

Brighter Futures Academy Trust

E-Safety Policy



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
V Dear	December 2015	November 2018

Field Lane E-Safety Policy

Rationale

We will develop the learning environment to provide a range of ICT opportunities and tools. This will empower our children to make relevant and safe choices and be flexible as they develop their personalized learning, in line with our school's vision.

Aims

- Ensure that pupils benefit from all learning opportunities offered by the internet resources provided by the school in a safe and controlled manner.
- Ensure that all staff and pupils have clear guidance on safe and acceptable use.
- Provide guidance to staff and pupils about the acceptable use of mobile technologies, both the school's and personal items that are brought into school if applicable.
- Provide staff and children with skills and knowledge to keep themselves safe using digital technology.

Guidelines

The Internet is a communications medium that is freely available to any person wishing to send e-mail or publish a web site, and in common with other media such as magazines, books and videos, some of the material available is unsuitable for children. The measures outlined below are designed to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet.

- Internet access provided by Calderdale Council is a service designed for children including a "firewall" filtering system intended to prevent access to material inappropriate for children.
- Children using the Internet will be working in the presence of the class teacher or other approved adult helper.
- Staff will check that sites pre-selected for children's use are appropriate for their age and maturity.
- Staff will be particularly vigilant when children are undertaking their own search and will ensure that they are following an agreed search plan.
- Children will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others.
- Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils' acceptable use and risks.
- Teachers will have access to pupils' emails and other Internet related files, and will check these on a regular basis to ensure expectations of behaviour are being met.
- Methods to quantify and minimize the risk of children being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LEA, our Internet service provider and the DfES.

Although every effort will be made to ensure the children don't access inappropriate materials they need to be taught to be responsible and know what to do if they come across inappropriate materials. It is important that children are taught to be responsible users of the internet as almost all children have access to unfiltered internet outside of school.

Children will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable. Should an incident occur in which children are exposed to offensive or upsetting material, the school will respond to the situation quickly and on a

number of levels. Children will be taught to keep themselves safe on the internet through a comprehensive e-safety scheme of work.

Any e-safety incidents must be reported to the ICT coordinator, who will record the incident in the E-Safety log on CPOMS.

Staff Equipment

Staff must ensure that all portable equipment such-as laptops and cameras are locked away. If you wish to use the laptops or iPads they will be collected from the ICT base at the end of the session. Any equipment signed will remain the responsibility of the person signing the equipment out.

CODE OF CONDUCT FOR USE OF THE SCHOOL'S COMPUTERS.

The computer network at Field Lane has been provided for us to use as a tool in our classroom. We will be able to use the computers to get information from around the world to help us learn.

This code of conduct applies at all times, in and out of school hours, whilst using schools computers.

If pupils follow the code of conduct they will be able to use the school computers. They will be able to access the internet to find information and to help their learning. Pupils will also have spaces that they can save their work in, and files they can access to see the work of others. It is important that the code of conduct is always followed.

THE CODE

You should:

Care and Usage of the Equipment

I will care and look after the computers and all their parts.

I will not eat or drink near the computer.

I will only use the computer when a teacher is in the room.

I will not copy, download or put my own software on the school computers because they may cause a virus.

Work Habits

I agree to follow all the teachers' instructions when using the computers.

When using the internet, I will only search for information about my work.

I will make sure that the emails I send out shows politeness and respect.

I will not hand in other peoples work as my own.

Personal Safety

I will only use my first name when communicating with people.

Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or communicate with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not be who or what they say they are.

I will tell my teacher if I find any information that makes me feel unsafe or uncomfortable.

Using Digital Technologies

I communicate respectfully by thinking and checking that what I write or post is polite and respectful.

I agree to follow teacher instructions regarding the use of the internet.

My behaviour in class when using the internet will be mature, responsible and courteous.

I will work cooperatively and carefully on the internet.

When using the internet, I will only access sites deemed appropriate by my teachers.

I will remember that it is a privilege, not a right to be using the internet.

Please note:

You should always log out and close your browser when your session has finished.

User areas on the school network will be closely monitored and staff may look at your files or emails to check that everything is as it should be.

If you do not follow the code of conduct, you will not be allowed to use the computers. If you have ignored the code of conduct you may find yourself facing disciplinary action, and if necessary, external agencies may be involved: certain activities may constitute a criminal offence.

INTERNET CODE OF CONDUCT

Pupil: Class Date

My parents and I have read the Code of Conduct for Internet Use and I agree to follow it.

Signature Date

Parent

As parent or guardian, I have read, discussed and explained the Code of Conduct for Internet use to my son/daughter. I give permission for my child to access the internet. I understand that if he/she fails to follow this code, his/her individual access will be withdrawn and I will be informed.

Parent/Guardian Signature Date

Please note that if you choose not to give consent, occasionally it may necessary to remove your child from some lessons where the activities listed above take place. If you would like to discuss this further, please don't hesitate to contact us.

Curriculum

The e-safety elephant will form the basis of our e-safety teaching. Specific lessons will be taught to ensure key safety messages are given to the pupils.

Our E-Safety Elephant!

Remember!

Keep passwords private and always log off after use

Have a safe online ride

NEVER tell somebody:

- your full name
- where you live
- what school you go to.

Listen out!

Report anybody not following the school ICT rules, or who you think isn't safe online.

Not all of what you read is true. Be careful who and what you trust (tusk).

Stick with the herd

NEVER meet anyone that you have met online.

Don't 'tusk' all

Report unkind things said online or in texts.

Trumpet for help

Put your stamp on it! don't copy from the internet. Re-write it or say where you got it from.

If you have anything on your screen that you don't like or that you know is wrong, turn off the screen and call an adult. Press 

Stamp down on cyberbullying

Mrs Cramp
Mrs Brampton
September 2013

CEOP REPORT
ceop.police.uk