CROWMARSH GIFFORD C. E. SCHOOL

E-SAFETY POLICY

(Updated November 2015)

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Linked to Article 2 and Article 3 from the United Nations Convention on the Rights of the Child: Article 2 (Non-discrimination): That the Convention applies to all children, whatever their race, religion or abilities; whatever they think or say, whatever type of family they come from. It doesn't matter where children live what language they speak, what their parents do, whether they are boys or girls, what their culture is, whether they have a disability or whether they are rich or poor. No child should be treated unfairly on any basis. Article 3: The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children.

At Crowmarsh Gifford CE Primary School we are committed to educating our pupils so that they are fully aware of E-Safety issues. Furthermore, we aim to raise awareness of the importance of E-Safety to the wider school community through staff training and regular parent education/ information sessions.

This E-Safety policy should be read and understood in connection with the school Acceptable Use Policy (AUP) and the Children's Acceptable Use Agreement. This policy also related to the school ICT curriculum and Safeguarding policies.

Roles and Responsibilities

Governors

The nominated E-safety governor holds responsibility for keeping up to date with school E-safety issues and will report any relevant matters to the governing body.

Headteacher

The headteacher holds overall responsibility for ensuring the safety (including E-safety) of all members of the school community.

E-safety coordinator

The E-safety coordinator takes day to day responsibility for E-safety issues.

Liaising with the headteacher, the E-safety coordinator is responsible for the implementation of the E-safety policy and the AUP.

The E-safety coordinator holds and is responsible for the E-safety Incident Log and will report any issues to the headteacher/ ICT technician as required.

The E-safety coordinator must be appropriately trained for the role and is responsible for ensuring all staff are kept up to date with E-safety matters.

Acceptable Use Policy

All staff have read and understood the school AUP.

The Children's Acceptable Use Agreement is sent out annually. In this children and their parents must agree to follow the rules. Any child who does not have a signed agreement will not be allowed to access the Internet in school (an up to date list of these children is held by the E-safety coordinator and the school office).

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Teaching and learning

Internet use is part of the statutory curriculum and is a necessary tool for staff and pupils.

In the 21st century, the Internet is an essential element of school life and as such the school has a duty to provide children with quality Internet access as part of their learning experience.

We recognise that many of our pupils use the Internet regularly outside school, it is therefore the responsibility of the school to educate pupils in how to evaluate their own Internet use and take care of their own E-Safety.

In the classroom, pupils will be taught what Internet use is acceptable and what is not. Pupils will be given clear objectives for Internet use.

Staff will plan age appropriate Internet access in order to enrich and extend learning activities.

Pupils will be taught how to use the Internet to effectively locate, retrieve and evaluate information.

Pupils will be made aware of how to use the CEOP button to report any online abuse.

All classrooms from Year 1 and 6 have Internet safety posters, issued by thinkuknow.co.uk. The rules on these posters should be referred to whenever the Internet is used in school.

At Crowmarsh Gifford CE Primary, the E-safety coordinator holds regular assemblies to prompt E-safety across the whole school. All teachers are aware of E-safety teaching resources available through thinkuknow.co.uk, however wherever possible discrete E-safety lessons will be taught across the school by the E-safety coordinator.

Website

Contact details on the school website should be the school's address, e-mail and telephone number. The personal details of staff or pupils will not be published.

The headteacher and ICT Technician hold overall editorial responsibility of the website and will ensure that all content is accurate and appropriate.

Pupil's full names will not be published on the website, particularly in association with photographs.

Parents must notify the school through the relevant forms if they do not want photographs of their child published on the school website.

Email

The teaching of retrieving and sending emails is required by the curriculum. All children must use their school email accounts. As part of this, children are taught to not reveal any personal details about themselves (in line with the Children's Acceptable Use Agreement).

All staff should use their school email account when communicating between other adults in the school community.

Social Networking

Pupils are not permitted to access any Social Networking websites in school. Social Networking sites such as Facebook, Twitter and Instagram all have a minimum user age of 13. We recognise that use of Social Networking sites at home can lead to difficulties at

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school. Crowmarsh Gifford CE Primary School has therefore taken the decision to report any child found to have a Social Networking account to the relevant body and it is most likely that their account will then be closed.

Personal Data

Any personal data held by the school is recorded, processed, transferred and made available according to the Data Protection Act 1998.

Risk Assessment

Crowmarsh Gifford CE Primary School recognises that some material on the Internet is unsuitable for children. However the school takes all reasonable precautions to ensure the children only access appropriate information.

Our Internet is filtered by Exa and controlled by the school.

Reporting E-Safety concerns

Any E-safety concerns raised by a member of staff must be immediately reported to the E-Safety Coordinator, Headteacher or Deputy Headteacher. This includes reporting any inappropriate websites that are intentional or accidentally accessed by children. An E-safety Incident Log must be completed and kept on file. In accordance with the Incident Log requirements, information can be shared with other parties such as parents/ CEOP as appropriate. Any child found to be in breach of the Children's Acceptable Use Agreement will be sanctioned in accordance with the school Behaviour Policy.

This policy was shared and discussed with the Digital Leaders of Crowmarsh Gifford CE Primary School on 9/11/15

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