

Graham James Primary Academy



E-Safety Policy

Approved - 28/6/2021 - Full Governors

Review - July 2022



GRAHAM JAMES PRIMARY ACADEMY



E-safety Policy

Aims and objectives - E Safety And Internet Usage

E safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's E safety policy will operate in conjunction with other policies including those for Behaviour, Anti-Bullying, Safeguarding/Child Protection, Data Protection & RSHE (Relationships, sex and health education)

Our aim is to keep all children safe both in school and outside of school when they are using internet technologies and electronic communications. Empowering them with knowledge of how to always keep themselves and others safe.

Background - Why Is Internet Use Important?

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 information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the internet is therefore an entitlement for pupils who show a responsible and mature approach to its use and Graham James Primary Academy has a duty to provide pupils with quality internet access.

Many pupils will access the internet outside school and will need to learn how to evaluate online information and to take care of their own safety and security.

How Does Internet Use Benefit Education?

Benefits of using the internet in education include:

- access to world-wide educational resources including museums, libraries and art galleries
- rapid and cost-effective worldwide communication
- 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 administration data with the Local Authority

- access to learning wherever and whenever convenient
- greatly increased skills in Literacy
- in times of lockdowns and COVID 19, internet access allows students to continue learning Remotely (Microsoft teams)

How Can Internet Use Enhance Learning?

- The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of our pupils
- Children 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
- Staff will guide pupils in online activities that will support 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

Good Habits

E safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; 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 the provider including the effective management of content filtering.

Dangers To Consider

Some of the dangers children may face include

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyberbullying
- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files

- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks. We must demonstrate that we provide the necessary safeguards to help ensure that we have done everything that could reasonably be expected of us to manage and reduce these risks.

E Safety & Internet Usage Policy

- Pupils must ask permission before accessing the internet and have a clear idea of why they are using it.
- Computers and school laptops should only be used for school work and homework unless permission has been given otherwise.
- No program files may be downloaded from the internet to the computer, to prevent corruption of data and to avoid viruses
- Pupils must not bring in USBs from home for use in school without permission. This is for both legal and security reasons. USBs should be virus scanned before use.
- Access in school to external personal email accounts may be blocked
- The forwarding of chain letters is not permitted
- In September 2021 (Start of the Autumn term) all children in KS2 will sign an Acceptable use agreement and children in KS1 will be verbally informed (See below)

Acceptable Use Agreement for KS1

- I will only use the internet or computer when a teacher or adult is with me
- I will only use my own login and password and I will not tell anyone else what it is
- I will not look at or delete other people's files
- I will not bring in memory sticks from home without permission
- If I see anything that upsets me, I will tell an adult
- I will not give out any details about me – like my name or address
- I know school will check my computer and be able to see what I am doing and what sites I have visited
- If I break these rules I know I may be stopped from using the internet and/or computers

Acceptable Use Agreement for KS2

- I will use the school computers and technology sensibly
- I will ask permission from an adult before I look at the internet
- I will only log on using my own username and password which I will keep confidential
- I will only look at my own work and not delete anyone else's files
- I will not bring in a USBs from home without permission

- I will only email people I know
- I will always be polite and use appropriate language when emailing or sending messages on the computer
- I will not give out my personal information or arrange to meet anyone
- If I think anything on the internet upsets me or a stranger sends me a message, I will tell an adult
- I know school will check my computer and be able to see what I am doing and what sites I have visited
- If I break these rules I know I may be stopped from using the internet and/or computers

Social Networking

- At Graham James Primary Academy we block/filter access to social networking sites and newsgroups unless a specific use is approved
- Pupils are advised never to give out personal details of any kind which may identify them or their location
- Pupils are advised not to place personal photos on any social network space
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.
- Pupils are encouraged to invite known friends only and deny access to others
- Pupils and parents are made aware that some social networks are not appropriate for children of primary school age and the legal age to hold accounts on many such as YouTube or Instagram is 13 years old

Filtering

The school will work in partnership with our internet Service Provider to ensure filtering systems are as effective as possible – This will be regularly reviewed and updates made when needed.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and their risks assessed
- Mobile phones will not be used for personal use during lessons or formal school time on the school site.
- The sending of abusive or inappropriate text messages or photos (sexting) is forbidden

Handling E safety Complaints

- Complaints of internet misuse will be dealt with by the class teacher – We encourage both children and parents to report any concerns as soon as possible.
- Any complaint about staff misuse must be referred to the head teacher
- These will be logged and dealt with as deemed appropriate by the head teacher
- Complaints of a child protection nature must be dealt with in accordance with school child protection and safeguarding procedures
- Complaints must be used in conjunction with our Complaints Policy.

