"Two Schools - One Vision"

The Federation of Shepeau Stow Primary
and Gedney Hill CoE Primary Schools

Executive Headteacher: Mrs A Buddle

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E-Safety Policy 2015

1. Introduction

- The e-Safety Policy and its implementation will be reviewed annually.
- The e-Safety Policy was revised by: Mrs A Buddle
- It was approved by the Governors on: 13th May 2015

2 Teaching and learning

2.1 Why Internet use is important

- 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

2.2 Internet use will enhance learning

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- The schools Internet access is appropriately filtered

2.3 Pupils will be taught how to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

2.4 E – Safety

- Pupils will be taught about all aspects of E – safety. This includes safety at home and in school.

3. Managing Internet Access

- Children may only use the Internet under adult supervision
- The schools Internet access is appropriately filtered
- Virus protection will be updated regularly.

4 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 without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

5. The School website

5.1 Published content and the 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 Staff or pupils' personal information will not be published.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

5.2 Publishing pupil's images and work

- Photographs that include pupils will be selected carefully and used sensitively.
- Pupils' full names will not be used anywhere on the Web site or Blog in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site.
- Pupil's work can only be published with the permission of the pupil and parents.

6 Social networking and personal publishing

- The school will not allow access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

7 Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not used during lessons or formal school time (Children are not permitted to bring mobile phones into school). The sending of abusive or inappropriate text messages is forbidden.

8 Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate material. 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 Lincolnshire CC can accept liability for the material accessed, or any consequences of Internet access.

9 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.
- 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.