Motcombe

Flying high together

E-safety and Acceptable Use Policy

E-safety is an understanding of the potential dangers of the internet — which parts of it could be harmful, and how to protect vulnerable people from these areas.

Policy reviewed annually in Term 6

School Mission Statement

'Flying High Together'

Our School Vision

"To build a learning community that cares for and values everyone, where promoting confidence through creativity, challenge and high expectations leads to enjoyment and success for all!"

Our School Values

1. Motcombe School is a community where children feel safe. It is a place where children can learn, play, work and grow together and where individuality for all is nurtured and valued; diversity is celebrated and all members feel able to meet their full potential, through the joy of life-long learning.

2. Children at Motcombe School have the right to the highest quality of teaching, which embraces all learning needs and is committed to raising academic standards and emotional growth.

3. We acknowledge that we live in an ever-changing world and are committed to preparing and empowering children to communicate well and fulfil their responsibilities as British and global citizens, whilst developing the ability to use all available technologies, in a safe and secure environment.

4. We promote respect for self and others, fostering qualities of initiative, creativity, growing independence and self-confidence, co-operation and self-motivation through the delivery of a relevant and challenging curriculum that acknowledges the need for health in both mind and body.

5. We are committed to supporting staff in their personal and professional development.

Ethos

Our school ethos is our shared vision and common sense of purpose. As an Infant School we recognise that it is a privilege to work with children at the start of their school career and as infant practitioners we have a strong understanding of the need to balance social and emotional maturity with academic ambition and plan learning that supports the development of both. This ethos aims to guide the day to day life and development of the school and strongly influence the 'feel' of the school.

Equal Opportunities

At Motcombe we believe that all children, regardless of first language, disability, race, gender, cultural or socio-economic background, should receive equal access to the full school curriculum.

Disability Statement

Motcombe is proud to be an inclusive school. We are able to offer access to the full curriculum for children who have a physical disability. We have easy access into the main part of both buildings and have facilities that include toilets for the disabled.

1 E-Safety and Acceptable use policies

1.1 Writing and reviewing the e-safety and acceptable use policy

The e-Safety and acceptable use Policy is part of the School Development Plan and relates to other policies including those for Computing, Bullying and Child Protection.

- Our e-Safety and acceptable use Policy has been written by the school. It has been agreed by senior management and is put forward for approval by governors following a review by the policy committee.
- The e-Safety and acceptable use Policy and its implementation will be reviewed annually.
- The Designated Child Protection Officers and Computing Subject Leader will be responsible for monitoring e-safety.

2 Teaching and learning

2.1 Why Internet use is important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

2.3 Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include 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.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

2.4 Pupils will be taught how to evaluate Internet content

- The school will ensure that the 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 evaluate information before accepting its accuracy and validity.

3 Managing Internet Access

3.1 Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be fully monitored.

3.2 E-mail

- E-mails 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

3.3 Published content and the school web site

- The contact details on the schools Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Senior Leadership Team will take overall editorial responsibility and ensure that content is accurate and appropriate.

3.4 Publishing pupil's images and work

- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified unless written permission has been obtained from parents or carers.
- Pupil's work can only be published with the permission of the pupil and parents.

3.5 Social networking and personal publishing

- The school will block/filter access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary age pupils.

3.6 Managing filtering

- The school will work with the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to one of the e-Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

3.7 Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

3.8 Protecting personal data

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

<u>4 Policy Decisions</u>

4.1 Assessing risks

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 ESCC can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

4.2 Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.

5 Communications Policy

5.1 Introducing the e-safety policy to pupils

- E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year. Use of website: www.thinkuknow.co.uk/hectorsworld
- Pupils will be informed that network and Internet use will be monitored.

5.2 Staff and the e-Safety policy

- All staff will be given the School e-Safety 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 expected.

5.3 Enlisting parents' support

Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.