# William Penn
# e-Safety Policy

William Penn Primary School takes the safety of all children and adults very seriously. This policy is written to protect all children and adults. We recognise that e-Safety encompasses not only internet technologies, but also electronic communications such as mobile phones and wireless technology.

This policy should be read in conjunction with the 'Preventing Extremism and Radicalisation Policy'.

**What does electronic communication include?**

- Internet collaboration tools: social networking sites and web-logs (blogs);
- Internet research: websites, search engines and web browsers;
- Mobile phones and personal digital assistants (PDAs);
- Internet communications: e-mail and IM;
- Webcams and videoconferencing;
- Wireless games consoles.

Internet technologies and electronic communications provide children and young people with opportunities to broaden their learning experiences and develop creativity in and out of school. However, it is also important to consider the risks associated with the way these technologies can be used.

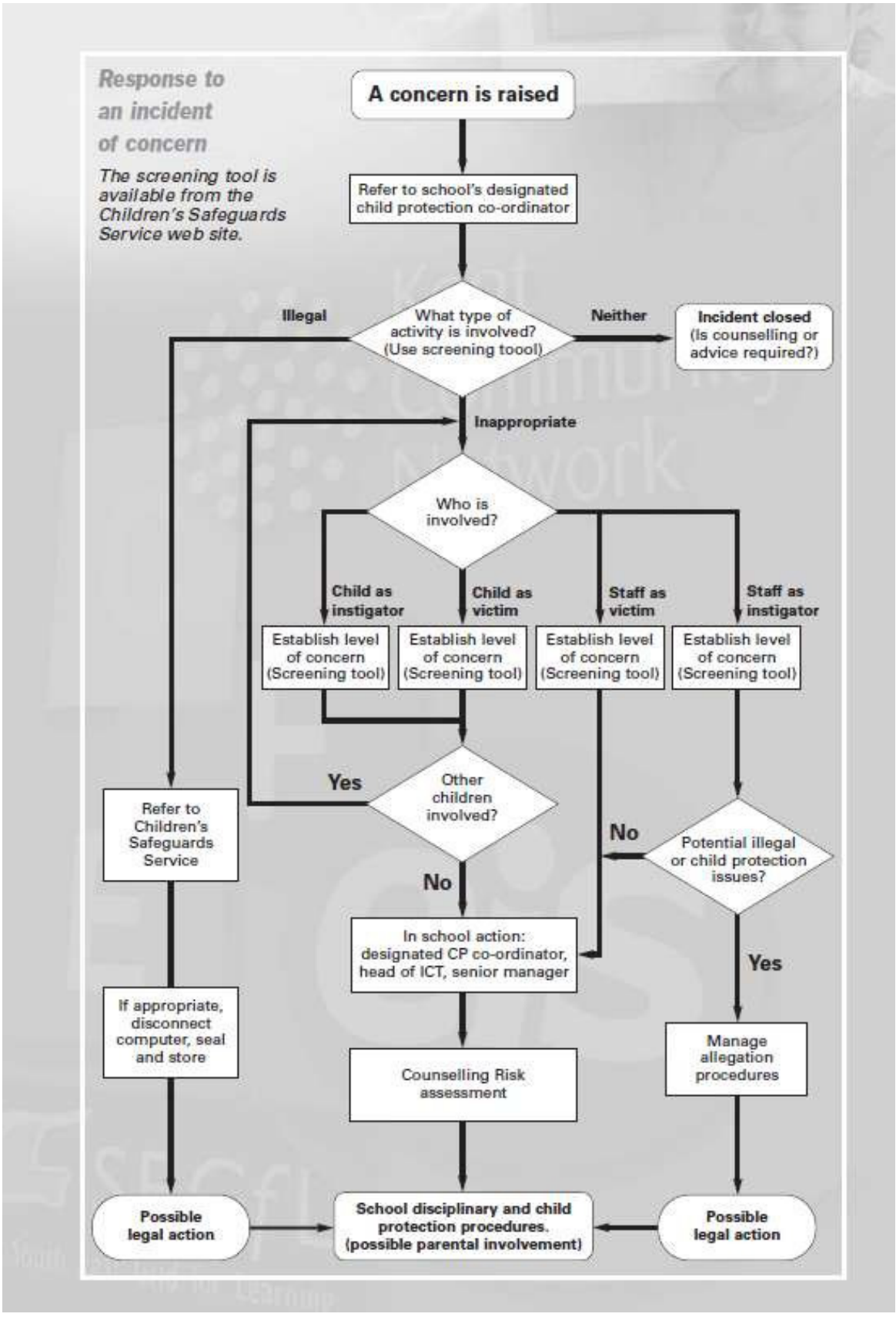
This e-Safety Policy should recognise and seek to develop the skills that children and young people need when communicating and using these technologies properly, while keeping safe and secure, and acting with respect for others.

