

## **Kempshott Junior School E-Safety Policy**

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| Policy Ratified by Governing Body | 17 <sup>th</sup> July 2019 | HCC Policy adopted by Kempshott Junior School |
| Date of School Review             | 17 <sup>th</sup> June 2019 |   |
| Date of next review               | Summer 2022                | As per instruction H.C.C.                     |

### **Safeguarding Statement:**

*At Kempshott Junior School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Kempshott Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.*

## **Teaching and Learning of the Internet**

### **Importance of the Internet**

The Internet is a vital tool in 21<sup>st</sup> century life for education, business and social interaction. Therefore, we believe we have a duty to provide pupils with quality Internet access as part of their learning experience. In school the Internet is used to raise educational standards, promote pupil achievement, support the professional work of staff and to enhance the school's management information and business administration systems.

### **Benefits of the Internet on Education**

The Internet is a positive tool in school and children need to be taught how to use it effectively and safely in order to access the benefits. Our school's Internet has been designed expressly for pupil use and includes filtering appropriate to the age of pupils. Children are 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 across the Curriculum. Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupil's age and maturity. Children are able to use the Internet to access world-wide educational resources and are taught how to research effectively, including the skills of knowledge, location, retrieval and evaluation of information. Further more, the Internet provides access to learning platforms which can then be used by teachers and pupils in school as well as at home.

### **Evaluating Internet Content**

At Kempshott Junior School we ensure that the use of Internet derived materials by staff and pupils complies with copyright law. Pupils are taught to be critically aware of the materials they find on the Internet and are shown how to validate information before accepting its accuracy. If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT co-ordinator or the Head Teacher immediately so the website can be blocked.

## **Managing Internet Access**

### **Information System Security**

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.

- Security strategies will be discussed with the Local Authority.

### **E-mail**

At Kempshott Junior School we teach e-mail mainly in Year 3 and the children are given anonymous e-mail accounts which have been approved by Hampshire County Council. These are the only e-mail accounts that the pupils are permitted to use. Children are taught the importance of not including personal information (such as address or phone number) in their e-mails and must immediately tell the Class Teacher if they receive an offensive e-mail.

### **School Website**

The contact information on the school website is the school's address and telephone number; no pupil's or staff's personal information will be given out. The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate. At the beginning of the school year, parents and carers will complete a form giving their written permission for their child's photograph or work to be published on the school website - in adherence with GDPR 2018. When publishing the child's photograph or work, their full name will not be included.

### **Newsgroups and Chat Rooms**

Pupils will not be allowed access to public or unregulated chat rooms.

### **Managing Filtering and Emerging Technologies**

Technology is constantly changing and emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. At Kempshott Junior School we constantly review the websites that the children are accessing and if staff or pupils discover unsuitable sites, the URL (address) and content is reported to the ICT co-ordinator or the Head Teacher immediately so the website can be blocked. We also work with Hampshire County Council to ensure systems to protect pupils are reviewed and improved. Pupils do not require mobile phones in school and therefore should not bring them in.

### **Protecting Personal Data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act - GDPR 2018.

### **Policy Decisions**

#### **Authorising Internet Access**

All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource. The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn. At the beginning of the year parents will be asked to sign and return a consent form.

#### **Assessing Risks**

We will take all reasonable precautions to ensure that users access only appropriate material on the Internet. 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 Hampshire County Council can accept liability for the material accessed, or any consequences of Internet access.

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

#### **E-safety Complaints**

Any complaints of Internet misuse will be dealt with by a senior member of staff and any complaint about staff misuse of the Internet must be referred to the Head Teacher. Pupils and parents will be informed of consequences for pupils misusing the Internet.

## **Communications Policy**

### **Introducing the E-safety Policy to Pupils**

E-safety rules are displayed in the ICT suite and are discussed in depth with the children at the beginning of each year and are referred to in lessons. The rules are also displayed in each classroom so they can also be discussed when the children are using laptops. Pupils are informed that their use of the Internet is monitored and any misuse will result in a consequence. Children will be given website addresses that are beneficial for their education to use at home.

### **Introducing the E-safety Policy to Staff**

All staff must accept the terms of 'Acceptable Use of ICT/Social Media Policies' before using any Internet Resource in the school. All staff, including Teachers, supply staff, Teaching Assistants and Learning Support Staff will be provided with the School E-safety Policy, and its importance explained. Staff should also be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

### **Enlisting Parents' Support**

At Kempshott Junior School we believe in good communication between parents and staff and therefore useful websites, for children to use at home, will be listed on the school website, in newsletters or included on homework.