



**This policy was adopted in: July 2013**

**The next review of this policy is due in: July 2023**

## **INTRODUCTION**

We are always aware that E-safety is primarily a safeguarding issue.

We expect all pupils to follow our E-safety guidelines regardless of where they access the Internet (at home or school) and through whichever media they are using (iPad, phone, laptop etc).

Pupils are taught that the Internet contains many useful websites but that there are also sites which are not child-friendly or can damage your computer. All access to the Internet at school is protected by filters. They are designed to prevent accidental or deliberate access to unsuitable material.

However, no system is 100% safe, so we expect users to behave responsibly. We do not expect pupils to access a website they know to be unsuitable.

## **WORKING TOGETHER**

We believe that by working with families we can help children to manage risk and learn to use technology safely.

From time to time we publish links to support or guidance services on our website or in our school newsletter which may be of interest to parents and carers.

We run campaigns for everyone to take part in, to reinforce cooperation and provide opportunities to reward safety awareness.

We hope that parents and carers will assist us by monitoring children's access to the Internet and to age-appropriate material, and by reinforcing the codes we apply at school. We strongly recommend that parents install child safety filters on all equipment at home.

Parents have the opportunity to attend open meetings with the LA's E-safety adviser at which they can inform themselves about new technology and approaches to safeguarding.

We encourage parents to let us know of any need for information or concerns they may have.

## **PROCEDURE - pupils**

### **Mobile Phones**

We do not allow pupils to use mobile phones in school. Occasionally parents of children who walk to school independently may wish their child to carry a phone. The phone must be kept in the office during the school day.

### **Social Media**

We do not expect primary age children to have their own account for Facebook (minimum legal age 13) or any other social media/unmonitored messaging services. All use of social media is blocked over the school's wireless network.

### **Cyber-Bullying**

*(Also see Anti-bullying Policy and School Behaviour Policy)*

Pupils are taught about bullying as part of the PSHE curriculum. The school takes all bullying very seriously. Cyber-bullying is the use of any digital medium to offend, threaten, exclude or deride another person. We expect all members of our community to communicate with each other politely and with respect.



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The CEOPS reporting link is posted throughout the school with Childline notices. Children with SEND and those the school perceives as especially vulnerable at any time are given targeted advice and support to help them to use technology safely.

**E-SAFETY GUIDELINES** drawn up by the pupils (which feature on all school computer screens)

- Use Skipper's safety button for top tips on how to stay safe
- We ask before we use the Internet
- If you are chatting online and someone says something you don't like or that is rude tell your parent or a grown-up you trust
- If you're not sure about something ask your parents or a teacher
- Always keep personal information personal (private – this means things like your name, address, phone number, pictures, passwords)
- Have an online nickname instead of your name e.g. Super Fossilhunter
- Use a cartoon or something similar as an avatar
- When online be polite and nice to people
- Only use websites that are safe and child-friendly. Check with a grown-up about using sites like YouTube.
- We immediately close any web site we're not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly
- We only use the Internet when an adult is with us
- We can search the Internet with an adult. We always ask if we get lost on the Internet.

### **PROCEDURE – school staff**

Staff are required to sign up to our acceptable use policy as part of their code of conduct. They are expected to work within the guidelines of the e-mail use protocol.

Data protection governs the way the school creates, uses and retains information. This policy and procedure should therefore be read in conjunction with our data protection policy and freedom of information policy.

Staff are aware of their responsibilities under PREVENT legislation, which apply to every age group in the school.

### **POLICY REVIEW**

The governing body of our school is responsible for ensuring that this policy is reviewed regularly and updated in response to technological evolution and statutory guidance.