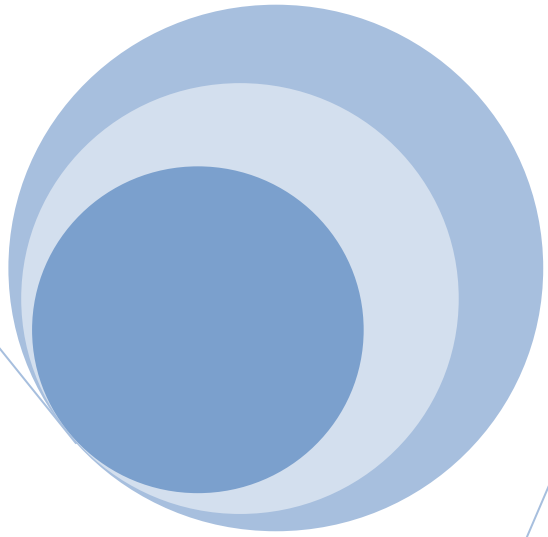
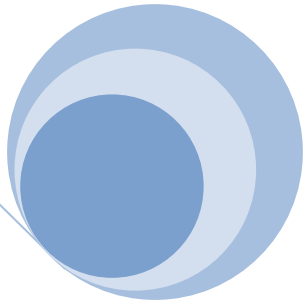
Together we will help each other to achieve our best

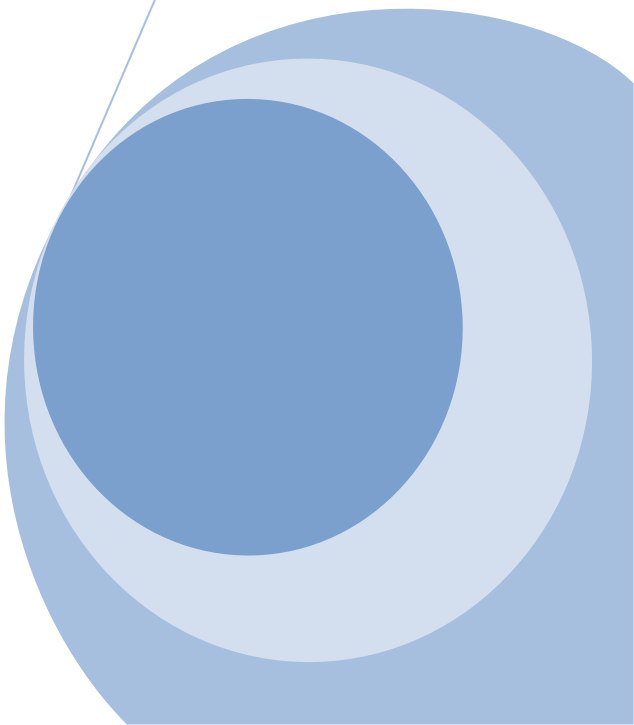




e-Safety Policy

Rudyard Kipling Primary School

September 2014



RKPS, RKPS e-safety Policy

Together we will help each other to achieve our best

RUDYARD KIPLING PRIMARY AND NURSERY SCHOOL
Rudyard Kipling School e-safety Policy

Writing and reviewing the e-safety policy
The e-Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection.

- The school will appoint an e-Safety Coordinator. This may be the Designated Child Protection Coordinator as the roles overlap. It is not a technical role.
- Our e-Safety Policy has been written by the school, building on government guidance.
- This policy will be reviewed annually

Teaching and learning

Why the Internet and digital communications are important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- Pupils will be shown how to publish and present information to a wider audience.

Pupils will be taught how to evaluate Internet content

- The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy.

Managing Internet Access

Information system security

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school should consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

Published content and the school web site

- Staff or pupil personal contact information will not be published. The contact details given online will be the school office.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. The use of group photographs rather than full-face photos of individual children will be used wherever possible..
- Pupils" full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Work can only be published with the permission of the pupil and parents/carers.
- Pupil image file names will not refer to the pupil by name.
- Parents will be clearly informed of the school policy on image taking and publishing.

Social networking and personal publishing

- The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be taught never to give out personal details of any kind which may identify them, their friends or their location.
- Ideally pupils would use only moderated social networking sites, e.g. Super Clubs Plus
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering

- The school will work with Brighton & Hove City Council, ASK and Becta to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing videoconferencing & webcam use

- Videoconferencing should use the educational broadband network to ensure quality of service and security.
- Pupils must ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing and webcam use will be appropriately supervised for the pupils" age.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.
- The use by pupils of cameras in mobile phones is not permitted
- The use of games machines including the Sony PlayStation, Microsoft Xbox and others have Internet access which may not include filtering and are not permitted.
- Staff will be issued with a school camera or iPad to capture photographs of pupils.

Protecting personal data

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

Policy Decisions

Authorising Internet access

- All staff must read and sign the „Staff Code of Conduct for ICT" before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- Parents will be asked to sign and return a consent form.
- Any person not directly employed by the school will be asked to sign an acceptable use of school ICT resources" before being allowed to access the internet from the school site.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. Neither the school nor B&H city council can accept liability for any material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by the Headteacher.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure (see schools complaints policy)
- Pupils and parents will be informed of consequences for pupils misusing the Internet.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Communications Policy

Introducing the e-safety policy to pupils

- e-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- A programme of training in e-Safety will be developed, possibly based on the materials from CEOP.

- e-Safety training will be embedded within the ICT scheme of work or the Personal Social and Health Education (PSHE) curriculum.

Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

Enlisting parents' and carers' support

- Parents" and carers" attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.
- The school will maintain a list of e-safety resources for parents/carers.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

Review Date: September 2016

Together we will help each other to achieve our best

Our School e-Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Parent's Consent for Web Publication of Work and Photographs

- I agree that my son/daughter's work may be electronically published or used for publicity purposes.
- I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's Consent for Internet Access

- I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that the school cannot be held responsible for the content of materials accessed through the Internet.
- I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: _____

Date: _____

Please print name: _____

Please complete, sign and return to the school

Together we will help each other to achieve our best

Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification.

• The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.

• I will ensure that my information systems use will always be compatible with my professional role.

• I understand that school information systems may not be used for private purposes, without specific permission from the Headteacher.

• I understand that the school may monitor my information systems and Internet use to ensure policy compliance.

• I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.

• I will not install any software or hardware without permission.

• I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.

• I will respect copyright and intellectual property rights.

• I will report any incidents of concern regarding children's safety to the school e-Safety Coordinator or the Designated Child Protection Coordinator.

• I will ensure that any electronic communications with pupils are compatible with my professional role.

• I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Signed: _____

Date: _____

Please print name: _____