



**Calmore Infant School
E-Safety Policy
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Introduction

Calmore Infant School recognises that technology is essential to our everyday lives and is an effective resource for teaching and learning. We aim to equip the children, staff, governors and parents with the skills and knowledge they need to learn and use technologies safely and responsibly. We are aware that with the increased use of technology, children are becoming more exposed to a variety of E-Safety risks. Through our Computing and E-Safety Curriculums, we aim to build pupils' awareness to the risks which they may be exposed, so that they have the confidence and understanding to seek advice and to deal with any risks in an appropriate manner. This E-safety policy should be read in conjunction with our Computing Policy which explains how Computing is taught and the school's roles and responsibilities towards technology and E-Safeguarding.

ICT Vision

At Calmore Infant School our vision for Computing is that technology is an everyday teaching and learning tool where children can independently and safely apply their ICT skills across the curriculum to enhance learning. In a rapidly-growing technological world, we understand the need to provide pupils and staff with the vital skills, knowledge and understanding of computing which they will need for the rest of their lives.

Why is Internet use so important?

- The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional development of staff and to enhance the school's management information and business administration systems.
- Internet use is part of the statutory curriculum and a necessary tool for staff and pupils.
- The internet is an essential element in the 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.

How does the Internet benefit education?

Benefits of using the internet in education include:

- Access to world-wide educational resources including museums and art galleries
- Raising cultural awareness of how others around the world live and how they celebrate special festivals.
- Staff professional development through access to national developments, educational materials, E learning modules for Health and safety etc and good curriculum practice.
- Communication with support services, professional services, professional associations and colleagues.
- Exchange of curriculum and administration data with LA and DfES

How will internet use enhance learning?

- The school internet access will be designed expressly for pupil use and each site is checked by teaching staff for suitability and as means for enriching and extending learning activities
- Pupils will be given clear objectives for internet use to ensure only suitable content is accessed.

How will pupils learn to evaluate internet content?

- Children will only be referred to sites that have been checked by staff to ensure content is suitable
- Children will be taught about internet security and importance of immediately telling a teacher/adult if they see anything that is concerning through regular esafety sessions with 'Smartie the Penguin'.

How will email be managed ensuring security for pupils?

- Pupils will not be involved in emailing other children, whole class or group e-mail addresses will only be used.
- Group/ Class e- mailing will only take place under direct supervision of a member of staff.
- Group/ Class e-mailing will only be under teacher supervision to other known organisations e.g. Junior School

How should website content be managed?

- The point of contact on the website should be the school address, school email and telephone number. Staff or pupils' home information will not be published.
- Parents are regularly asked to confirm if they are happy for children's pictures to be on the website/blog and will only be included with parent's permission.
- Web site photographs that include pupils will not include pupil's names
- The Headteacher or Deputy Headteacher will take overall editorial responsibility and ensure content of website is accurate and appropriate.

Chat and Instant Messaging

- Pupils will not be allowed to access public or unregulated chat rooms. Pupils will not access any social networking sites for example 'Facebook' 'Snap chat'. Sites such as these will be inaccessible due to the Hampshire filtered system.
- Children will not be allowed to bring mobile phones into school

Photographic , video and audio technology, personal data

- Staff may use photographic or video devices to support school trips and curriculum activities
- Audio or video files may only be downloaded after full examination by staff and if they relate directly to the educational topic/ task.
- * Personal data, such as pupils' names and progress will be stored under folders only

accessible through passwords, including encrypted USB sticks. Data will be disposed of after pupils have left the school.

How will internet access be authorised?

- The school will keep a record of all staff who are granted internet access
- The school learning platform e.g. Espresso provides a safe learning environment and staff are expected to make use of this in school
- Access to the internet will be by adult demonstration with occasional directly supervised internet access to eg literacy , numeracy games on preapproved websites
- Access in class to Espresso and Purple Mash learning Platforms will ensure children have access to a range of research and learning tools through a safe online environment

How will the risks be assessed?

- The school will take all reasonable precautions to ensure that pupils access only appropriate, preapproved material.
- Methods to identify and minimise risks will be reviewed regularly.
- The Headteacher will ensure that the e- Safety policy is implemented and compliance with the policy is monitored.
- Throughout the school year there will be a focus on keeping safe on the internet through resources such as ‘Smartie’ the Penguin, assemblies, Keep Safe weeks in school

How will filtering be managed?

- The school will work with partnership with parents, Hampshire County Council, DfES to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils or parents discover unsuitable sites the URL address and content must be reported to Hampshire County Council as the Internet provider via the ICT coordinator.
- Staff will be aware of checking internet sites used in teaching or as learning opportunities.

How will the policy be introduced to pupils?

- All pupils will be made taught about the need to be cautious and keep safe when using internet sites unsupervised at home in PSHE lessons on keeping safe and ICT lessons.
- Pupils will be introduced to the ideas of ‘Smartie’ the Penguin and reference throughout the time in school will refer to Smartie the Penguin rules when on the internet. ‘Smartie’ rules will be evident in the classrooms – some posters designed by pupils.
- Yearly national E Safety day will be marked by specific assembly to address keeping safe on the internet

How will staff be consulted and made aware of this policy?

- All staff must accept the terms of Responsible Internet Use statement before using any internet resource in school.
- All new staff will be taken through the key parts of the policy as part of their induction
- All new staff will be aware of this policy.
- All staff including teachers, supply staff, classroom assistants and support staff will be provided with the school e- safety policy and have its importance explained.
- Staff should be aware internet traffic can be monitored and traced to individual user. Discretion and professional conduct is essential. Breaching this e- safety policy may result in a disciplinary action and access to ICT being restricted or removed.

How will ICT security be maintained?

- The school ICT systems are reviewed regularly with regard to security
- Virus protection will be installed and updated regularly
- Collaboration with Hampshire County Council guidelines and policy regarding security will be observed.
- Filtering system provided by Hampshire County Council will be respected.
- Files held on the school's network will be regularly reviewed.
- The Computing coordinator will ensure the system has the capacity to take increased traffic caused by the internet use.

How will complaints regarding the internet be handled?

- Any incidents will be documented in the 'Esafety Log book' and delegated to the Headteacher
- Any complaint about staff misuse must be referred to the Headteacher
- Any complaint about Headteacher misuse will be referred to the Chair of Governors

How will parents' support be enlisted?

- Parents' attention will be drawn to School policy in newsletters (when appropriate) school brochure, website and in Year Group Parent Teacher meetings.
- Any internet issues that may arise will be handled sensitively and inform parents without undue alarm. This will also be documented in the Esafety log book.
- A partnership approach will be encouraged eg at Year group Parent teacher meetings
- Parents will be encouraged to use the safe school learning platform e.g. Espresso to encourage learning at home or be expected to supervise their child at home when on the internet.
- Parents will be expected to support the school in ensuring photographs taken at school events remain for private use and not for publishing on social media.