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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, RSE and Acceptable Use Policy.

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 Hook CE Primary School 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
- educational and cultural exchanges between pupils worldwide
- access to experts in many fields for pupils and staff

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- 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

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.

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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 peer-on-peer and 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. The E-safety policy that follows explains how we intend to do this.

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E- Safety Policy

The school has an E-Safety Coordinator – Carla Yewman, who regularly meets with the Headteacher. The E-Safety Policy and its implementation will be reviewed annually and a report presented to governors. The E-safety governor is Pamela Bell (as part of her safeguarding role).

Internet Access and Responsibility

- Parents are informed that pupils will be provided with supervised internet access.
- Parents will be sent a copy of the **Pupil Acceptable ICT Use Agreement** which their children will have read with their teachers and signed in class **(Appendix A).**
- If staff or pupils discover unsuitable sites, the URL, time and content must be reported to the E safety coordinator and network manager who will investigate and take appropriate action, liaising with broadband provider if necessary.
- School will ensure that the use of internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

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Email & Online Collaboration

- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive messages.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.
- Pupils must not access others pupil's accounts or files.
- Pupils must be responsible for their own behaviour on the internet, just as they are anywhere else in the school. This includes the materials they choose to access, and the language they use.
- Pupils must not deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the school can block further access to the site.
- Pupils are expected not to use any rude or offensive language in their email communications, and contact only people they know or those the teacher has approved.
- 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.

Social Networking

- At Hook CE Primary School 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.

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- 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 Internet Service Provider to ensure filtering systems are as effective as possible.
- If staff or pupils discover unsuitable sites, the URL must be reported to the e-Safety Coordinator.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and their risks assessed.
- Mobile phones will not be used for personal on the school site. Parental permission is obtained prior to pupils bringing mobile phones in to school and mobile phones are handed to the class teacher to be stored securely for the day.
- The sending of abusive or inappropriate text messages or photos (sexting) is forbidden.

Published Content & The School Website

- The contact details on the website should be the school address, email and telephone number.
- Staff or pupil's personal information will not be published.
- The website and social media lead – Claire Garner, will take overall editorial responsibility and ensure that content is accurate and appropriate.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.

- Security strategies will be discussed with our technical support team and broadband provider if necessary.

Handling E safety Complaints

- Complaints of internet misuse will be dealt with by a senior member of staff. This includes complaints made by parents. Any complaint about staff misuse must be referred to the headteacher.
- These will be logged on the **Internet Misuse Form –** Appendix **C** and will dealt with as deemed appropriate by the head teacher (in line with the behaviour policy).
- Complaints of a child protection nature must be dealt with in accordance with school child protection and safeguarding procedures.

Communication of E –safety And Internet Usage Policy

Pupils
- Pupils will sign an Acceptable Use Agreement.
- Pupils will be informed that internet use will be monitored.
- Pupils will be reminded of E safety rules regularly — especially when using the internet
- Hook CE Primary School have a clear plan for teaching E-safety in an age appropriate way (see **E-Safety progression of skills – Appendix D)** and their understanding is monitored by the E-safety Lead through the use of Pupil Voice activities. This is then fed back to staff and SLT.
- **Online Safety Books for Children** are available in all classrooms and are shared regularly. These can be found on the school website.

Staff

- All staff will be given the E safety Policy and its importance explained.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential.

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Parents

- Parents' attention will be drawn to the E-safety Policy in newsletters, communication home and the school website.
- Parents will receive a copy of their child's Acceptable Use Agreement **APPENDIX B**.
- An **Online Safety Book for Parents** is available on the school's website.
- Useful websites about how to stay safe online are available on the school's website.

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APPENDICES

Appendix A

Acceptable Use Agreement for KS1 and 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 post anonymous messages
- I will not post anything that is not true
- 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

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Appendix B – Letter sent home to all pupils and their parents.

Dear Parents

In school we have access to the internet. This is a powerful tool which opens up new opportunities for everyone and promotes effective learning. At Hook CE Primary School we are aware that young people should have an entitlement to safe internet access at all times. However, school and parents have a duty of care to protect children and ensure that internet use is responsible and safe.

We strongly recommend that children do not use social network sites such as Facebook, Instagram, Snapchat or have YouTube accounts at home. These carry an age-restriction of 13 years old and pose a risk to children.

Your child has read the following **Acceptable Use Agreement** in class with their teacher. Once they have fully understood them all, your child has signed their name to agree to stick by them. Please read them again at home with your child to show your support of the school in this important aspect of our work. Thank you.

- 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 post anonymous messages
- I will not post anything that is not true
- 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

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Internet Misuse Form

Date:	Name of person making complaint:	Name of person accused of internet misuse:	Nature of complaint:	Actions:

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E-Safety Progression of Skills

Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Going Places Safely Pupils will learn what the internet is and what different types f technology is around them. They will get to experience a range of technology and learn how to use it in a safe way.	**Going places safely** Pupils will learn that they can go to exciting places online but they need to follow certain rules to remain safe.	**Staying Safe Online** Pupils will learn how to stay safe online and how to avoid sharing personal information and images.	**Staying Safe Online** Pupils will discuss how to stay safe when talking to people online and how to stay respectful.	**Staying Safe Online** Pupils will further their understanding of online bullying and how to get help.	**Staying Safe Online** Pupils will further their understanding of respecting others online. Pupils will learn about the importance of protecting personal information online.*	**Staying Safe Online** Pupils will further their understanding of online gaming and chat sites.
	Keep it Private Pupils will learn that many websites ask for	**Screen out the Mean** Pupils will learn how to	**Online Detectives** Pupils will learn how to use	**Real or Fake?** Pupils will become aware of 'fake news' and	**Picture perfect?** Pupils will explore the world of online	**Moving On** Pupils will learn how to use the skills they have

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	information that is private and discuss how to responsibly handle such requests.	communicate appropriately online and what friendship means online. Pupils will also explore how to respond to cyberbullying.	advanced internet searching to explore whether the internet can be used to authenticate facts. They will also explore the benefits of using strong passwords.	learn how to assess what they read. They will learn skills to help them determine if something is real or fake.	'influencers' and vloggers on YouTube. They will look at the commercial aspect of vloggers and what happens when it all goes wrong.	learnt to respond to any challenges they might face when they leave primary school when interacting with the online world.
My Online Life Pupils will develop their knowledge of who can help them online as well as how to behave online. They will also begin to explore	**My Online Life** Pupils will develop their knowledge of how to behave online and how to recognise online bullying.	**My Online Life** Pupils will develop their knowledge of how to behave online and whether to trust everything that they read.	**My Online Life** Pupils will develop their knowledge of how to create a positive online reputation and how technology can impact n health.	**My Online Life** Pupils will develop their knowledge of whether they can control their online reputation. They will also look at how technology	**My Online Life** Pupils will develop their knowledge of what an online community is. They will also look at copyright and how to interpret	**My Online Life** Pupils will develop their knowledge of social media and how the media can shape our views. They will explore and critique how the

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the internet to see if they can find information.				can have a negative impact on people's lives.	information found online.	media presents information.* They will also look at online debt from games and how technology can impact on health.

*This will be covered as part of the RSE curriculum.