

BOURTON MEADOW SCHOOL

e – Safety Policy

November 2009

e-safety @ Bourton Meadow

Why do we need a Policy?

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill and as a school it is important we prepare the children for life in the 21st century.

Most technologies present risks as well as benefits. Internet use for work, home, social and leisure activities is expanding in all sectors of society. This brings young people into contact with a wide variety of influences, some of which - as in life generally - may be unsuitable. It is important that schools adopt strategies for the safe and responsible use of ICT.

It is important that teachers, parents and carers do not confuse skillful use of new technologies with an ability to perceive and avoid risk - internet and ICT literacy is unfortunately not synonymous with internet and ICT safety. - BECTA

As the above points out it is important not to take for granted that children who are proficient in their use of the internet, are also able to assess risk when dealing with new technology and e- learning.

It is therefore the responsibility of the school to ensure a safe e-learning environment for the children and the school as a whole. This policy aims to set out how this shall be achieved.

Why is internet use important in school?

- 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 information and business administration systems.
- It is also an essential life skill which must be taught to the children if they are to succeed in the 21st century.

How does the internet benefit education?

Benefits of using the internet in education include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives such as the DfES ICT in Schools
- Educational and cultural exchanges between pupils world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in many fields for pupils 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 DfES.
- Mentoring of pupils and provide peer support for them and teachers

How does internet use enhance learning?

- The use of internet allows children to bring the wider world into the classroom.
- It allows children to explore other people, places and cultures.
- Research using the internet is a necessary life skill and using the internet in schools means the children not only learn this skill but are also able to become independent learners.

Why is internet safety an important issue?

- It is the responsibility of the school to ensure that children at school are safe and protected.
- Internet use inherently presents risks and the school needs to plan carefully for the implementation strategies to ensure these risks are minimized.
- It is important that the children are part of the implementation of an e-safety policy so that they can identify any risks both in school and at home and know to access help and support.
- All members of the school community need to be aware of the schools policy on e-safety.

The school's e-safety policy

- Children must be supervised when using the internet
- Children must only be able to access internet sites that support their learning.
- The school uses the Buckinghamshire Grid for Learning and has filters placed upon the content, blocking unsuitable content.
- Pupils and staff are given regular e-safety education and training
- Pupils are only given e-mail addresses / VLE passwords with the permission of parents.
- Pupils and staff must not reveal their passwords to anyone.
- Staff and pupils must report any unusual website to the e-safety manager.
- Pupils can only use video conferencing software with supervision
- Internet access by pupils and staff is recorded through monitoring software
- Pupils e-mails will be regularly read by staff.
- Pupils VLE instant messages are regularly read by staff.
- All children and staff are aware that misuse of the internet will lead to lose of access.
- Children must not download materials without permission
- Children and staff must not change the school computers without permission.

The Children's Code of Practice

To implement this and help with the childrens understanding a Children's Code of Practice has been written and sent home so that it can be a discussion point between parents and children.

- ✓ I will only use the Internet when supervised by a teacher or adult.
- ✓ I will never type my personal details into a web page.
- ✓ I will never give my password to anyone.
- ✓ I will log off when I have finished a session on the computer.
- ✓ I will always report unusual emails/web pages to a teacher.
- ✓ I will report bad language to a teacher if I accidentally access any.
- ✓ I know the sites I visit will be checked.
- ✓ I know that my emails will be read by teachers.
- ✓ I understand that I can access only sites and material relevant for my work in school.
- ✓ I understand that I will not be able to use the Internet if I do not use it sensibly.
- ✓ I know that I must not attempt to download software or music from the Internet.
- ✓ I know that I must not attempt to change the computers in school in any way.

This is also discussed in school as part of e-learning education sessions and displayed in classrooms and the ICT suite.

Parental Permissions

Parents and guardians are encouraged to support the schools e-learning policy. The code of practice is sent home and signed by both children and parents. Parents also need to give permission for children to have e-mail addresses, passwords and usernames for the VLE and use of video conferencing equipment.

- ✓ I do/do not give permission for my child to have his/her own email address (from Year 3)
- ✓ I do/do not give permission for my child to have a user name and password for the Virtual Learning Environment (from Year 3)
- ✓ I do/do not give permission for my child to use video conferencing to communicate with other children under close teacher supervision.
- ✓ I do/do not give permission for my child's photograph to be used in publications e.g. local newspaper
- ✓ I have read the Pupils' Internet code of Practice and I have discussed it with my child. We agree to support the school's policy on the use of the Internet.

Parents are encouraged to contact the e-safety manager if they have any questions or concerns at any time.

The e-safety manager

The school has appointed an e-safety manager. It is her responsibility to ensure that the school e-safety policy through management of staff and pupils.

The e-safety manager is responsible:

- Lead the creation of e-safety education
- Lead the parental awareness programme via the website and correspondence home.
- Have an awareness of the latest internet safety advice from the government and outside agencies such as Becta.
- Meeting regularly with the head teacher to discuss e-safety issues and review progress.
- Meet regularly with the Internet Safety team to discuss latest issues and review progress.
- Review policy / technological solutions on basis of analysis of logs and emerging trends
- Update the governing body
- Liase with outside agencies
- Maintain a log of incidents

The e-safety team

The school has created an e-safety team. This team consists of the e-safety manager, parents, a governor and children.

This team meets regularly to discuss any issues and decided on future policy.

e-safety education

The school recognises the importance of ongoing e-safety education. Regular internet safety lessons are taught as part of ICT and PSHE sessions. The content of these sessions is directed by the e-safety manager and is reviewed regularly in light of new government advice and changing technology. An e-safety section is available on the Virtual Learning Environment and on the school's website. These give advice to pupils and parents and useful links.

Dealing with incidents

It is essential that any incidents are reported to the e-safety manager and followed up accordingly.

The monitoring of internet access throughout the school is the responsibility of the e-learning manager and if misuse is suspected this must be dealt with in the appropriate way. Children are aware that they will lose access to the internet if they behave inappropriately. Incidents of 'cyberbullying' are taken very seriously. Children are reminded that content can be seen and are encouraged to report any incidents.

If a member of staff or a child finds inappropriate content on a website they must report it to the e-learning manager who will then contact the network support team to have the site filtered.

The school has a procedure for dealing with incidents of inappropriate content:

1. Switch off the monitor immediately and ask the child to work on a different computer (assuming the access has been completely accidental)
2. Leave the monitor switched off until the room is free from children.
3. Make a note of the URL (web site address) and give it to the e-safety manager.
4. Clear the web site from the screen and restart the computer

Incidents of misuse are reported to the e-safety team who reflect on the event and decide of appropriate actions to be put in place.

It is the aim of this policy to make internet use safe and effective at Bourton Meadow School.

Our e-safety policy has been written by the school, building on the recommendations of Buckinghamshire LAO and government guidance. It has been agreed by the senior management and approved by governors following discussions with the Student Council. It will be reviewed annually.

Created by:

Date:

To be revised:

Approved: