

# **Chancellor Park Primary School**

## **E-Safety Policy**

### **Introduction**

The E-Safety Policy has been written by the school's ICT Subject Leader in collaboration with the headteacher. It has been agreed by the Senior Leadership Team and approved by School Governors. It will be annually updated and approved with any amendments highlighted.

In the statutory curriculum it is stated that at KS1 the children are expected to 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. The children in KS2 are expected to use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

In our school we take E-safety very seriously. We have 2 e-safety officers in the school who give regular training to staff and governors as well as overseeing lessons that are delivered to the entire school about it. We have organised evening meetings for the parents and have followed up all e-safety concerns instantly. The children are aware of E-safety across the school and have said in a recent questionnaire that, "The school protects us from strangers" and "inappropriate websites are blocked". We also have a buddy system so that the year 6 children can help to guide the class R children when on the internet. On our website there is a CEOP button which the children and parents have been taught to use if they have any suspicious contact with people on the internet outside of school. This has been taught about in lessons and the parents have been informed in hand outs and news letters.

The E-Safety Policy also directly affects all staff in the school as when delivering the curriculum, teachers need to plan for and make use of ICT, for example, web-based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communications use and pupils need to develop ICT life skills in their use. Access to the internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsible and mature approach towards its use.

The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

## Aims

To give pupils and staff the opportunities to:

- access world-wide educational resources;
- gather information and have cultural exchanges between appropriate pupils in other schools;
- participate in staff discussions with experts in many fields;
- understand where to go to in the event of concerning findings;
- provide access to educational materials and good curriculum practice;
- communicate with the advisory and support services, professional associations and colleagues;
- exchange curriculum and administration data with the Local Authority (LA) and Department for Children, Schools and Families.

## Scope

This policy applies to all school equipment at any time and all other ICT equipment brought onto the school premises by staff. Staff should seek the headteacher's permission before bringing their own equipment onto the premises. In the updated Educational visits policy it states that, 'strictly no personal cameras are to be used during school trips, this includes mobile phone cameras'. This rule applies to all staff, parent helpers and children.

## Planning and use of ICT in the school

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;
- Pupils will be given clear objectives for internet use;
- Staff will select sites which will support the learning outcomes planned for the pupils' age and maturity;
- Staff and pupils **will not** be allowed to access public chat rooms, including social network sites unless within a training context;
- Staff and pupils will not access inappropriate sites that could put others at risk;
- New tools will be thoroughly tested before pupils are given access and the teachers will carry out a risk assessment before trying new tools and devices;
- At **Key Stage 1**, the majority of the access to the internet will be by teacher or adult demonstration. However there may be situations when pupils have supervised access to specific approved on-line materials;
- At **Key Stage 2**, internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible internet use;
- Pupils using the Internet will be supervised by an adult;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be immediately reported to the E-safety Officers who would report this to the Essex broadband team.
- All access to the internet with the children will be age appropriate and sites will be checked beforehand by teachers.

**Chancellor Park Primary School  
E-Safety Statement**

**Staff**

- Access should only be made via the authorised account and password, which should not be made available to any other person. If the password is found then the e-safety officers who would then change the password;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Posting anonymous messages and forwarding chain letters is forbidden;
- Copyright of materials must be respected;
- All internet activity should be appropriate for staff professional activity or pupils' education.
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded or may be sent inadvertently to the wrong person;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Users must access only those sites **and materials relevant to their work in school**. Users will be aware when they are accessing inappropriate materials and should expect to have their permission to use the system removed;
- **Staff should not give their private email address to pupils or parents under any circumstances.** Any such correspondence must go through the school's email facility through the school office having been prior approved by the headteacher.
- Staff **will not** be allowed to access public chat rooms, including social network sites. This includes the use of Facebook, Twitter and MySpace.  
Staff **will not** discuss school on social networking site so as not to bring it into disrepute.
- Staff are to preserve evidence of inappropriate material and report it to the e-safety officer who will take the appropriate measures.

**Any material breach of this will result in disciplinary action.**

Full name                    ... ..                    post                    ... ..

Signed                    ... ..                    date                    ... ..

## **Chancellor Park Primary School**

### **Rules for Responsible Internet Use**

#### **Pupils**

The school has computers and internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will only access the network with my own login, which I will keep secret;
- I will not access other people's files;
- I will only use the computers for school work and homework;
- If I bring in a memory stick to school I must check with a teacher first that it is safe to use it;
- I will ask permission from a member of staff before using the internet;
- Any messages I send will be polite and sensible;
- I will not give my photos, home address, telephone number, email address or personal website details, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- I understand that the school may check my computer files and may monitor the internet sites I visit.

#### **Pupil's agreement**

I agree to follow the rules for Responsible Internet Use.

Signed: ... ..

Print name: ... ..

Class: ... ..



## Safe use of the Internet for our children





We take pupils safety and welfare very seriously here at Chancellor Park and take precautionary steps to safeguard our pupils.

In light of the increasing use of computer technology by children and the ease of accessing the internet and emails we have recently reviewed our Safe Use of the Internet Policy to reflect the advances in technology and the steps we can take to promote its safe use.

Our revised policy is now available on the school website – [www.chancellorpark.essex.sch.uk](http://www.chancellorpark.essex.sch.uk) which we would encourage you strongly to read and review the safety guidance with your child for their use of ICT at home also. If you do not have access to the Internet and would like a copy please come to the school office where we will happily provide you with one.

Very often homework will involve some form of research, and the internet provides a good source for this however does sadly involve risk, especially if they are using search engines and no specific addresses to look at.

We urge you to turn on safe search on any computers that your children have access to at home. Most search engines have the facility to do this meaning that lots of inappropriate sites are blocked. On the top right hand corner of google you will find this icon:

Once you  have clicked on the icon there is a section called 'Safe Search Filtering' and turn this  onto 'strict filtering' by clicking on the circle next to this. This will help but you need to be aware that this doesn't guarantee internet safety and we urge you to monitor your children's internet use carefully.

I have no doubt that many of you will already have such measures in place at home, however for those who haven't we hope that you will find this policy useful. To assist you further, most modern anti-virus and security products for your devices come with parental control software included.

With the increasing use of social networking sites parents should monitor their children's use and also be responsible in their own use especially in relation to comments about pupils of the school, teaching staff and other parents. Members of staff will also not discuss school for any reason on social networking sites.

If you ever feel that your child is speaking to somebody suspicious online and you think that the police should become involved we have added the CEOP button onto the website. CEOP stands for Child exploitation and online protection and clicking on this button will put you into contact with a special branch of the police who deal with criminals online who are there to exploit children.



You will find this button on the front page of our website.

Should you have any queries or we can provide you with any more support surrounding this please do not hesitate to let us know.

*Striving to provide an experience our pupils can treasure forever...*