

The White House Preparatory School

Woodentops Kindergarten and Woodentops Day Nursery

PREP SCHOOL and EARLYYEARS **INTERNET USE & E-Safety POLICY & PROCEDURES (20)**

E-Safety Policy

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's e-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security.

Good Habits

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- The signing of the 'Acceptable Internet Use' policy by all staff members.
- Use of the school's Purple Mash ICT software.
- Education of pupils through E-Safety timetabled on the ICT curriculum

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School internet use and e-Safety Policy

The school has appointed an e-Safety coordinator this will be the Designated Child Protection Officer as the roles overlap.

Why is Internet Use Important?

The purpose of Internet use in The White House 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 administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality and appropriate internet access.

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;

How can Internet Use Enhance Learning?

- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- All White House staff are trained on how to activate the Vigen Remote Learning Classlink system, which allows the teacher to control the pupils' internet access
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Authorised Internet Access

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

- Parents will be informed that pupils will be provided with supervised Internet access.
- With the school's new website in development, which will have the capacity to display school life and pupil work, a new development for The White House School is to ensure parents be asked to sign and return a consent form for pupil access. This has been added to our updated **acceptance and deposit form**, - which new parents sign (*which* until June 2012 gave permission for photographic/video use of the pupils on display boards, magazines and brochures, etc) but now also as of June 2012 also includes the website and other IT related technologies.

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Deputy Head teacher, Head teacher or Principal.
- The White House School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Email

- The staff school email system is hosted by goglemail.
- The White House Preparatory School does not currently provide 'in-house' email facilities for our pupils. This is an area for long term ICT development.
- Pupils are not allowed to check any personal email accounts within the ICT suite and these sites can indeed be blocked by staff, thereby ensuring our PC's are not harmed by any external viruses.
- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received, professional conduct when sending emails using a school E-mail address is expected at all times.
- As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media at all times;
- Posting anonymous messages and forwarding chain letters is forbidden;

Social Networking

- Social networking sites are to be blocked off by the planned new 'Open Source' filtering software – which was installed in April 2011.
- At The White House Preparatory School access to social networking sites and newsgroups are currently available but controlled by the teacher's use of the Viglen remote learning system.
- Pupils, though not advised no use social networking sites, either at school or indeed at home, are however advised never to give out personal details of any kind which may identify them or their location
- Pupils are advised not to place personal photos on any social network space.

Internet Filtering

The school filters undesired material through a DNS Filter Network System. The on-going success is reviewed termly by the safety coordinator.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in The White House Preparatory school and Woodentops Kindergarten and Day Nursery is allowed.
- Pupils are not allowed to bring or therefore use mobile phones for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff are not allowed to use their mobile phones either in class, or whilst walking around the school or Day Nursery buildings.

Published Content and the School Web Site

The school, Kindergarten and Day Nursery website is currently being updated, however, we maintain to follow our existing e-safety standards:

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

Publishing Pupils' Images and Work

- Images of pupils are currently only displayed within The White House School, on our Plasma screen, situated in the school hall. No names accompany the images.
- Once the new school website has been complete and indeed during its current on-going development, the following have been greatly considered:
 - Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
 - Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
 - Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
 - Work on the website can only be published with the permission of the pupil and parents.

Information System Security and Virus Protection

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly. The PC's in the ICT suite have been recently reviewed and reinstalled with 'Sophos Anti-Virus and Malware Protection'.
- Staff laptops and PC's in the main building of the school are protected by 'Microsoft Security Essentials', set to run a virus scan once weekly. This scan is regularly reviewed by the ICT coordinator.
- Newer computers have Norton Anti-Virus installed on them.

Protecting Personal Data

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

Assessing Risks - on-going

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. No internet content filtering system is 100% secure due to the ever changing nature of undesirable sites, virus or material.
- The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

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 head teacher or deputy head teacher.
- 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.

Communication of Policy

Pupils

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.

Staff

- 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 essential.

Parents

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

Policy will be reviewed annually			
Policy reviewed:	Sept 15	By:	Head teacher
To be reviewed:	Sept 16	By:	Head teacher

