
• Access to experts in many fields for children and staff
• Staff professional development through access to national developments, educational materials and good curriculum practice
• Communication with support services, professional associations and colleagues
• Improved access to technical support including remote management of networks
• Exchange of curriculum and administration data with the LA and DfE.

Core Principles of Online Safety
In common with most technologies, internet use presents great risks as well as great benefits. Children could be placed in inappropriate and even dangerous situations without mediated internet access. The school's safeguarding and child protection policy must always be referred to in connection with this policy as they are strongly linked. To ensure responsible use and the safety of children the school's policy is built on the following five core principles:

1) Guided educational use
Internet use will be planned, task orientated and educational within a regulated and managed environment.

Staff should model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright and issues around plagiarism.

2) Risk assessment

Both staff and children will be aware of the risks associated with internet use. Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Staff and children will know what to do if they come across inappropriate material (something which makes the child feel uncomfortable, embarrassed or unsafe) when using the internet.

3) Responsibility
Internet safety depends on staff, governors, advisors, parents/carers and where appropriate, children themselves taking responsibility for use of the internet and associated technologies. The school will seek to balance education for responsible use, regulation and technical solutions to ensure children's safety.

4) Regulation
The use of the internet which brings with it the possibility of misuse will be regulated. Fair rules, written for children to read and understand, will be prominently displayed as a constant reminder of the expectations regarding internet use.

5) Appropriate Strategies
Effective, monitored strategies will be in place to ensure responsible and safe online use. The school will work in partnership with the LA, DfE, parents/carers and their Internet Service Provider to ensure systems to protect children are regularly reviewed and improved.

Internet Access
Parents/Carers will be informed that children will be provided with supervised internet access and will be required to sign and return a form acknowledging their understanding of the school's policy on internet use and online safety. The school will keep a record of all staff and children who are granted internet access. The record will be monitored by the headteacher and school secretary.

All children will receive regular internet safety teaching at an age-appropriate level. One teacher has been CEOPs trained and the school will promote internet safety to parents/carers to help spread awareness of the potential harmful risks to their children such as cyber-bullying, grooming and sexting. On-line safety is part of the Computing Curriculum and other opportunities are taken e.g. during anti-bullying week, Internet Safety Day, to remind children.

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for children. The school, with the support and guidance of the LA, will take all precautions to ensure that users only access appropriate material. However, due to the international and linked nature of internet content, it is not possible to guarantee that unsuitable material will never occur on a school computer. Neither the school nor, Norfolk LA can accept liability for the material accessed, or any consequences of internet access.

If staff or children discover unsuitable sites, the URL (address) and content must be reported immediately to the internet service provider via the Headteacher. Staff and children will be

made aware that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Staff Access

Staff will be encouraged to use this resource to support and enrich their own teaching and professional development. Staff will observe all restrictions and policies with regards to appropriate use of the internet. Any complaint about staff misuse must be referred to the Headteacher. This facility is not for personal use.

E-mail

Only approved e-mail accounts may be used on the school system since they have higher levels of security.

School Website

The school's web site is to celebrate children's work, promote the school and publish resources for projects or homework. The point of contact on the website is the school address, school e-mail and telephone number. Neither staff nor children's home information will be published. Written permission from parents/carers will be obtained before photographs of children are published on the school web site.

School Rules

The school has developed a set of guidance for internet use by children. These rules will be made available to children and kept under constant review. All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses and their responsibilities towards children.

The following rules apply to all children:

Please note that they may be displayed in class in a different more age-appropriate format.

• I will only use websites as guided by the teacher and for the task given for that lesson
• I will only use my own logins and passwords for apps which I will keep secret
• I will not look at or delete other people's files
• I will not bring data into school on memory stick or CD etc without permission
• I will not use internet chat
• If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately
• I know that the school may check my computer files and may monitor the internet sites I visit
• I understand that if I deliberately break these rules, I could be stopped from using the internet or computers

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on internet use.
2. Additional disciplinary actions may be added in line with existing practice on inappropriate
   language or behaviour (see anti-bullying and behaviour policies).
3. When applicable, police or local authorities may have to be involved.

Mobile internet devices such as smart phones and iPods are not allowed to be brought into school by children (unless by prior parental/carer-school agreement and are stored safely away for the day).

All staff, supply staff, visitors, volunteers and students in school are asked to store their personal mobile devices in the school office or staffroom, safely away from sight and are not permitted to use them in classes for any recording or capture purpose. Staff may pick up messages etc at lunchtimes off site or in the staffroom from their own devices. The school provides cameras, iPad and other recording mechanisms for these school-based purposes.

Incident management

In this school:

- support is actively sought from other agencies as needed (i.e. the local authority, UK Safer Internet Centre Helpline, CEOP, Police, Internet Watch Foundation) in dealing with online safety issues

- reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school

- parents/carers are specifically informed of online safety incidents involving children for whom they are responsible

- the police will be contacted if one of our staff or children receives online communication that we consider is particularly disturbing or breaks the law

- we will immediately refer any suspected illegal material to the appropriate authorities – i.e. Police, Internet Watch Foundation and inform the LA

Adopted: December 2018

Signed: Neil Parsons

Review: December 2019