



The Armthorpe School

E-SAFETY POLICY

RATIONALE:

The E-Safety Policy relates to other policies including those for ICT, Child Protection, Safe Practice Policies, behaviour including Anti Bullying Policy and for PSHE and citizenship.

Our E-Safety Policy has been written by the school, building on the LA policy, government guidance and other good practice. It has been agreed by the senior leadership team and approved by governors. It will be reviewed annually.

It forms part of the Acceptable Use (Information and ICT equipment) Policy.

Internet use is important as:

- The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.

The Internet benefits education by:

- Access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between students world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for students and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues; improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the LA and DCSF.

PRINCIPLES:

The Internet will be used to enhance learning

- The school Internet access will be designed expressly for student use and will include filtering appropriate to the age of students.



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- Students 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. Access levels will be reviewed to reflect the curriculum requirements and age of students.
- Staff should guide students in on-line activities that will support the learning outcomes planned for the students' age and maturity.
- Students at Key Stage Three and Four will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

PRACTICE:

The Policy will be introduced to students as follows:

- E-Safety Rules will be posted in all rooms where computers are used.
- Students will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- Students will be reminded of the rules and risks at the beginning of any lesson using the Internet
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.

Students will learn to evaluate Internet content as follows:

- Schools should ensure that the use of Internet derived materials by staff and by students complies with copyright law.
- Students should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Students will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

E-mail will be managed as follows:

- Students may only use approved e-mail accounts on the school system.
- Students must immediately tell a teacher if they receive offensive e-mail.



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- Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and will be restricted.
- E-mail 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.
- The forwarding of chain letters is not permitted.

Web site content will be managed as follows:

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or students' home information will not be published.
- Web site photographs that include students will be selected carefully and will not enable individual students to be clearly identified.
- Students' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students are published on the school Web site.
- The Web site should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Other considerations are as follows:

- Newsgroups will not be made available to students unless an educational requirement for their use has been demonstrated.
- Students will not be allowed access to public or unregulated chat rooms.
- Students should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- A risk assessment will be carried out before students are allowed to use a new technology in school.
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.



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- Mobile phones will not be used during school time. The sending of abusive or inappropriate text messages is forbidden.

The risks will be assessed as follows:

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate 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 school computer. Neither the school nor the LA can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.

ROLES AND RESPONSIBILITY:

- The Headteacher will ensure that the E-Safety policy is implemented and compliance with the policy monitored.
- The Headteacher or nominated person from the Senior Leadership Team will take overall responsibility and ensure that content is accurate and appropriate for all users.

All staff are responsible for:

- All staff are governed by the E-Safety Rules in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet 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 is essential.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in safe and responsible Internet use and on the school Internet policy will be provided as required.



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The Network Manager will ensure ICT system security will be maintained as follows:

- The school ICT systems are reviewed regularly with regard to security.
- Virus protection is installed and updated regularly.
- Security strategies are discussed with the LA, particularly where a wide area network connection is being planned.
- Unapproved system utilities and executable files will not be allowed in students' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

Filtering will be managed by the Network Manager as follows:

- The school will work in partnership with parents, the LA, DCSF and the Internet Service Provider to ensure systems to protect students are reviewed and improved.
- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the E-Safety co-ordinator (who is?).
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies will be selected by the school, in discussion with YHGFL. The filtering strategy will be selected to suit the age and curriculum requirements of the student.

Role of parents/carers is as follows:

- The school will keep a record of any students whose parents have specifically denied internet or e-mail access.
- Students at KS3 and KS4 will be provided with supervised Internet access .
- Parents and students will be asked to sign and return a form stating that they have read and understood the e-safety rules.
- All staff will be required to sign the ICT Code of Conduct.



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How will parents' support be enlisted?

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Interested parents will be referred to organisations such as Child Exploitation and Online Protection (CEOP).

Complaints regarding Internet use will be handled as follows:

- Responsibility for handling incidents will be delegated to the e-safety officer (who is?)
- Any complaint about staff misuse must be referred to the Headteacher.
- Students and parents will be informed of the complaints procedure.
- Parents and students will need to work in partnership with staff to resolve issues.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
 - interview/counselling;
 - informing parents or carers;
 - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system, including examination coursework.

How is Internet used across the community?

- Adult users will need to sign the acceptable use policy.
- Parents/carers of students under 16 years of age will generally be required to sign an acceptable use policy in addition to the student.

POLICY DATED: February 2010
DATE OF NEXT REVIEW: February 2011



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Appendix (a)

The Armthorpe School e-Safety Rules

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

Student:

Form:

Students' Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I understand that network and Internet access will be monitored.

Signed:

Date:

Parent's Consent for Web Publication of Work and Photographs – see separate letter.

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 students cannot access inappropriate materials.

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.

I understand that internet access may be withdrawn if my son/daughter contravenes the e-safety rules.

Signed:

Date:

Please print name:

Please complete, sign and return to the school



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Appendix (b)

e-Safety Rules

These e-Safety Rules help to protect students and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer 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.



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Appendix (c) Staff ICT 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 which forms part of the Acceptable User (Information and ICT equipment) 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 from the Network Manager.
- 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 students are compatible with my professional role.
- I will promote e-safety with students 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 Acceptable User Policy (Information and ICT equipment) and the ICT Code of Conduct.

Signed: Capitals: Date:

Accepted for school: Capitals: