


E Safety		
Responsible Post	Computing Leader	
Responsible Committee	C&S	
Review Schedule	2 Years	
Review Date	November 2016	
Changed	Yes	

Introduction

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It 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. The previous Internet Policy has been revised and renamed as the Schools' e-Safety Policy to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole. The school's e-safety policy will operate in conjunction with other policies including those for Child Protection, Behaviour, Bullying, Curriculum, Data Protection and Acceptable Use.

In order to ensure effective practice there has to be:

- Responsible ICT use by all staff and pupils; supported through awareness of current issues and published policies.
- Implementation of the e-safety policy throughout the school.
- Herefordshire Education filtering systems to ensure protected school access to electronic material.

Teaching and Learning

Internet use

The internet is an essential element for education, business and social interaction. The school offers provision to pupils to access the internet as part of their learning experience. It is also a resource for both staff and pupils.

Safeguards

- The school internet use by pupils will be overseen by staff and includes a County filtering system.
- Staff will discuss objectives for internet use and teach pupils about internet safety.
- Pupils will be taught effective use of the internet when researching material including skills in locating, retrieving and evaluating information.
- Internet material derived by staff and pupils will comply with copyright legalities.
- Pupils will not have unsupervised access to the internet.
 - Pupils will follow the guidelines on the Computing Charter.

Published content and the school web site

- The contact details on the web site should be the school address, e-mail and telephone number, staff or pupils' personal information will not be published.
- The Head will take overall editorial responsibility and ensure that all staff are aware that the content should be accurate and appropriate.

Publishing pupils' images and work

- Pupils full names will not be linked to photographs on the web site.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site.

- Pupils work can only be published with the permission of the pupils and the parents.
- *Pupils in Year R will have their learning photographed and displayed on the on-line learning journey. Parents can sign up to upload entries.

Managing Filtering

- The school works with the LA and the DfES to ensure systems are in place and reviewed to protect pupils.
- If staff or pupils discover an unsuitable site it must be reported to staff.
- The ICT technician will ensure with staff that regular checks are made to ensure the filtering methods selected are appropriate, effective and reasonable.

Managing Data security

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Parents who are considering setting up a private/family web site with details relating to a particular school in their community should first seek permission from the Head teacher if they intend using images of other children or young people from the school, or a specific setting.
- Parents must be asked for permission before any videos or photographs are used in a publication or displayed by the school in a public place. Careful liaison with parents is essential particularly when a parent does not agree to their child being photographed. Staff must make every effort to comply with sensitivity and with discussion it may be possible to agree other options, e.g. a team photograph without names.
- The above guidelines should be applied to interschool events including sports fixtures. Sporting facilities which are available for public usage have strict policies restricting the use of video, mobile and still cameras. It is therefore important to check with parents their consent for use of this equipment to be used during events e.g. sports day, or fun activities.
- For annual events such as Nativity Plays where parents/carers consent can be given in advance it is good practice to gain permission before hand, although such consent should be renewed every school year and can be withdrawn at any time.
- Parents/carers are asked to sign a disclosure when their child starts school to say they will not put any pictures of any other children on any social media sites.
- When photographs are to be used or taken by the press consent should be obtained because their circulation and coverage may be local, national and sometimes international.

Photographs taken by parents/carers for personal use

- In the event of parents/carers wanting to take photographs for their own personal use the school will demonstrate their protective ethos by: **Announcing that photographs taken are for private retention and not for publication in any manner including use on personal websites.**
 - **On a child's enrolment at Manor, parents sign a slip to say that they will not display any images of children other than their own on any social media sites.**

Authorising and Monitoring Internet Access

- All staff must read and be aware of the ICT policy, Acceptable Use Policy and the e-safety policy before using any school ICT resource.
- In Foundation Stage access to the internet will be by adult demonstration with occasional directly supervised access to specific on- line materials.
- The school will take all reasonable precautions to ensure that users access only appropriate material. Neither the school nor the Governors can accept liability for the

material accessed or any consequences of internet access due to the international scale of the internet and the fact that it is impossible to guarantee that unsuitable materials will NEVER appear on the school computer.

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

Handling E-Safety Complaints

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

Introducing E-Safety Policy to Pupils, Staff and Parents

- E-safety rules 'Computing Charter' will be posted in areas with computers and discussed with the pupils at the start of each year.
- The importance of e-safety will be taught explicitly as part of our Computing curriculum and will be planned in accordance to the age and maturity of understanding of the children.
- All staff will be given the e-safety policy and its importance explained.
- Parents' attention will be drawn to the school e-safety policy in e-safety workshops, newsletters, brochures and on the school web- site. Where appropriate suitable materials to support parental understanding and awareness will be available.