

**ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL,  
CRAYFORD**

**E-SAFETY POLICY**

**MARCH 2010**

## **Mission Statement**

**The teachers and governors of St. Joseph's provide a broad, balanced curriculum to enable each child to achieve the highest standards of education in a Catholic ethos.**

### **THE AIMS OF ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL ARE:**

- to nurture the uniqueness of each individual as a member of God's family
- to ensure that the Catholic faith is at the heart of the whole school experience
- to create a well ordered supportive environment in an atmosphere conducive to learning where every child feels confident and safe.
- to create an atmosphere of reconciliation, where pupils can accept the consequences of their own actions, and be encouraged to make more responsible future choices
- to deliver a relevant curriculum with equal access for all pupils
- to encourage and support each child to achieve the highest standards of which they are capable
- to encourage each child to become a concerned compassionate member of society determined to promote justice and peace
- to promote good working relationships based on mutual cooperation and trust
- to provide a welcoming place for parents
- to work in harmony with the parish and the local community.

## **POLICY STATEMENT**

The school will enable all pupils to use Internet technologies for educational purposes. This must be under the supervision of a Teacher, Teaching Assistant or other adult with the approval of the Head Teacher.

The E-Safety Co-ordinator is Mrs Fitzpatrick

## **AIMS**

That our children and staff will be able to:

- Access educational materials and good curriculum practice.
- Have access to information and cultural exchanges between students world wide.
- Have communications with experts in many fields.
- Communicate with the advisory and support services, professional associations and colleagues.

## **OBJECTIVES**

Internet access will be planned to enrich and extend learning activities. Use of the Internet will be incorporated into each teacher's planning sheets for ICT and cross curricular work. Teachers must check internet resources before using them with pupils.

At Key Stage 1 the majority of access to the Internet will be via teacher or adult demonstration or by searching book marked or hyperlinked sites.

At Key Stage 2, Internet access will be granted to a whole class as part of the school schemes of work, after a suitable induction in responsible e-safety.

Review date March 2012

## **IMPLEMENTATION STRATEGY**

### **Teaching and Learning**

- The school Internet access will be designed expressly for pupil use.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

### **Managing Internet Access**

- The school Internet access will include filtering to ensure that the material is appropriate to the age of the pupils.
- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Pupils may only use approved e-mail accounts on the school system.
- 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, nor arrange to meet anyone.
- 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.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Photographs that include pupils will be selected carefully, with parental permission and no names will be published.
- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- The school network, through LGFL will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- The school will work with the LA, DCSF and the Internet Service 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 Coordinator.
- IP Videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Videoconferencing will be appropriately supervised for the pupils' age.

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

### **Policy Decisions**

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Students in years 5 and 6 will be asked to sign a pupil version.
- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- 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 cannot 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.
- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Head Teacher.

### **Communication Policy**

- E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Parents will be asked to sign and return an e-safety form. This will last for the duration of a child's education at St Joseph's.
- Pupils will be informed that network and Internet use will be monitored.
- All staff will be given a copy of the School E-Safety Policy with its importance explained.
- The school E-Safety policy is available from the office on request and on the school website.

### **Equal Opportunities**

At St. Joseph's, we are committed to equal opportunities throughout the whole curriculum. Please refer to the Equal Opportunities Policy.

## **E-SAFETY GUIDELINES FOR PARENTS / GUARDIANS**

Consider some of the points below to ensure that your child is using the fantastic new technologies available to them as safely as possible.

1. Please consider employing the strict "safe search" setting on Google. For more information on this and further guides you could look at [www.candp-s.com/familysafety](http://www.candp-s.com/familysafety) - a website full of useful material and advice on Online Safety.
2. Look into setting Parental Controls on a Windows Vista, Windows 7 or Mac computer to restrict specific web sites and also the time when the computer can be used.
3. Mobile phones offer children an amazing amount of opportunity in what they look at and what they can text, including picture messaging. If your child has a smart phone, then please consider setting safe searches on Google and YouTube on these as well.
4. Please take time to talk to your child about their use of the internet. It will be impossible and perhaps not even desirable to ban everything; indeed they are often much more able than us at using the computer! Education and dialogue are the only realistic ways to protect young people.
5. Please encourage a balanced use of the computer and mobile phones- for example, setting expectations that computers are off at 10pm and phones aren't used at mealtimes or ½ hour before bedtime (and not once in bed!).

### **\*How a parent/carer can ensure that their child's online experience is safe.**

1. **Learn** - Find out more about online threats
2. **Talk** - Discuss what your child should, and should not, do online and print off a copy of the Safe Internet Use Agreement - sign it and put it on the wall.
3. **Have fun** - Enjoy some of the recommended sites by going online together (let your child show you how).
4. **Take action** - Make searching on the internet safer by blocking pornography on Google and YouTube and get a healthy balance by setting time restrictions on your child's computer.
5. **Care** - Make each child's computer use more comfortable – avoid posture problems by getting a laptop riser and separate keyboard and mouse and finally – encourage each child to learn to type.