## LETHBRIDGE PRIMARY SCHOOL

## E-SAFETY POLICY

## 1. Aims and objectives

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned e-safety curriculum should be provided as part of Computing and PHSE and should be regularly revisited
- Key e-safety messages should be reinforced through our school website, assemblies and classroom activities.
- Children should be taught to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Children should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Children should be helped to understand the need for the student Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies  the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that children should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where children are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.

## 2. Parent and Carers

Many parents and carers play an essential role in the education of their children and in the monitoring of the children's on-line behaviours.

The school will therefore seek to provide information and awareness to parents and carers through:

- Letters, newsletters and the school website
- Reference to the relevant web sites and  publications eg *www.swgfl.org.uk* *www.saferinternet.org.uk/*   *http://www.childnet.com/parents-and-carers*

## 3. Technical – infrastructure / equipment, filtering and monitoring

- Internet Filtering is provided by Surf Protect http://www/surfprotect.co.uk
- We will work in partnership with parents, the LA, DfE and the Internet Service Provider - Exa Networks Ltd http://www.exa.net.uk to ensure systems to protect pupils are reviewed and improved
- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider. Children will be educated as to the correct and safe procedure to do this
- Senior staff 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 referred to the Internet Service Provider.
- Filtering strategies will be selected by the school, in discussion with the filtering provider where appropriate
- The school has provided enhanced / differentiated user-level filtering
- An agreed policy is in place regarding the extent of personal use that users staff and their family members are allowed on school devices that may be used out of school.

## 4. Use of digital and video images

When using digital images, staff should inform and educate children about the risks associated with the taking, using, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.

- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other children / pupils in the digital / video images.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that children are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

- Children must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include children will be selected carefully and will comply with good practice guidance on the use of such images.
- Children' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained when children start school before photographs of children are published on the school website.

## 5. Data Protection

Staff must ensure that they:
- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, memory stick or any other removable media:
- The data must be encrypted and password protected
- The device must be password protected (many memory sticks / cards and other mobile devices cannot be password protected)
- The device must offer approved virus and malware checking software
- The data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

## 6. Internet Use

- The school has a duty to provide children with quality internet access as part of their learning experience. Pupils use the internet widely outside of school and need to learn to evaluate internet information and to take care of their own safety and security.
- The school's internet access will be 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.
- Access levels to the internet will be reviewed to reflect the curriculum, requirement and the age and ability of pupils.

- Staff should guide pupils to online activities that will support the learning outcomes planned for the pupils' age and ability.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet materials in their own work.

## 7. Monitoring and review

The Computing subject leader regularly discusses the Computing situation with the head teacher and provides an annual Action Plan in which s/he evaluates the strengths and weaknesses in the subject, plans for further implementations and projects using Computing and indicates areas for further improvement. The Computing Subject leader attends regular Network meetings to stay updated in developments within Computing.

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