

Ysgol Hen Heol Old Road School



E-Safety Policy

E-Safety Policy and Audit

E-Safety Policy

Both Old Road School and Carmarthenshire County Council believe that the use of information and communication technologies in our school brings great benefits. Recognising the e-safety challenges and planning accordingly will help to ensure appropriate, effective, safe and positive use of electronic communications. The aim of this document is to assist our school in formulating an effective and robust e-learning policy.

E-Safety encompasses Internet technologies and electronic communications which highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

As a school and county we consider that all the elements with an E bullet are essential in order to protect users, the school and CCC.

We believe that E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from Carmarthenshire County Council including the effective management of Censornet filtering.

E-Safety Audit

This quick self-audit will help the staff at Old Road School assess whether the e-safety basics are in place to support a range of activities that might include those detailed within Appendix 1.

Has the school an e-Safety Policy that complies with CCC guidance?	Y/N
Date of latest update: October 2012	
The Policy was agreed by governors on:	
The Designated Child Protection Coordinator is: Mrs Neave	
The e-Safety Coordinator is: Mrs Neave / SMT / Miss Cassell	
Has e-safety training been provided for both students and staff?	Y/N
Do all staff sign an ICT Code of Conduct on appointment?	Y/N
Do all staff sign that they have read / received the latest / updated e-safety policy?	Y/N
Do parents sign and return an agreement that their child will comply with the School e-Safety Rules?	Y/N
Have school e-Safety Rules been set for students?	Y/N
Are these Rules displayed in all rooms with computers?	Y/N
Internet access is provided by an approved educational Internet service provider and complies with Carmarthenshire County Council requirements for safe and secure access.	Y/N
Has an ICT security audit has been initiated by SMT, possibly with the support of Carmarthenshire County Council or external expertise?	Y/N
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y/N

Ysgol Hen Heol E-safety policy

The E bullets below are the essential minimum points for our school e-Safety Policy. The “E” elements enable our school to demonstrate that our e-Safety Policy is compliant with the Carmarthenshire e-Safety Guidance.

2.1 Writing and reviewing the e-safety policy

The e-Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection.

- E** The school will appoint an e-Safety Coordinator. This may be the Designated Child Protection Coordinator as the roles overlap.
- Our e-Safety Policy has been written by the school and reflects the Carmarthenshire e-Safety Guidance. It has been agreed by senior management and approved by governors and the PTA.
- The e-Safety Policy and its implementation will be reviewed annually.

2.2 Teaching and learning

2.2.1 Why Internet use is important?

- 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

2.2.3 Internet use will enhance learning

- E** The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- E** Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

2.2.4 Pupils will be taught how to evaluate Internet content

- E** The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

2.3 Managing Internet Access

2.3.1 Information system security

- E** School ICT systems capacity and security will be reviewed regularly.
- E** Virus protection will be updated regularly.
- E** Security strategies will be discussed with Carmarthenshire County Council.
- E** This is linked with the Carmarthenshire County system.

2.3.2 E-mail

- E** Pupils may only use approved e-mail accounts on the school system.
- E** 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.
 - E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper. The emails that are sent from children are supervised and authorised by a teacher.
 - Virus warning messages should not be forwarded as the vast majority are hoaxes.

2.3.3 Published content and the school web site

- The contact details on the Web site will be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

2.3.4 Publishing pupil's images and work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. Only those pupils that have given consent will be used.
- With regards to anything supplied from the school, pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Pupil's work can only be published with the permission of the pupil and parents.

2.3.5 Social networking and personal publishing

- The school will block / filter access to social networking sites as per Carmarthenshire County Council filtering policy.
- Pupils will be advised never to give out personal details of any kind that may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school for primary aged pupils needs to be considered very carefully and supervised appropriately.

2.3.6 Managing filtering

The school will work with the Carmarthenshire County Council IT Services to ensure systems to protect pupils are robust and regularly reviewed.

If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator. Then they need to contact the ICT helpdesk if regard what they have discovered as offensive.

Staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable in relation with Carmarthenshire County Council.

2.3.7 Managing videoconferencing

At this present time the school does not participate in any videoconferencing.