Referral Process – Appendix A

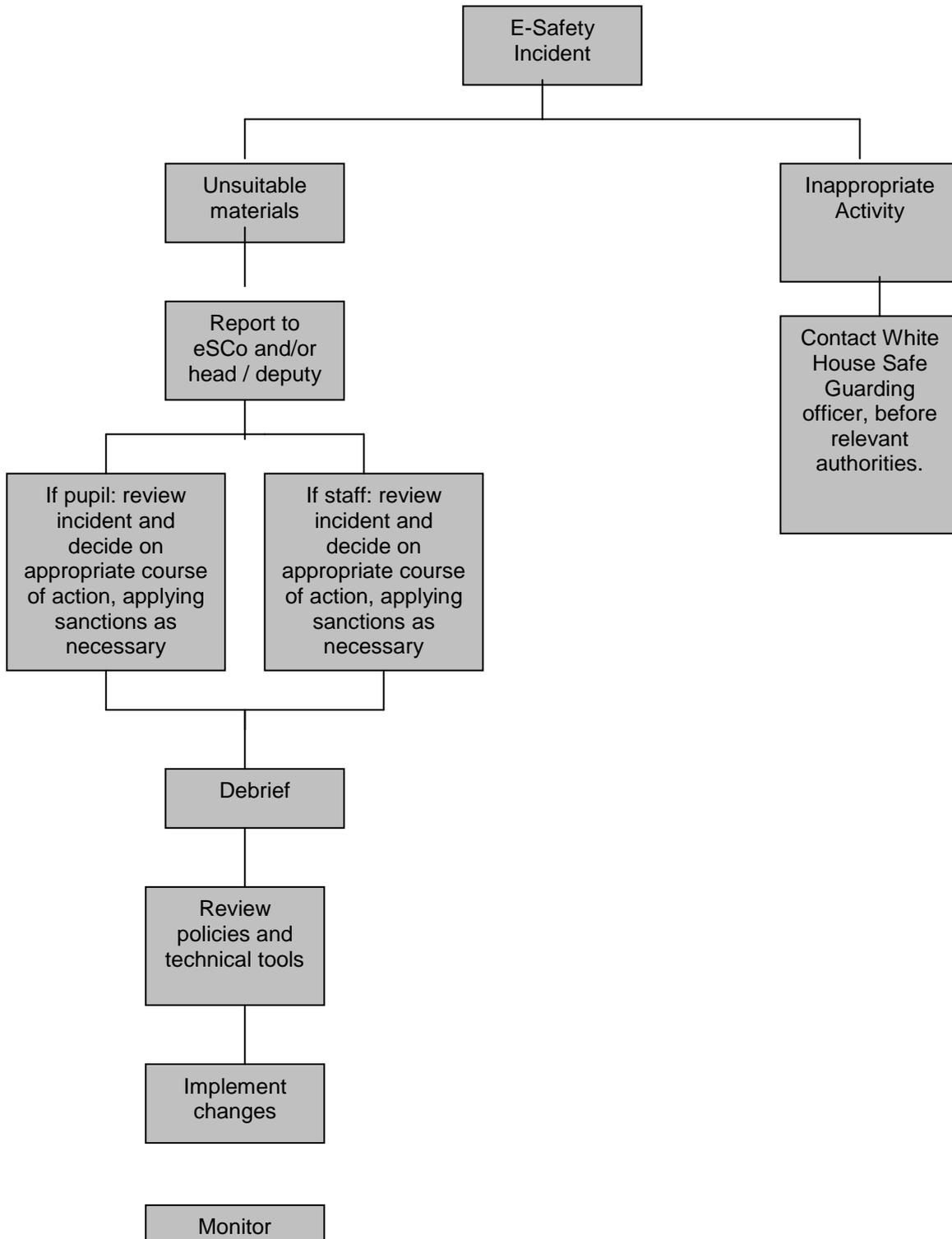
E-Safety Rules– Appendix B

Letter to parents – Appendix C

Staff Acceptable Use Policy – Appendix D

Appendix A

Flowchart for responding to e-safety incidents in The White House Preparatory School and Woodentops Kindergarten



Key Stage 1

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



Key Stage 2

Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

e-Safety Rules for The White House Preparatory School and Woodentops Day Nursery

These e-Safety Rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Internet use and E-Safety Audit – Primary Schools

This quick self-audit will help the senior management team (SMT) assess whether the e-safety basics are in place.

Has the school an e-Safety Policy that complies with CYPD guidance?	Y
Date of latest update: June 2013	
The Policy is available for staff at: <i>Paper copy only / web site being updated</i>	
And for parents at: <i>Office only - website currently being updated</i>	
The designated Child Protection Teacher/Officer is: Mary McCahery	
The e-Safety Coordinator is: Dan Cummings	
Has e-safety training been provided for both pupils and staff? <i>Yes – through on-going INSET</i>	
Is the Think U Know training being considered?	Y
Do all staff sign an ICT Code of Conduct on appointment?	Y
Do parents sign and return an agreement that their child will comply with the School e-Safety Rules?	
Have school e-Safety Rules been set for pupils?	Y
Are these Rules displayed in all rooms with computers?	Y
Internet access is provided by an approved educational Internet service provider and complies with DCSF requirements for safe and secure access.	Y
Has the school filtering policy has been approved by SMT?	Y
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y

The White House Preparatory School

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INTERNET USE & e-SAFETY RULES 2013

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

2

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules 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 but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Please complete, sign and return to the school

The White House Preparatory School

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INFORMATION SYSTEMS CODE of CONDUCT (20a)

To ensure that the staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct, in conjunction with our 'Acceptable Internet Use' policy. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the head teacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school e-Safety Coordinator or the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Signed: Capitals: Date:

Accepted for school: Capitals: