

NURTURE – EMPOWER - ACHIEVE

Gilwern

Primary School



E-SAFETY STATEMENT



Nurture, Empower, Achieve

School Vision

- Gilwern School creates a happy, secure and stimulating environment, where learners are encouraged to reach their full potential.
- The school works effectively with others and plays a central role in the community.
- All staff are committed to continuous improvement and achievement of high standards.

We are a Rights Respecting School

In 1991 our Government signed up to the United Nations Convention on the Rights of the Child (UNCRC). In signing the Convention, the 54 articles laid down have become enshrined in UK law. The Convention applies to everyone.

At Gilwern Primary School we aim to work within the spirit as well as the letter of the Convention and our school policies and home-school agreement is based around these rights and responsibilities. At Gilwern Primary School we work together so that the rights of the child are ensured and their responsibilities are clear.



Gilwern Primary School E-safety Statement – 2013-2014

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 and statements including:

Behaviour Development

- Anti-Bullying
- Child Protection
- PSE Policy
- Curriculum
- Data Protection and Security

e-safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and children; 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.
- Safe and secure broadband including the effective management of filtering.
- A member of staff being responsible for the implementation and monitoring of this e-safety policy.

Introduction

The purpose of this policy is to:

- Through consultation with pupils establish the ground rules we have in Gilwern for using the Internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.
- Describe how these fit into the wider context of our discipline and PSE
- Demonstrate the methods used to protect children from sites containing pornography, racist or politically extreme views and violence.
- Understand that accessing inappropriate sites accidentally is not something to feel guilty about and that any such incident should be reported to staff immediately.

Learning and Teaching

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



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- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- The school ensures 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 read and shown how to validate information before accepting its accuracy.

Managing Internet Access

- School ICT systems capacity and security is reviewed regularly.
- Virus protection is updated regularly.

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- E-mail sent to an external organisation must be authorised before sending, in the same way as a letter written on school headed paper.

School web site

- 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.
- The headteacher has overall editorial responsibility and ensures that content is accurate and appropriate.
- Photographs that include pupils are selected carefully.
- Pupils' full names are not used anywhere on the Web site or blog.
- Written permission from parents or carers must be obtained before photographs of pupils are published on the school Web site.

Social networking and personal publishing

- The school blocks access to social networking sites.
- Newsgroups are also blocked.
- Pupils are told never to give out personal details of any kind which may identify them.
- Pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils.



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Managing filtering

- If staff or pupils discover an unsuitable site, it must be reported immediately to a member of staff, the ICT Coordinator and the Headteacher.
- Senior staff ensure that regular checks are made to ensure that the filtering methods are appropriate and effective.

Managing videoconferencing

- Videoconferencing uses the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils must ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing is appropriately supervised for the pupils' age.

Managing emerging technologies

- Emerging technologies are examined for educational benefit and a risk assessment is carried out before use in school is allowed.
- Mobile phone use is restricted in school..

Protecting personal data

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

Policy decisions

Authorising Internet access

- All staff read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource (*see Appendix 3 for sample Staff Agreement*).
- The school keeps a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance if a member of staff leaves or a pupil's access is withdrawn.
- At Foundation Phase/Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- At Key Stage 2, access to the Internet will be by supervised access to specific, approved on-line materials.

Assessing risks

- The school takes all reasonable precautions to ensure that user's access only appropriate material by using Monmouthshire's filtering system.
- The school audits ICT provision on an annual basis to establish if the e-safety policy is adequate and that its implementation is effective.



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Handling e-safety complaints

- Complaints of Internet misuse are dealt with by a senior member of staff.
- Any complaint about staff misuse is referred to the head teacher.
- Complaints of a child protection nature are dealt with in accordance with the school's child protection procedures.
- Pupils and parents are informed of the complaints procedure.

Communications

Introducing the e-safety policy to pupils

- E-safety rules are posted in all networked rooms and discussed with the pupils each year (*see attached examples of Internet Safety Rules*).
- Pupils are informed that network and Internet use will be monitored.
- As part of the National Curriculum and skills development, Key Stage 2 pupils and their parents are informed of the child exploitation and online protection centre: www.thinkuknow.co.uk
- Gwent Police provide a planned series of lessons in addition to school-based staff via P.C. K Gardner

Staff and the E-safety policy

- All staff have copies of the school's e-safety Policy and know its importance.
- Staff are aware that Internet traffic can be monitored and traced to the individual user.

This policy will be reviewed annually by governors and staff or in light of new guidance.

E-safety Statement Review – Autumn Term 2014



Appendix 1

Gilwern Primary School

Use of the Internet Policy & Practice Statement

All the classrooms in the school have broadband access and there is at least one PC in each class capable of using this facility. As part of the school's ICT programme we offer pupils supervised access to the Internet through the Local Authority's Network. The system filters out 'unwanted' material so that children should not accidentally find sites which are illegal, offensive or unsuitable.

In the first instance, pupils will use educational sites which will contain material on a range of subjects.

However, before being allowed to use the internet all pupils must obtain parental permission and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on internet use.

I have compiled only four rules so that children can remember/understand them. They are,

I will only use the computer for work set by my teacher

I must not give my surname, address or telephone number to anyone

Messages I send must be polite and responsible

I will report anything unpleasant I find on the computer

Please ask your son/daughter to sign the top part of the form, sign the bottom part yourselves and return the form as soon as possible.



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Appendix 1

Gilwern Primary School

INTERNET PERMISSION FORM

Please complete and return as soon as possible

PUPIL

As a user of the internet, I agree that I will always obey the four school internet rules

Signed _____ date _____

PARENT

As a parent or legal guardian of the pupil signing above, I grant permission for my son/daughter to use electronic mail, the internet and to have photographs published on the website.

I confirm that I have read the letter sent to me by the school and that I have discussed this letter and school internet rules with my child.

Signed _____ date _____



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Appendix 3

Staff ICT Code of Conduct

To ensure that you are fully aware of your professional responsibilities when using ICT in school, you are asked to read and sign this code of conduct. You should consult the school's e-safety policy for further information and clarification.

- The ICT 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 ICT use will always be compatible with my professional role.
- I understand that ICT may not be used for private purposes, without specific permission from the head teacher.
- I understand that the school may monitor my ICT 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 Co-ordinator or the Child Protection Co-ordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote e-safety with the 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:	Date:
Print Name:
Accepted for school:	Print Name:



FOUNDATION PHASE

These rules help us to stay
safe on the Internet

Think then Click



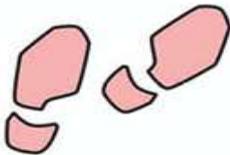
We only use the Internet when an adult is with us.



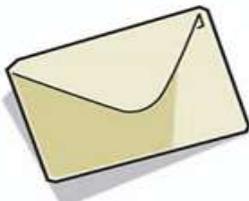
We can click on the buttons or links when we know what they do.



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.

Think then Click



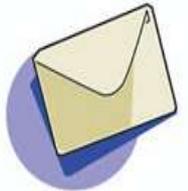
We ask permission before using the Internet.

We only use websites our teacher has chosen.



We immediately close any webpage we don't like.

We only e-mail people our teacher has approved.



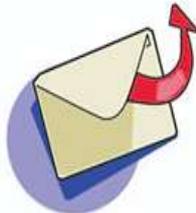
We send e-mails that are polite and friendly.

We never give out a home address or phone number.



We never arrange to meet anyone we don't know.

We never open e-mails sent by anyone we don't know.



We never use Internet chat rooms.

We tell the teacher if we see anything we are unhappy with.



J. Barrett & H. Barton