2.3.8 Managing emerging technologies

- Newer technologies such as hand held devices will be examined for educational benefit and a risk assessment before use in school is allowed.
- Mobile phones are not permitted for use by children during the school day.

2.3.9 Protecting personal data

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

2.4 Policy Decisions

2.4.1 Authorising Internet access

All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

The school will maintain a current record of all staff and pupils who are granted Internet access.

At Key Stage 1, access to the Internet will be provided under close supervision of the staff to specific, carefully chosen and approved on-line materials.

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

2.4.2 Assessing risks

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school will teach the children how to use the internet appropriately and the system is filtered and supervised by Carmarthenshire Count Council. Neither the school nor Carmarthenshire County Council can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

2.4.3 Handling e-safety complaints

Complaints of Internet misuse will be dealt with by the Headteacher.

Any complaint about staff misuse must be referred to the head teacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of schools response to an incident of concern as outlined in Carmarthenshire County Council's guidance document.

Action taken will be that in line with Carmarthenshire County Council published guidance document regarding incident of concern.

2.4.4 Community use of the Internet

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

2.5 Communications Policy

2.5.1 Introducing the e-safety policy to pupils

E-safety rules will be clearly posted where there is computer access and discussed with the pupils at the start of each year. They will also be reminded on a regular basis at the start of each term.

Pupils will be informed that the Internet use will be supervised.

2.5.2 Staff and the e-Safety policy

All staff will be given the School e-Safety Policy and its importance explained.

2.5.3 Enlisting parents' support

Parents' will be informed of the School e-Safety Policy in conjunction with the Parental Consent form which will be signed annually. Reference will be made to the policy in the school prospectus.

Appendix 1: Internet use – Considerations when planning teaching and learning activities

Activities	Key e-safety issues	Action Checklist
Creating web directories to provide easy access to suitable websites.	<p>Parental consent should be sought.</p> <p>Pupils should be supervised.</p> <p>Pupils should be directed to specific, approved on-line materials.</p>	
Using search engines to access information from a range of websites.	<p>Parental consent should be sought.</p> <p>Pupils should be supervised.</p> <p>Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.</p>	
Exchanging information with other pupils and asking questions of experts via e-mail.	<p>Pupils should only use approved e-mail accounts.</p> <p>Pupils should never give out personal information.</p> <p>Consider using systems that provide online moderation e.g. SuperClubs.</p>	
Publishing pupils' work on school and other websites.	<p>Pupil and parental consent should be sought prior to publication.</p> <p>Pupils' full names and other personal information should be omitted.</p>	
Publishing images including photographs of pupils.	<p>Parental consent for publication of photographs should be sought.</p> <p>Photographs should not enable individual pupils to be identified.</p> <p>File names should not refer to the pupil by name.</p>	
Communicating ideas within chat rooms or online forums.	<p>Only socialising sites dedicated to educational use and that are moderated should be used.</p> <p>Access to other social networking sites should be blocked.</p> <p>Pupils should never give out personal information.</p>	
Audio and video conferencing to gather information and share pupils' work.	<p>Pupils should be supervised.</p> <p>Only sites that are secure and need to be accessed using an e-mail address or protected password should be used.</p>	

Ysgol Hen Heol Old Road School E-Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

<i>Pupil:</i>	<i>Class:</i>
Pupil's Agreement <ul style="list-style-type: none">• I have read and I understand the school e-Safety Rules.• I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.• I know that network and Internet access may be monitored.	
<i>Signed:</i>	<i>Date:</i>
Parent's Consent for Web Publication of Work and Photographs <p>I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.</p>	
Parent's Consent for Internet Access <p>I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.</p> <p>I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.</p>	
<i>Signed:</i>	<i>Date:</i>
<i>Please print name:</i>	
Please complete, sign and return to the school. Diolch	

Staff Information Systems

Old Road School Staff Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional rôle.
- I understand that school information systems may not be used for private purposes, without specific permission from the headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school e-Safety Coordinator or the Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Signed: Capitals: Date:

Accepted for school: Capitals:

Key Stage 1

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



Key Stage 2

Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