These risks to e-safety are caused by people acting inappropriately or even illegally. Any potential issue must be dealt with at a personal level. Teachers are the first line of defence; their observation of behaviour is essential in detecting danger to pupils and in developing trust so that issues are reported. Incidents will vary from the prank or unconsidered action to considered illegal activity.

**What are the risks?**

- Receiving inappropriate content;
- Predation and grooming;
- Requests for personal information;
- Viewing 'incitement' sites;
- Bullying and threats;
- Identity theft
- Publishing inappropriate content;
- Online gambling;
- Misuse of computer systems;
- Publishing personal information;
- Hacking and security breaches;
- Corruption or misuse of data.

The flowchart on the next page illustrates our approach to investigating an incident of concern. This diagram should not be used in isolation when responding to incidents.


Response to an incident of concern
The screening tool is available from the Children's Safeguards Service web site.
A concern is raised
Refer to school's designated child protection co-ordinator
What type of activity is involved? (Use screening toool)
Illegal
Neither
Incident closed (Is counselling or advice required?)
Inappropriate
Who is involved?
Child as instigator
Child as victim
Staff as victim
Staff as instigator
Establish level of concern (Screening tool)
Establish level of concern (Screening tool)
Establish level of concern (Screening tool)
Establish level of concern (Screening tool)
Other children involved?
Yes
No
Refer to Children's Safeguards Service
Potential illegal or child protection issues?
No
Yes
In school action: designated CP co-ordinator, head of ICT, senior manager
If appropriate, disconnect computer, seal and store
Manage allegation procedures
Counselling Risk assessment
Possible legal action
School disciplinary and child protection procedures. (possible parental involvement)
Possible legal action

A summary of a school's e- safety responsibilities is outlined below. This list will assist in developing a co-ordinated and effective approach to managing e-safety issues.

- The school e-Safety Coordinator may also be the Designated Child Protection Coordinator as the roles overlap, but could also be a member of SMT, the ICT Coordinator or a subject teacher. The e-safety Coordinator will receive support and advice from the county e-Safety Officer, and where necessary, the Police.
- The e-Safety coordinator should maintain the e-Safety Policy, manage e-Safety training and keep abreast of local and national e-safety awareness campaigns. The school will review the policy regularly and revise the policy annually to ensure that it is current and considers any emerging technologies.
- The school will review their filtering systems regularly to ensure that inappropriate websites are blocked.
- To ensure that pupils and staff are adhering to the policy, any incidents of possible misuse will need to be investigated.
- The school will include e-Safety in the curriculum and ensure that every pupil has been educated about safe and responsible use. Pupils need to know how to control and minimise online risks and how to report a problem.
- All staff and pupils must read and sign the Acceptable Use Policy (parents may sign on behalf of young children having discussed e-safety with them).
- The e-Safety Policy will be made available to all staff, governors, parents and visitors through the website.

**Implementation and Compliance**

No policy can protect pupils without effective implementation. It is essential that staff remain vigilant in planning and supervising appropriate, educational IT experiences.

**Teaching and learning**
**Why is Internet use important?**

Developing effective practice in internet use for teaching and learning is essential.

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. The internet use is part of the statutory curriculum and a necessary tool for learning. The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality internet access as part of their learning experience. Pupils use the internet widely outside school and will need to learn how to evaluate internet information and to take care of their own safety and security.

The school internet access is designed expressly for pupil use and will include filtering appropriate to the age of pupils.
Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils;
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity;
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

**Evaluating Internet Content**

In a perfect world, inappropriate material would not be visible to pupils using the internet, but this is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example: to close the page and report the incident immediately to the teacher.

The school will ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.

**Local Area Network Security**

- Users must act reasonably;
- Users must take responsibility for their network use. For all staff, flouting acceptable use policy is regarded as a matter for dismissal;
- Workstations should be secured against user mistakes and deliberate actions, e.g. deleting files and folders;
- Servers will be located securely and physical access restricted;
- The server operating system will be secured and kept up to date;
- Virus protection for the whole network will be installed and current;
- Access by wireless devices must be pro-actively managed.

**Wide Area Network (WAN) security**

All internet connections must be arranged via Exa to ensure compliance with the security policy. Firewalls and switches are configured to prevent unauthorised access between schools.

- The security of the school information systems will be reviewed regularly;
- Virus protection will be updated regularly;
- Security strategies will be discussed with the LA when necessary;
- Personal data sent over the internet should be encrypted or otherwise secured;
- Portable media may not be used without specific permission followed by a virus check;
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail;
- Files held on the school's network will be regularly checked;
- The ICT co-ordinator / network manager will review system capacity regularly.

**Emails**

- Pupils may only use approved e-mail accounts;
- Pupils must immediately tell a teacher if they receive offensive e-mail;
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission;

**School Website and Learning Platform**

The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information must not be published. E-mail addresses should be published carefully, to avoid spam harvesting. The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate. The website should comply with the school's guidelines for publications including respect for intellectual property rights and copyright.

**Use of Images**

Images that include pupils will be selected carefully and will comply with the school's media permission terms.

**Social Networking – please refer to Social Media Policy and Use of Mobile Phones and Digital Photography Policy**

- The school will block/filter access to social networking sites;
- Newsgroups will be blocked unless a specific use is approved;
- Children will be taught about the role of CEOP (Child Exploitation and Online Protection) and how to contact such organisations:

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 and e-mail addresses, full names of friends, 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 eg. house number, street name or school;
- Teachers should be advised not to run social network spaces for student use on a personal basis.

**Filtering**

The school will work with Exa the Internet Service Provider 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.
This task requires both educational and technical experience. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

**Video Conferencing**

School videoconferencing equipment should not be taken off school premises without permission because use over the non-educational network cannot be monitored or controlled. At present no video conferencing facilities exist in school.

**Users**

Unique log on and password details for the educational videoconferencing services should only be issued to members of staff and kept secure. Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
Videoconferencing should be supervised appropriately for the pupils' age. Parents and guardians should agree for their children to take part in videoconferences, probably in the annual return.

**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 or formal school time. The sending of abusive or inappropriate text messages is forbidden.

**Personal Data**

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

**Internet Risks**

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 West Sussex County Council can accept liability for the material accessed, or any consequences resulting from internet use.

The school will audit IT 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.

**E Safety Complaints**

- Complaints of internet misuse will be dealt with by a senior member of staff;
- All children will be taught to use the internet safely and the role of CEOP to monitor and report abuse;
- Any complaint about staff misuse must be referred to the Head Teacher, unless it is the Head Teacher where complaints will be sent to the Chair of Governors;
- Pupils and parents will be informed of the complaints procedure;
- Parents and pupils will need to work in partnership with staff to resolve issues.

**Introducing the Policy**

- Safety rules will be posted in rooms with internet access;
- Pupils will be informed that network and internet use will be monitored;
- Safety training will be introduced to all to raise the awareness and importance of safe and responsible internet use;
- Instruction in responsible and safe use should precede internet access;
- An e-safety module will be included in the PSHE, Citizenship or IT programmes covering both school and home use;
- All staff will be given the school e-Safety Policy and its application and importance explained;
- Staff should be aware that internet traffic can be monitored and traced to the individual user;
- Discretion and professional conduct is essential;
- Staff that manage filtering systems or monitor IT use will be supervised by senior management and have clear procedures for reporting issues;
- Parents' attention will be drawn to the school's e-Safety Policy in newsletters, the school prospectus and on the school website;

- Internet issues will be handled sensitively, and parents will be advised accordingly.

Websites offering additional advice and guidance

**BBC Chat Guide**
http://www.bbc.co.uk/chatguide/

**Becta**
http://www.becta.org.uk/schools/esafety

**Childline**
http://www.childline.org.uk/

**Child Exploitation & Online Protection Centre**
http://www.ceop.gov.uk

**Grid Club and the Cyber Cafe**
http://www.gridclub.com

**Internet Watch Foundation**
http://www.iwf.org.uk/

**Internet Safety Zone**
http://www.internetsafetyzone.com/

**Kidsmart**
http://www.kidsmart.org.uk/

**NCH – The Children's Charity**
http://www.nch.org.uk/information/index.php?i=209

**NSPCC**
http://www.nspcc.org.uk/html/home/needadvice/needadvice.htm

**Schools e-Safety Blog**
http://clusterweb.org.uk?esafetyblog

**Schools ICT Security Policy**
http://www.eiskent.co.uk (broadband link)

**Stop Text Bully**
www.stoptextbully.com Think

**U Know website**
http://www.thinkuknow.co.uk/

**Virtual Global Taskforce – Report Abuse**
http://www.virtualglobaltaskforce.com/

Signed:

Date: