



**E SAFETY
POLICY
(INCLUDING INTERNET
ACCESS)**

Ysgol Swn y Don E SAFETY POLICY

Our e-Safety Policy has been written by the school. It has been agreed by senior management and approved by governors. The school has appointed an e-Safety coordinator. This will be Mrs Katie Dickson.

Using the Internet safely to enhance learning

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the needs of the curriculum. Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

Pupils will learn how to evaluate Internet content.

The school will endeavour to ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.

Pupils will be taught to:

- be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Information systems will be securely maintained.

The security of the school information systems and system capacity will be reviewed regularly by the ICT Technician reporting to the ICT/E-safety coordinator.

To keep the systems secure we will:

- Keep Virus and Spyware protection installed and updated regularly.
- Discuss Security strategies with ICT Solutions.
- Not share login details
- Not allow Portable media to be used without specific permission followed by a virus scan.
- Not allow unapproved system utilities and executable files in pupils' work areas or attached to e-mail.

The Management of E-mail.

Users must:

- only use approved e-mail accounts.
- immediately tell a teacher if they receive offensive email.
- Get authorization before sending E-mail to external organizations. These should be written carefully in the same way as a letter written on school headed paper.
- Get authorization before subscribing to E Mails from websites or other electronic services.

Users must not:

- send jokes or other materials that the receiver may find offensive
- reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.
- forward chain letters.

The Management of Published Content.

The school's web site is to celebrate children's work, promote the school and publish resources for projects or homework. The point of contact on the web site is the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.

The head teacher and ICT Coordinator will take overall editorial responsibility and ensure that content is accurate and appropriate.

The publication of pupil's images and work.

Annual written permission from parents or guardians will be obtained before photographs of pupils are published on the school website. All website photographs will be selected carefully to ensure that individual pupils can not be identified. Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

The management of social networking and personal publishing.

Pupils and staff will be advised never to give out personal details of any kind which may identify themselves or others 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.

Users will be advised to place only appropriate photos on any social network space.

They should consider how public the information is and consider using private areas.

Advice should 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.

The school should be aware of and deal with bullying that can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.

Staff must not communicate with parents using public social networking sites such as Facebook, MySpace, Twitter, etc. Pupils must not place personal photos on any social network space and parents of Primary aged children will be advised that the use of Social Network spaces outside school is inappropriate.

The management of filtering.

The school will work with ICT Solutions to ensure that systems to protect pupils are reviewed and improved. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

If staff or pupils discover unsuitable sites, the URL must be reported to the E-Safety Coordinator and / or ICT Solutions.

Any material that the school believes is illegal must be reported to appropriate agencies such as CEOP and ICT Solutions.

The management of videoconferencing.

IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.

The management of emerging technologies.

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

The protection of personal data.

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

How Internet access will be authorised

All staff must read and sign the 'Staff Code of Conduct' before using any school ICT resource. Parents and children will be asked to sign and return a consent form before children will be allowed to use the Internet. The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.

How the Internet is used by the community in the school

Community users coming into school must adhere to the school's E safety policy.

How will the policy be introduced to pupils?

E-Safety rules will be posted in rooms with Internet access. Users will be informed that network and Internet use will be monitored. All children will receive instruction in responsible and safe use preceding Internet access. Children will also watch e safety video clips and presentations on how to stay safe. This will also be available to watch through the Virtual Learning Environment (VLE).

How will the policy be discussed with staff?

All staff will be given the School E-Safety Policy and its application and importance explained. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. Staff training in safe and responsible Internet use and on the school E-Safety Policy will be provided as required.

How will parents' support be enlisted?

Parents' attention will be drawn to the school's E-Safety Policy in newsletters, the school brochure and on the school website.

Internet issues will be handled sensitively, and parents will be advised accordingly. A partnership approach with parents will be encouraged. This may include parent evenings with demonstrations and suggestions for safe home Internet use.

The e-Safety Policy and its implementation will be reviewed annually.

Dear Parents/Guardians

Using the Internet at School

As part of our school's curriculum pupils will be provided with supervised access to the Internet. We believe that use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. They will be able to obtain a rich variety of resources from around the globe to enhance their studies as they research information from museums, libraries, educational organisations and a range of other suitable web sites.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our access to the Internet comes through Conwy's Internet Service Provider making filtered content available in schools.

Children will be introduced to the following set of rules and taught how to use the Internet responsibly. They will also be shown a program about keeping safe on the Internet. When they are given access to the Internet they will be supervised and directed towards specific curriculum activities and suitable web sites. However, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's use of the Internet facilities.

The following rules apply to all pupils:

- I will only use the internet when I am supervised by an adult.
- I will only use my own login
- I will not look at or delete other people's files
- I will not bring floppy disks/CD or data sticks into school without permission
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending an e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will be responsible for my behaviour when using ICT because I know these rules are to keep me safe.
- If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

I enclose a permission slip for you and your child to sign and return to the child's class teacher. Should you wish to discuss any aspect of our use of the Internet please telephone me to discuss this.

Yours sincerely

Miss B Thomas
Acting Headteacher

Pupil's Acceptance of Ysgol Swn y Don's Policy regarding Acceptable Use of the Internet

Please complete and return this form to your child's class teacher.

Pupil's agreement:

I have read and understood the school rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times. I understand that if I break these rules then I may not be allowed to use the Internet.

Pupil's signature _____ Date ___/___/___

Parent's/Guardian's acknowledgement:

I have read and understood the school rules for responsible Internet use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I understand that the school is not liable for any damages arising from the use of Internet facilities.

Parent's/Guardian's signature _____ Date ___/___/___

Name of Pupil _____

Class _____

Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also understand that photographs that include my son/daughter will be published **only** if they comply with the school rules that photographs will not clearly identify individuals and that full names will not be used.

Parent's/Guardian's signature _____ Date ___/___/___

SCHOOL

The school acknowledges the above signatures and therefore grants Internet access.

Signed _____ (Headteacher)