



## Yohden Primary School

Our e-Safety Policy has been written by Yohden Primary School. It has been discussed with staff, agreed by the Senior Leadership Team and approved by Governors. It will be reviewed annually. It is the duty of all the staff at Yohden Primary School to ensure that every child in our care is safe, and these principles should apply to the 'virtual' or 'digital' world as well as in school.

This Policy document is drawn up to protect all stakeholders.

### Context and Background

#### Technologies

In today's society, children, young people and adults interact with technologies such as mobile phones, games consoles and the Internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial to all, but can occasionally place children, young people and adults in danger.

Current and emerging technologies used in school and, more importantly used outside of school by children include:

- The Internet – World Wide Web
- e-mail
- Instant messaging (often using simple web cams e.g. Instant Messenger)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs and Micro-blogs (e.g. Twitter)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access

### Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at Yohden Primary school:

- An effective range of technological tools
- Policies and procedures, with clear roles and responsibilities
- E-Safety teaching is embedded into the school curriculum and schemes of work

### 3. Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Headteacher, along with the support of all staff and governors, aims to embed safe practices into the culture of the school.

#### Leadership team

The Senior Leadership Team ensures that the Policy is implemented across the school via the usual school monitoring procedures.



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### **E-Safety Co-ordinator**

Our school e-Safety Co-ordinators are Mrs Smith Headteacher and Mrs Harrison Deputy Headteacher.

They are responsible for keeping up to date on all e-Safety issues and ensuring that staff are updated as necessary.

### **Governors**

The School Governing body is responsible for overseeing and reviewing all school policies, including the e-Safety Policy.

### **School Staff**

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. Staff should ensure they are familiar with the school e-Safety policy, and ask for clarification where needed. They should sign the Adult ICT Acceptable Use Policy.

Class teachers should ensure that pupils are aware of the e-Safety rules, introducing them at the beginning of each new school year.

### **Pupils**

Pupils are expected to take an active part in lessons and activities to support their understanding and confidence in dealing with e-Safety issues, both at home and school. They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school.

### **Parents**

Parents are given copies of the pupils acceptable user agreement and asked to support these rules with their children.

## **4. Technical and hardware guidance**

### **School Internet provision**

The school uses the standard LA Internet Service Provider.

### **Content filter**

Durham Local Authority use a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter:

- All pupils and staff have been issued with clear guidelines on what to do if this happens and parents will be informed where necessary.
- Pupils or staff who deliberately try and access unsuitable materials will be dealt with accordingly.



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### Downloading files and applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment:

- Pupils are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member.

### Security and virus protection

The school subscribes to the LA Antivirus software program. The software is monitored and updated regularly by the school technical support staff.

- Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICT Technician.

## 5. E -Safety for Pupils

We believe it is our responsibility to prepare pupils for their lives in the modern world, and ICT is an integral part of that world. At Yohden Primary School we are committed to teaching pupils to use ICT effectively and appropriately in all aspects of their education. Therefore e-safety is a key component of our Computing curriculum.

### Use of the Internet by pupils

Internet access is carefully controlled by teachers according to the age and experience of the pupils, and the learning objectives addressed. Pupils are always actively supervised by an adult when using the Internet.

### Access for all pupils

In line with our inclusion policies across the school, we want to ensure that all our pupils have access to the Internet, particularly where this will directly support their learning.

When internet based homework is assigned, and no internet access is available at home, access will be made available in the weekly after school homework club.

### Using the Internet for learning

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials. Using the Internet for learning is now a part of the Computing Curriculum (Sept 2014). We teach all of our pupils how to find appropriate information on the Internet, and how to ensure, as far as possible, that they understand who has made this information available, and how accurate and truthful it is.

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focussed and using appropriate and relevant materials
- Children are taught how to use search engines and how to evaluate Internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary
- They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials



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- They are taught how to carry out simple checks for bias and misinformation
- They are taught that web-based resources have similar copyright status as other materials such as books, films and music, and that this must be taken into consideration when using them.

### **Teaching safe use of the Internet and ICT**

#### **Suitable material**

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

#### **Non-Education materials**

We believe it is better to support children in finding their way around the Internet with guidance and positive role modelling rather than restrict Internet use to strict curriculum based research. As well as Internet material directly related to the curriculum, we encourage children to visit appropriate entertainment and child-oriented activity sites that have interesting and relevant activities, games and information at school and at home.

#### **Unsuitable material**

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

1. Inform the teacher.
2. Make a note of the website and any other websites linked to it.
3. Log the incident – ICT Incident Log Book in the school office.
4. Discussion with the pupil about the incident, and how to avoid similar experiences in future.

#### **Using E-Mail at school**

E-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail, and how to use it appropriately and effectively.

- We teach the use of e-mail as part of our Computing curriculum, and use appropriate pupil e-mail accounts where necessary
- Pupils are not allowed to access personal e-mail using school Internet facilities

#### **Chat, discussion and social networking sites**

These forms of electronic communication are used more and more by pupils out of school, and can also contribute to learning across a range of curriculum areas.

Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for young people, and there have been some serious cases highlighted in the media.



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We use a range of resources to teach children how to use chat rooms safely.

All commercial Instant Messaging and Social Networking sites are filtered as part of the LA Internet policy.

Pupils may take part in discussion forums or post messages on bulletin boards that teachers have evaluated as part of specific lesson activities. Individual pupil names or identifying information will never be used.

### **Internet-enabled mobile phones and handheld devices**

More and more young people have access to sophisticated internet-enabled devices such as SMART mobile phones, tablets and music players. It is important that whilst the school recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted to a website or weblog. Pupils will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites etc. and how the data protection and privacy laws apply.

Pupils are not allowed to have personal mobile phones or other similar devices in school. Parents may request that such devices are kept at the School Office for pupils who may need them on their journey to and from school in exceptional circumstances.

### **Cyberbullying - Online bullying and harassment**

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a harmful effect on pupils. Yohden Primary School has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy.

These include:

- No access to public chat-rooms, Instant Messaging services and bulletin boards.
- Pupils are taught how to use the Internet safely and responsibly, and are given access to guidance and support resources from a variety of sources.

We encourage pupils to discuss any concerns or worries they have about online bullying and harassment with staff, and have a range of materials available to support pupils and their families.

- Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy.
- Complaints related to child protection are dealt with in accordance with school child protection procedures.

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### **School and pupil websites – pictures and pupil input**

As part of ICT and the wider curriculum, pupils may be involved in evaluating and designing web pages and web-based resources.

Any work that is published on a public website and attributed to members of our school community will reflect on our school, and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content. Pupils may design and create personal web pages. These pages will generally only be made available to other school users, or as part of a password protected network or learning platform.



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### **Deliberate misuse of the Internet facilities**

All pupils have discussed the rules for using the Internet safely and appropriately. Where a pupil is found to be using the Internet inappropriately, for example to download games or search for unsuitable images, then sanctions will be applied.

### **How will complaints regarding e-Safety be handled?**

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as well as in school.

The international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

The Headteacher acts as first point of contact for any complaint.

**Signed:**

**Date:**

Review March 2018