

Penygarn Community Primary School E-Safety Policy

Revised: January 2015

1. Vision and Rational

Penygarn Community Primary School believes that Information and Communication Technology is an integral part of learning to prepare our pupils for today's society. It is imperative that we equip them with evaluative skills to use the internet safely in and out of school. Recognising e-safety issues and planning accordingly will help to ensure appropriate, effective and safer use of electronic communications.

“Children and young people need to be empowered to keep themselves safe – this isn't just about a top-down approach. Children will be children – pushing boundaries and taking risks. At a public swimming pool we have gates, put up signs, have lifeguards and shallow ends, but we also teach children how to swim”. (Dr Tanya Byron, 2008)

Penygarn Community Primary School's E-Safety Policy has been written by the school, in accordance with Torfaen CBC E-Safety Policy. It has been agreed by the Senior Leadership Team and approved by the governors. It will be reviewed annually by the e-safety coordinator.

2. Use of the internet

Internet use is a statutory part of the National Curriculum in Wales and a necessary tool for learning. It is a part of everyday life for education, business and social interaction. Our school has a responsibility to provide students with internet access as part of their learning experience. The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.

Benefits

Some of the benefits of internet access in the school are as follows:

- Access to national and worldwide educational resource.
- Access to experts in many fields via websites, email and online conferencing and networking communications .
- Professional development for staff through access to national developments, the Education Achievement Service (South East Wales) and other national sources of CPD support.

- Exchange of curriculum and administration data with Torfaen County Borough Council and within Penygarn Community Primary School.
- Anytime and anywhere access to learning.
- Pupil and staff access to personal online accounts including email, websites and blogs.

Enhancing Learning

The school's Internet access is designed to enhance and extend education. Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use. Our school will ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.

Evaluating Content

The evaluation of online materials is an essential part of the teaching and learning across all subject areas. Staff will evaluate web content used in lessons and activities for suitability before giving access to pupils. Pupils will be clear on the school procedures for reporting unsuitable content. (see Acceptable Use Policies)

3. MANAGING SYSTEMS

Use of Email

- Pupils at Penygarn Community Primary School may only use the email address provided to them by school via Google Apps for Education to communicate for purposes related to education unless agreed by the head teacher.
- Pupils should inform a member of staff as soon as possible if they have received an offensive email.
- Pupils must not reveal personal details of themselves or others in email communication or arrange to meet anyone without specific arrangement and permission from school staff.
- Pupils are not allowed to access their own personal email or communication accounts using the school network system.
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- Staff should only use school email accounts to communicate with pupils as approved by the Senior Leadership Team.

- Staff should use school email accounts for professional purposes only unless agreed by the Head Teacher/ Deputy Head Teacher.

Managing published content

Penygarn Community Primary School website has been created to inspire pupils to publish work of a high standard, to celebrate pupil's work, promote the school and communicate events and projects with the wider community. The website will only be used to communicate public information of which should be considered from a school security viewpoint.

The contact details on the school website are the school address, email and telephone number. No other email addresses are to be published on the school website. Staff or pupils' personal information must not be published. The website complies with Penygarn Community Primary School's guidelines for publications including respect for intellectual property rights and copyright.

In order to further secure pupil's personal information, the publishing of pupils' full names with their images is **not acceptable** on Penygarn Community Primary School's website or any other online publication.

Pupils must have parental permission before their work or photograph can be published on Penygarn Community Primary School's website. These permissions must be updated annually.

Images that include pupils will be selected carefully and will not provide material that could be reused.

Pupils must have parental permission before their work and or photograph can be published any of the school's online accounts.

Managing Social Networks

Pupils

Most social networking sites/ email accounts and the like, state that a person has to be aged 13 or over to have an account. Under no circumstances and guidance from Welsh Government, should teachers or staff authorise such an account for pupils and should endeavour to educate pupils in this area to raise awareness.

Only social networking sites/ email accounts authorised by senior leadership team are to be used in school.

Pupils will be educated regularly in the area of e-safety throughout the school through workshops and awareness sessions.

Pupils will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM (Instant Message) and email addresses, full names of friends/family, specific interests and clubs etc.

Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location.

Pupils are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory. Awareness of internet safety will be regularly raised to pupils.

All Staff

Staff official blogs and websites should be password protected and run with approval from the Senior Leadership Team. Staff should be advised not to run social network spaces for pupil use on a personal basis.

If personal publishing is to be used with pupils then it must use age appropriate sites suitable for educational purposes. Personal information must not be published and the site should be moderated by school staff.

Staff and pupils will be advised on security by the e-safety coordinator and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.

Staff and pupils should be encouraged to invite known friends only and deny access to others by making profiles private when using social networking sites.

Staff should be reminded of Torfaen County Borough Council's E- Safety Policy and Guidance documents that refer to:

Code of Professional Conduct and Practice for Registered Teachers

http://www.gtcw.org.uk/gtcw/images/stories/downloads/professional_standard_s/GTCW_Professional_Code.pdf

Managing filtering

Penygarn Community Primary School will work with Torfaen County Borough Council and the Shared Resource Service (SRS) to ensure that systems to protect pupils are reviewed and improved.

If staff or pupils discover unsuitable sites, the URL must be reported to the e-safety Coordinator.

The school's broadband access will include filtering appropriate to the age and maturity of pupils. This is managed via the Shared Resource Service (SRS).

