Hillocks Primary and Nursery School

Policy for

E-Safety

1. Aims of the Policy

1.1   This E-Safety Policy aims to ensure that all pupils and their parents/carers will:

- behave at all times within the terms of current legislation and the expectations of the school community;
- only use school ICT** resources to develop the pupils' skills and knowledge in the context of the wider school curriculum;
- make careful and considerate use of the school's ICT resources, report faults and work in a way that minimises the risk of introducing computer viruses to the system;
- protect everyone in school from the harmful or inappropriate material accessible via the Internet or transportable on computer media;
- use email and similar systems appropriately;
- recognise their responsibility to maintain the privacy of individuals;
- know and abide by the schools E-Safety Policy as it applies to them.

1.2 Hillocks Primary School expects that all parents and pupils will sign the 'E-Safety rules agreement' document.

** From September 2014 the new National Curriculum will come into force. The subject ' ICT', or
'Information and Communication Technology', is being replaced by 'Computing'. The term ICT will continue to be used in this policy when referring to computing/digital technology or resources.

2. Who is covered by the policy?

2.1   This policy relates to all children and adults who use any ICT equipment in school – this may include PCs, laptops, notebooks, tablets, smart phones, memory sticks or any other new technology with similar applications. It also relates to children and adults working off-site, for example at home, but accessing the school website, learning platform or other applications recommended by school as part of school work.

3. Legal Issues

3.1   All of the school's software is legally licensed and catalogued. No software can be added to machines unless permission has been given by the school's Computing subject leader.

3.2   No material is to be shared (either via e-mail or via the school's website) until it has been checked by the school's Computing subject leader. This will ensure that no copyright laws are broken.

4. Access to the network

4.1   Access to the curriculum network is password controlled. Each class has its own login, as does each teacher. Children are not able to access any staff files or folders.

4.2   Access to the administrative network is limited to the office manager and the Headteacher, and is password controlled.

5. Internet and Email Access

5.1   Published content and the school web site

5.1.1   The school will only publish its own address and contact details on the school website. Pupils' personal information will never be published on the school's website.

5.1.2   Written permission from parents or carers will be obtained before photographs of pupils will be published on the school website.

5.1.3   The school's headteacher will take overall editorial responsibility and ensure that content is both accurate and appropriate at all times.

5.2   Safe use of the Internet

5.2.1   Children will always be supervised by an adult when using the Internet.

5.2.2   At Hillocks Primary School we aim to keep our children safe when using the Internet. This Internet Service Provider (ISP) provides a filtering service which eliminates unsuitable material from the Internet. Pupils should be made aware of this and encouraged to instantly report any unsuitable material that they may encounter on the Internet. If pupils discover an unsuitable site, they can turn off the monitor or click on the dolphin icon in the top right hand corner of the screen (this will stop anyone seeing the site) and report the site to the class teacher, who in turn will notify the Computing subject leader. Pupils should be told NOT to turn the actual computer off.

5.2.3   Staff must report unsuitable material encountered on the Internet immediately to either the

Computing Co-ordinator/Headteacher. The ISP will then be contacted to eliminate the material.

5.3 Social networking sites

5.3.1 The school's Internet Service Provider has blocked all social networking sites so children are unable to access them at school (see above).

5.3.2 In addition, we teach our children to never to give out personal details of any kind which may identify them or their location.

5.4 E-mail

5.4.1 Pupils may only use approved e-mail accounts on the school system.

5.4.2 Pupils must immediately tell a teacher if they receive an offensive e-mail.

5.4.3 Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

5.4.4 E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

5.5 Virus Protection

5.5.1 The school has an annual virus protection subscription. This software ensures that all networked machines are kept up to date against viruses. In addition, all machines' operating systems and browsers are kept up to date, to minimise the possibility of a virus attack.

5.5.2 Pupils should not bring in from home any ICT device (see 2.1 above) nor connect them to ICT
equipment in school without permission from the Computing subject leader/Headteacher.

6. Privacy

6.1 The school will only use information about pupils to further curriculum, professional and managerial activities in accordance with the business of the school and will contact the parents or guardians, if it is necessary, to pass information beyond the school. For other members of the community, the school will advise in advance if it is necessary to pass the information on to anyone else other than the school.

6.2   The school will hold personal information on its systems for as long as someone remains a member of the school community and remove it in the event of leaving or until it is no longer required for the legitimate function of the school. We will ensure that all personal information supplied is held securely, in accordance with the policies and practices of Nottinghamshire County Council and as defined by the Data Protection Act 1998.

6.3   Anyone has the right to view the personal information that the school holds about them and to have any inaccuracies corrected.

Date   **May 2017**
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