

Rawcliffe Bridge Primary School E-Safety Policy.

- 1. Introduction:** The purpose of this policy is to implement a workable, explicit whole school e-safety practice and policy. By doing this we are moving further towards our goal of ensuring all our children are safe and secure.
- 2. Rationale:** Pupils interact with new technologies such as mobile phones 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 but can occasionally place young people in danger.
E-safety covers issues relating to children and their safe use of the Internet, mobile phones and other electronic communications technologies, both in and out of school. It includes education on risks and responsibilities and is part of the 'duty of care' which applies to everyone working with children.
- 3. Description of School:** Rawcliffe Primary School is a small village school for girls and boys aged 4-11 years. Children come from both single and dual parent families. There is a wide social mix and varied family backgrounds. The school has an active PTFA, which involves itself in fund raising and supporting the teachers. In each year there are a few children with special needs.
- 4. Process for Policy Development:** This policy was developed in consultation with staff, pupils, parents and governors at Rawcliffe Primary School. It was adopted by the governing body in : **need to add date here.**
- 5. Vision and Values of the School:**
Our Values:
We provide a happy, safe and secure environment, where everyone gains the confidence to achieve their potential and we nurture a love of learning for life.
Our Vision:
We aim to create an inclusive, safe environment where everyone feels valued and secure.
We will promote tolerance, fairness and respect towards others to create citizens who are able to make thoughtful choices and have a sound understanding of their own and other's emotional and physical needs.
We will strive to challenge and encourage everyone to become confident, well motivated learners in an enjoyable setting, where personal achievement is celebrated, promoting the skills to succeed in life.

6. Teaching and Learning

6.1 The Internet.

The purpose of Internet use in Rawcliffe Primary School is to raise educational standards, to promote educational achievement, to support the professional work of staff and to enhance the school's management functions.

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.

There are many benefits of using the Internet in education including:

- Access to world-wide education resources including museums and art galleries;
- Educational and cultural exchanges between pupils world-wide;
- Access to experts in many fields for pupils and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration across support services and professional associations;
- Improved access to technical support including remote management of networks and automatic system updates;
- Exchange of curriculum and administrative data with East Riding Authority and DCSF;
- Access to learning wherever and whenever convenient.

However to ensure effective practice in Internet use for teaching and learning and help pupils to learn how to distil the meaning from the mass of information provided Rawcliffe Primary 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 East Riding Authority can accept liability for the material accessed, or any consequences resulting from Internet use.
- Provide Internet access that is designed expressly for pupil use and will include filtering appropriate for primary school pupils;
- Teach pupils what Internet use is acceptable and what is not and give clear objectives for Internet use;
- At Foundation Stage and Key Stage One , access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials;

6.2 E-mail.

E-mail is an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools. Within Rawcliffe Primary School e-mail will not be considered to be private and we reserve the right to monitor e-mail. Some children may have their own e-mail accounts, such as the web-based Hotmail, however it is Rawcliffe Primary School's policy to not allow access to these accounts within school.

To ensure effective practice in e-mail use for teaching and learning Rawcliffe Primary School will:

- Only use whole-class e-mail addresses;
- Teach pupils that they must inform a teacher if they receive offensive e-mail;
- Teach pupils that they must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission;
- Ensure e-mail sent to external organisations is written carefully and authorised before sending, in the same way as a letter written on school headed paper.

6.3 The School Website.

The purpose of the school website is to provide information. It helps to tell the world that the school exists, provides information for parents and carers and promotes the school to prospective parents. The school website can also inspire pupils to produce work of a high standard and the school can use it to celebrate pupils' work and achievements.

To ensure effective practice in maintaining personal and school security Rawcliffe Primary School will:

- The contact details on the website will be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published;
- The head teacher will take overall editorial responsibility and ensure content is accurate and appropriate;
- Images that include pupils will be selected carefully and will not enable individual pupils to be clearly identified;
- Pupils' full names will not be used anywhere on the website;
- Written permission from parents or carers will be obtained before images of pupils are electronically published.

6.4 Emerging Technologies.

Rawcliffe Primary School recognises that emerging technologies such as Virtual Learning Environments (VLE) offer the potential to develop new teaching and learning tools, including mobile communications, wide Internet access and multimedia.

To ensure effective practice in the use of emerging technologies Rawcliffe Primary School will:

- Examine all emerging technologies for educational benefit and carry out a risk assessment before allowing their use in school;
- Pupils will not be allowed to bring mobile phones to school except in exceptional circumstances where permission from the head teacher will be sought beforehand. In these circumstances the phone will be kept in the main office until required;
- Staff will not use mobile phones during lesson times.

7. Management.

7.1 Managing Information Systems.

It is important to review the security of the whole system from user to Internet to ensure the delivery of essential learning services and maintain the personal safety of staff and pupils.

To ensure effective practice in the management of information systems Rawcliffe Primary School will:

- Regularly review the security of the school information systems;
- Update virus protection on a regular basis;
- Work with the East Riding and JP Consultancy to ensure that systems to protect pupils and staff are reviewed and improved;
- If an unsuitable site is discovered by pupils or staff, the URL must be reported to the head teacher, the head teacher will inform the East Riding and/ or JP consultancy. In certain circumstances the police may have to be informed;
- Personal data sent over the Internet will be encrypted or otherwise secured;
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998;
- Files held on the computer will be regularly checked by the head teacher;
- The head teacher will review system capacity regularly;
- The responsibility for backing-up the information system lies with the head teacher;

8. Communicating the E-Safety Policy.

8.1 Pupils.

To ensure effective practice in communicating this policy to pupils Rawcliffe Primary School will;

- Display e-safety rules in each room with Internet access;
- Pupils will be informed that network and Internet use is monitored
- Pupils will be taught responsible and safe Internet use.

8.2 Staff.

To ensure effective practice in communicating this policy to staff Rawcliffe Primary School will:

- Give all staff a copy of the e-safety policy and explain its application and importance;
- Staff training in safe and responsible Internet use will and on the e-safety policy will be provided as required;
- Staff will sign the e-safety code of conduct;

8.3 Parents and Carers.

To ensure effective practice in communicating this policy to parents Rawcliffe Primary School will:

- Draw attention to the school's E-Safety Policy in newsletters, the school brochure and the school website;
- Internet issues will be handled sensitively, and parents will be advised accordingly;
- A partnership approach will be encouraged. This will include sending a Safe Use of the Internet Guide home to parents and carers.

9. Monitoring and Evaluation.

The responsibility for monitoring the implementation of this policy lies with the head teacher.

The school will audit ICT use to establish if the E-Safety policy is adequate and the implementation of the policy is satisfactory.

10. Links to Other Policies:

- Teaching and Learning Policy
- Safe Guarding Policy
- Anti-Bullying Policy
- Disciplinary Policy for Staff

11. Date Policy Adopted:

12. Date of Review: