## E Safety Policy

### Statement of Intent

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. We are fortunate at Sunningdale School to have excellent ICT resources which support our children's learning within our creative curriculum. The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and students and pupils to learn. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

### What is E-safety?

E-Safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, collaboration tools and personal publishing. The school's e-safety policy will operate in conjunction with other policies including those for

- Behaviour (Pupil and Staff)
- Bullying inc. Cyber
- Child Protection,
- Curriculum,
- Internet Useage
- Digital Imagery
- Mobile Phone

### What is the purpose of this policy?

- To establish ground rules we have in Sunningdale for using the Internet and electronic communications such as mobile phones, collaboration tools and personal publishing.
- Describe how these fit into the wider context of other related policies.

### Teaching and Learning-use of the internet
**(See Internet Useage Policy)**

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience.

1) It should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.

2) In learning sessions where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

3) Where pupils are allowed to freely search the internet, eg using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.

4) Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
5) The school ensures that the use of Internet derived materials by staff and pupils complies with copyright law.

## Managing Internet Access :
**(See Digital Imagery Policy)**
- School ICT systems capacity and security is reviewed regularly by the ICT technician
- Virus protection is updated regularly.
- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information is not published.
- Senior leaders have overall editorial responsibility of the website and ensures that content is accurate and appropriate.
- Photographs that include pupils are subject to parental consent.
- Pupils' full names are not used anywhere on the Web site.
- Pupil's work will only be published with the permission of the pupil and parents.

## Social networking and personal publishing
- Staff are advised they should not discuss school on social network sites and should not 'be friends' with parent/carers.
- The school blocks access to social networking sites.
- Parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

## Managing filtering
**(See internet useage policy)**
- If staff or pupils discover an unsuitable site, it must be reported immediately to the Head Teacher and e-safety coordinator and recorded in the Incidents of Inappropriate Use Log
- The ICT team and staff ensure that regular checks are made to ensure that the filtering methods selected are appropriate and effective.

## Use of digital and video Images:
**(See Digital Imagery Policy)**

## Managing emerging technologies:
Emerging technologies are examined for educational benefit and a risk assessment is carried out before use in school is allowed.

## Protecting personal data:
Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.
- All staff have encrypted their USB pen drives to protect relevant data.

## Concerns:
- Any complaint about staff misuse should be referred to the Head teacher.
- Complaints of a child protection nature are dealt with in accordance with the Sunderland safe guarding board's procedures.
- Staff receive training and are posted guidelines related to e-safety.

c.wright-review spring17

• All staff have access to a copy of the school's e-Safety Policy through the school server.
• Staff are aware that Internet traffic can be monitored and traced to the individual