Hoyland Springwood Primary School
e-Safety Policy

Hoyland Springwood Primary School is committed to safeguarding all members of the school community. The Internet and other digital and information technologies are greatly beneficial tools to children's learning but children need to be aware of how to use these tools appropriately and safely. This e-safety policy highlights how Hoyland Springwood Primary School educates children, parents and staff about the benefits, risks and responsibilities of using information technology. Mrs Katherine Clark is the designated eSafety Co-ordinator.

Teaching and learning

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 functions. Internet use is part of the statutory curriculum and a necessary tool for learning.

Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security. Information will be provided to parents about how to educate and support their children with safe internet use.

How can Internet use enhance learning?

➢ The school Internet access is designed expressly for pupil use and includes 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.

➢ Staff should guide pupils in on-line activities that will support the 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.

Hoyland Springwood Primary School website & blogs

The school has sought parental consent for any images of children that are used on the school website/blogs. To ensure the children's safety no full names will be published on the site.

How will pupils learn how to evaluate Internet content?

Pupils will be taught research techniques including the use of subject catalogues and search engines and be encouraged to question the validity, currency and origins of information. Pupils should compare web material with other sources and be able to evaluate which is more useful. Effective guided use will also reduce the opportunity pupils have for exploring unsavoury areas.

All pupils will be taught that if they access any information or images which they think are inappropriate or make them uncomfortable, they should close the page and report the incident immediately to the teacher who will pass the report onto the e-safety coordinator and the headteacher.

How will e-mail be managed?

e-m ail is an essential means of communication for both staff and pupils. Whole-class or group e-mail addresses will be used at Hoyland Springwood Primary School. Pupils will be taught in school how to safely use e-mail at home and guidance will be provided to parents.

How will social networking and personal publishing be managed?

The school will block/filter access to social networking sites. However, parents and teachers need to be aware that the Internet has emerging online spaces and social networks which allow individuals to publish unmediated content. Pupils will be taught about personal safety when using social networking sites outside the school and offer appropriate advice

Pupils will learn:

> ➢ never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.

> ➢ never to communicate or meet people they do not know.

> ➢ not to place personal photos on any public social network space. They should consider how public the information is and consider using private areas. Advice will be given regarding background detail in a photograph which could identify the student or his/her location e.g. house number, street name or school.

> ➢ about security and be encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.

How will filtering be managed?

The school uses Lightspeed filtering to ensure inappropriate material is denied to pupils and Bull TCL monitor and block any inappropriate sites.

If staff or pupils discover unsuitable sites, the URL must be reported to the e-Safety Coordinator who will contact Bull to block the site.

How can emerging technologies be managed?

Many emerging communications technologies offer the potential to develop new teaching and learning tools, including mobile communications, wide Internet access and multimedia. A risk assessment needs to be undertaken on each new technology and effective practice in classroom use developed.

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

How will Internet access be authorised?

Within the Foundation Stage, 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 global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The school cannot accept liability for the material accessed, or any consequences resulting from Internet use.

The school carries out regular audits to ensure that the eSafety policy is adequate and that it is implemented appropriately.

How is the Internet used?

The school will liaise with local organisations to establish a common approach to e-safety.

The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

➢ Pupils will only use the internet sites provided by staff which have been checked; this will include search engine sites.

➢ All pupils will follow the e- safety rules.

How will the policy be introduced to pupils?

All pupils will be taught about e-safety regularly and will help to design posters about safety rules. The school's eSafety curriculum makes use of a wide range of engaging resources in order to engage children. The school will follow closely the advice given by The Child Exploitation and Online Protection Centre relating to online safeguarding. These sites will also be promoted to parents and information regarding e-safety in the home will be shared.

➢ e-Safety rules will be posted in rooms with Internet access.

➢ Pupils will be informed that network and Internet use will be monitored.

➢ An e-safety training programme is in place to raise the awareness and importance of safe and responsible Internet use.

➢ Instruction in responsible and safe use should precede Internet access.

How will the policy be discussed with staff and governors?

The e-Safety Policy and its application and importance will be discussed with staff and governors. All staff will continue to receive training, either online or face to face, in relation to e-Safety. eSafety training is made available to governors. The school has a named Safeguarding Governor whose responsibilities include eSafety. This is currently Mrs Claire Connolly.

How will parents' support be enlisted?

Internet use in pupils' homes is increasing rapidly. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet.

- ➢ Parents' attention will be drawn to the school's e-Safety Policy in newsletters, the school prospectus and on the school website/blogs.
- ➢ Internet issues will be handled sensitively, and parents will be advised accordingly.
- ➢ A partnership approach with parents will be encouraged and guidance on Internet use in the home will be issued.

eBehaviour Agreements

In order to ensure that pupils, parents, staff and volunteers clearly understand their responsibilities in relation to eSafety, eBehaviour Agreements, which follow the guidance provided by the Barnsley Safeguarding Children Board, have been developed.

These agreements will be introduced to all pupils in assembly and will be discussed with classes by their teachers. Parents are encouraged to talk to their children regarding safe use of the internet and related technology and to return the signed eBehaviour Agreement. The agreements are renewed each academic year in order to ensure that eSafety remains at the forefront of people's minds and to ensure that the agreements reflect current best practice. eBehaviour Agreements for staff and volunteers will also be implemented.

Approved by the Governing Body June 2018

This policy is to be reviewed Spring Term 2019

Signed:

Chair of Governors: _____

Head teacher: _____