



Harnham Infant School E-Safety Policy

July 2017

Introduction ~

At Harnham Infant School we are committed to ensuring that the whole school is able to operate with safety and confidence whenever and wherever they use the internet and any other mobile technologies.

Aims ~

The purpose of internet use in school is to raise educational standards, to promote pupil achievement and well being, and to support the professional work of staff to enhance the school's management information and business administration systems.

Teaching and Learning ~

- ~The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- ~Pupils are taught what internet use is acceptable and what is not, and are given clear objectives for internet use.
- ~Internet access will be planned to enrich and extend learning activities; this will reflect the curriculum requirements of the age of the pupils.
- ~Staff will guide pupils through on-line activities that support the learning outcomes planned and will educate them in the effective use of the internet through a variety of activities.
- ~Instruction on responsible and safe use should precede internet access.
- ~E-safety lessons will form part of the children's education both within discrete teaching of ICT and when the internet is used across the curriculum.
- ~Children will be taught rules that will help to protect them when using the internet both at home and at school.
- ~Parents will be provided with information about E-safety through newsletters, the school brochure and the school website. Internet issues will be handled sensitively to inform parents without undue alarm.

Managing the Internet ~

- ~We use SWGFL filters and internet traffic is monitored and reported by SWGFL
- ~Virus protection is installed and updated regularly by the IT technicians.
- ~Access to the internet is by teacher demonstration and under adult supervision.
- ~If any unsuitable sites are discovered they will be reported to the head teacher. The URL address, time, date and content must be reported to SWGFL 0870 9081708
- ~The head teacher is responsible for permitting and denying additional websites requested by colleagues.
- ~School rules for internet access are on display in every classroom and on any portable laptops.

- Our E-Safety policy has been written by the schools ICT CoOrdinator, building on the Wiltshire E-safety template policy and government guidance.

Email ~

- ~Pupils will take part in whole class or group email under adult supervision.
- ~Pupils only use approved email accounts, of which each class has a dedicated email account.
- ~Pupils only communicate with those known to them and approved by the head teacher.
- ~Pupils write in a polite and appropriate way and messages are checked and authorised before being sent.
- ~No personal home details are revealed through email.
- ~If any offensive email is received, then the head teacher will be informed immediately.

Published content and the school website ~

- ~The contact details on the school website are the address, email and telephone number.
- ~Only pupils who have been given parental permission will appear in published photographs.
- ~Pupils full names will not be used anywhere on the website.

Protecting personal data ~

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

Authorising internet access ~

- ~The school will maintain a current record of all staff and pupils who are granted internet access.
- ~All staff must sign the E-Safety Agreement Form before using any school ICT resource
- ~Only approved search engines will be used during school hours.
- ~Children will not type in website addresses; links will be made by staff and placed in an internet folder for children to access.

E-Safety Complaints ~

- ~Complaints of internet misuse will be dealt with by the head teacher.
- ~Complaints of a child protection nature must be dealt with in accordance with the school child protection procedures.

Community use of the internet ~

- ~There is not currently any community use of the internet within school. If in the future the school's internet facilities are used by community groups the E-Safety policy will be amended and the groups will need to adhere to it.

Social Networking ~

- ~ Any members of staff with a 'Facebook' account or similar, will ensure that their security settings are set to the maximum level of security. Staff will maintain the highest level of professionalism whilst using any social networking site.

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