Senior staff along with the SRS will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Any material that the school believes is illegal must be reported to appropriate agencies such as SRS, Internet Watch Foundation (IWF) or the Child Exploitation and Online Protection centre (CEOP).

The school's access strategy will be designed by teachers and educators to suit the age and curriculum requirements of the pupils, with advice from SRS.

Managing Video Conferencing

When using on line video conferencing tools e.g. Skype or chat facilities, refer to **Managing Social Networks** in this document.

Pupils should ask permission from the supervising teacher before making or answering any videoconference call.

RE: Video conferencing units

(Contact ICT Advisory EAS if wishing to conduct video conferencing in order to receive up to date and relevant guidance.)

- All video conferencing equipment is set to auto-answer (all units are hidden behind the gate-keeper, therefore no unauthorised access is available).
- Equipment connected to the educational broadband network should use the national E.164 numbering system and display their H.323 ID name.
- Videoconferencing contact information should not be put on the school Website.
- The equipment must be secure and if necessary locked away when not in use.

Refer to Video Conferencing Protocol (available from Advisory Service) for conduct.

Managing Emerging Technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile phones will not be used during lessons by staff or pupils or formal school time unless authorised by the Senior Leadership Team for a curriculum related activity.

All devices, such as ipods and ipads, that connect to the internet should be used with clear guidelines set by the class teacher and the internet accessed through the school network only.

The Protection of Personal Data

The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals. The Act sets standards (eight data protection principles), which must be satisfied when processing personal data (information that will identify a living individual). The Act also gives rights to the people the information is about i.e. subject access rights lets individuals find out what information is held about them. The eight principles are that personal data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individual's rights
- Kept secure
- Transferred only to other countries with suitable security measures.

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

1. POLICY DECISIONS

Authorising Access to the Internet.

The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.

Foundation Phase

Access to the Internet will be by adult demonstration and directly supervised access to specific, approved online materials.

KeyStage 2

Pupils should be able to access the internet independently under supervision by a member of staff.

Pupils and parents should discuss and agree and sign the Acceptable Use Policy and have a clear understanding of e-safety rules for Penygarn Community Primary School.

Parents will be asked to sign and return a consent form for pupil access.

Parents will be informed that pupils will be provided with supervised Internet access.

Risk Assessment

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor Torfaen County Borough Council can accept liability for the material accessed, or any consequences resulting from Internet use.

Penygarn Community Primary School will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

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

Methods to identify, assess and minimise risks will be reviewed regularly.

Handling E-Safety Complaints

Complaints of Internet misuse will be dealt with under our School's Complaints Procedure.

Any complaint about staff misuse must be referred to the Head Teacher.

All e-safety complaints and incidents will be recorded by the school — including any actions taken.

Pupils and parents will be informed of the complaints procedure.

Parents and pupils will work in partnership with staff to resolve issues.

Discussions will be held with the local Police Community Support Officer and/or Children's Safeguarding Team to establish procedures for handling potentially illegal issues.

Any issues (including sanctions) will be dealt with according to the school's disciplinary and child protection procedures.

The Internet in the Community

The school will liaise with local organisations to establish a common approach to e-safety.

The school will be sensitive to internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

All members of the community who use internet facilities within the school will complete an appropriate Acceptable Use Policy.

Managing Cyberbullying and Cyber Incidents

Cyber bullying (along with all forms of bullying) will not be tolerated in school. Full details are set out in the school's policy on anti-bullying.

There are clear procedures in place to support anyone affected by Cyber

bullying as set out in Penygarn Community Primary School's Anti-Bullying Policy.

All incidents of cyber bullying reported to the school will be recorded.

There are clear procedures in place to investigate incidents or allegations of Cyber bullying:

- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- Pupils, staff and parents/carers will be advised to not delete the offending texts, emails, video etc.
- The school will take steps to identify the bully, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.

Sanctions for those involved in Cyber bullying may include:

- The bully will be asked to remove any material deemed to be inappropriate or offensive.
- A service provider may be contacted to remove content.
- Parent/carers may be informed.
- The Police will be contacted if a criminal offence is suspected.

2. COMMUNICATION POLICY

Pupils

All users will be informed that the network and internet will be monitored
Some staff are trained to use the ThinkUknow resources online provided by CEOP (Child Exploitation and Online Protection).

A programme of e-safety awareness activities will take place regularly in all year groups throughout the school year to raise the awareness and importance of safe and responsible internet access. Pupil instruction in responsible and safe use will precede Internet access.

Safe and responsible use of the internet and technology will be reinforced across the curriculum, including PSE and citizenship covering both home and school access. Particular attention will be given where pupils are considered to be vulnerable.

Acceptable Use Policies will be attached to the e-safety rules when sent out with annual permission forms in September of each year.

Staff

The E-Safety Policy will be formally introduced and discussed with staff and governors.

To protect all staff at Penygarn Community Primary School, each member will be asked to sign an Acceptable Use Policy.

All staff are to be aware that internet traffic can be monitored and traced back to the individual user. Discretion and professional conduct is essential.

Parents

Parent and Carers attention will be brought to the e-safety policy in newsletters, Penygarn Community Primary School's brochure and on the school website.

Penygarn Community Primary School will actively provide demonstrations and suggestions for safe home Internet use or highlighting e-safety at specific workshop session or other attended events e.g. parent evenings, sports days. Parents will be requested to sign an e-safety/internet agreement as part of the Home School Agreement.

Information and guidance for parents on e-safety will be made available to parents in a variety of formats.