Donnington Wood Infant School & Nursery

E-Safety Policy

Date of Policy Creation	Feb 2018	Named Responsibility	Computing Co-ordinator – Mrs M Varley Headteacher – Mrs C Boddy
Date of review completion	Jan 2020	Named Responsibility	Safeguarding & Premises Committee
Inception of new Policy	Jan 2020	Named Responsibility	Mrs M Varley/Mrs C Boddy
Date of Policy Adoption by Governing Body			March 2020

All staff will be given a copy of this policy. Copies are available from the office or via the website for parents and members of the wider community

The e safety policy relates to other policies including those for computing, anti-bullying and for Child Protection & Safeguarding.

The school's computing co-ordinator, ICT technician and Head teacher will act as the E-Safety team. The school e-safety team, building on the CEOP and government guidance, has written our e-safety policy. It has been agreed by senior management and approved by governors. The E-Safety policy and its implementation will be reviewed bi-annually.

Teaching and Learning

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 children with quality Internet access as part of their learning experience. Internet use is part of the statutory curriculum and necessary tool for staff and pupils.

Pupils will be taught to use Internet to enhance learning

The school Internet access is designed expressly for pupil use and includes filtering of content. Senso is used to monitor staff and pupil internet usage. E-safety will be promoted and developed through specific e-safety days computing lessons, jigsaw and circle times within individual Year groups. Consideration and respect will be given to the pupils age, ability and developmental stage. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Managing Internet Access

Information system security

School ICT systems and usage, including security will be monitored and reviewed regularly by the e-safety team. Virus protection is updated and monitored regularly by Telford and Wrekin Borough council. All use of school computer systems is in accordance with the appropriate usage policy and the login/responsible use policy

Email

Pupils may only use approved e-mail accounts on the school system and e-mail usage should be supervised and monitored by a member of staff. Pupils must immediately tell a teacher if they receive any 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. Staff sending e-mails to an external organisation should refer to the appropriate usage policy and the login/responsible use policy.

Published content and the school website

The contact details on the Website should be the school's address, e-mail and telephone number. Staff or pupils' personal information will not be published. The ICT co-ordinator and technician, with the support and guidance of the Head teacher, will take editorial responsibility and ensure that content is accurate and appropriate. Photographs that include pupils will be selected carefully and will not include children where parents/guardians have not given permission. Pupil's full names will not be used anywhere on the Website, particularly in association with photographs. Written permission from parents or carers will be obtained for all pupils through the admissions process. This includes permission for the school to take photographs for education purposes and celebration on the school's Website. Pupils' work may be published on the Website with the acknowledgement of the pupil.

Social networking and personal publishing

The school will block/filter access to social network sites, as soon as knowledge of their existence is reported to the e-safety team. Newsgroups and forums will be blocked unless a specific use is approved. Pupils will be advised never to give out personal details of any kind that may identify them or their location, as stated in the login/responsible use policy. Pupils and parents will be advised through meetings, parent's evenings and newsletters that the use of social network spaces outside school is inappropriate for primary aged children.

Managing filtering

The schools e-safety team will work with the Local Authority (as ICT services provider) to ensure systems to protect pupils are reviewed and improved. If staff or pupils discover an unsuitable site, it must be reported to the E-Safety team who will follow appropriate procedures. The E-safety team will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and risk assessment will be carried out before use in school is allowed. Staff mobile phones will be left in lockers and are not allowed during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden in accordance with the pupil section within the login/responsible use policy.

Protection personal data

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

Communication of the policy

Introduction of e-safety policy to pupils

E-safety rules will be posted near class computer areas and discussed with the pupils throughout the computing curriculum in the Digital Literacy strand. Pupils will be informed that network and Internet use can be and will be monitored regularly.

Staff and the e-safety policy

All staff will be given access to the e-safety policy and a digital copy on the server will be available. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. All staff will receive a copy of the Corporate Information Security Policy which includes the acceptable use of ICT equipment and systems.

Enlisting parents support

Parent's attention will be drawn to the school e-safety guidance in newsletters and the school prospectus. A copy of the schools e-safety policy will be available on the schools Web Site. An opportunity for parents to have a drop in sessions to discuss any e-safety concerns will be on going and taken up when necessary.

Policy decisions

Assessing risks

The school will take all reasonable precautions to ensure that users access only appropriate materials. However, due to the international scale and linked nature of the Internet content, it is not always possible

to guarantee that material may never appear on a school computer. The school cannot accept liability for the materials accessed, or any consequences of Internet access.

Handling e-safety complaints

A member of the school's management team will deal with complaints of Internet misuse. Any complaints of staff misuse must be reported to the head teacher. Complaints of child protection nature must be dealt within accordance with the child protection policy. Pupils and parents will be informed of the complaints procedure. If necessary discussions will be held ICT services or Safeguarding Services.