Ballacottier School – E-Safety Policy

Online

Access to the Internet

In the interests of protecting our pupils **we will not allow any unsupervised access to the Internet at any time.** A teacher or other appropriate adult will always be present in any room where pupils are using ICT equipment.

Web filtering

Our school uses the **Department of Education and Children's web filtering system** to prevent children accessing inappropriate web content. In the event of any content being a cause for concern, it will be reported immediately to the relevant department to prevent future incidents. In the event of pupils seeing something they feel uncomfortable with they are advised to take these immediate steps:

- **use the 'back' arrow on their browser to go back to the previous page so they are no longer viewing the content**
- **to immediately tell an adult about what they have seen**
- **an adult will then report the content to the Department of Education and Children's web filtering service.**
- **a brief 'log' of the incident will be recorded by the supervising teacher in the school's ICT Incident Log. This is a paper document and will be held securely in the office with other sensitive data.**

Pupils will be regularly made aware of the correct course of action to take and supported in developing their own e-safety awareness.

Use of 3G to bypass web filtering

Our staff is bound by **The Department of Education and Children's Appropriate Use Policy** not to access any inappropriate web content using phones, laptops or other handheld devices in school. We do not allow pupils to use any 3G enabled devices inside school and sanctions will be applied, in accordance with school policy, for inappropriate use of such devices within school.

Use of the World Wide Web

We believe that Internet access is a crucial resource, providing many opportunities for collaboration, communication and learning. However, we feel strongly that our pupils should be able to use this resource safely and responsibly. We will not publish photographs of pupils on our wiki or blog that are accompanied by full names or other personal details.

Pupils in Key Stage 2 will be encouraged to select and keep their own passwords to our student learning areas secure and private. Whenever possible, staff will check learning websites prior to use by pupils, providing links that help to ensure they are visiting sites that will enhance and support their learning.

Social networking sites

Social networking sites are not allowed through our web-filter and we discourage the use of social networking sites, of any kind, by our pupils, as we cannot monitor their use by individuals outside of our school community. These include some social networking sites specifically aimed at younger children. **It is important to note that many sites, such as Facebook and MySpace specify a minimum age of 13 years.**

Appropriate behaviour (including cyber bullying)

We are committed to a program of e-safety that is embedded into our ICT practice. In Key Stage 1 this is done through use of simple language to remind pupils of what they can do if they feel uncomfortable about something they have seen online.

In Key Stage 2, e-safety is a regular feature of ICT teaching and learning, including use of specialist sites such as www.thinkuknow.co.uk/ to help pupils make informed judgements about their online behaviour. We will not tolerate cyber bullying of any kind, including text messages, chat on MSN or similar networks, or bullying via email or social networking sites.

Incidents will be recorded and dealt with promptly in our **ICT Incident Log.** They may also be reported to the relevant phone or online network. Very serious incidents involving violence, threats or abusive language may require police involvement.

Passwords

In the interests of e-safety, pupils in Key Stage 2 are encouraged to keep their own passwords to our server and any other secure websites they access during learning. Individual class teachers keep a record of these passwords securely for the purposes of administration and supervision.

Curriculum

Education and training for students and Parents

We will provide age-appropriate training for our pupils to ensure they are aware and up to date with e-safety issues and know what to do in situations where they feel uncomfortable or upset by something they have experienced whilst using ICT equipment. This includes education on use of personal phones and hand held devices.

We will offer an overview of this to parents at our open evenings, which we hold early in each school year.

Delivery mechanism

Children's e-safety awareness will be taught through a combination of age appropriate sessions using resources and activities from, http://www.thinkuknow.co.uk/ and also through classroom activities where e-safety is embedded into learning activities.

Advice and education for parents will focus on developing greater awareness of possible issues that can arise from children's use of ICT at school and in the home. This will take place in school through open evenings and through our school wiki site. We believe that ensuring children's safety online is a responsibility to be shared between home and school.

Devices

Use of handheld devices (including mobile phones)

Pupils have use of a range of school owned and approved hand-held devices to enhance and support learning in school. These are imaged and set up by the Department of Education and Children in the same way as pupil laptops and are therefore subject to the same web filtering and restrictions on downloads and content.

We do not allow pupils to use mobile phones or their own handheld devices on school premises although we recognise that parents often purchase them and they are brought to school as a safety measure. We ask pupils to hand these into the office on arrival at school and to collect them at the end of the day.

If a pupil were found in possession, or using a phone or their own handheld device during school we would ask them to hand this into the office immediately. We will call parents to inform them of our school policy and the device will be returned at the end of the day. Persistent use of a phone or their own handheld device in school will be taken very seriously and may involve more serious action.

Staff will set a good example by not using mobile phones when they are in direct contact with pupils, except when it is appropriate to do so, such as on school visits or for emergencies. Staff personal mobile phones will not be left on view to pupils or in places where pupils could gain access to them.

Use of personal equipment

We currently do not allow pupils to use personal equipment such as laptops, tablets or netbooks in school. The sanctions for use of mobile phones and handheld devices will apply.

Enabling access

Pupils will have access to ICT equipment and the Internet at all times when they can be supervised effectively.

-Sanctions for misuse

We have a very clear **Acceptable Use Policy**. All staff members have signed this policy and a ‘child friendly’ version of this is prominently displayed in all classrooms. This will be referred to regularly as part of pupils’ e-safety education. We believe in the promotion of e-safety through a focus on desirable behaviour and positive learning outcomes. However, sanctions will be applied for misuse of equipment and abuses of our e-safety policy.

Phones or handheld devices belonging to pupils will be confiscated in found to be in school. These will be returned to the pupil at the end of the day according to section 4 –

'Devices' within this policy.

In the event of access to inappropriate material the following sanctions or actions apply:

Accidental – where it is clear that the pupil did not intend to access the site and has immediately informed staff. We will immediately investigate and report the incident to The Department of Education and Children so that action can be taken to avoid further access to the site. We will inform parents of the incident and record the details in our ICT Incident Log for our records. Where we feel access to inappropriate material has arisen out of the ambiguity of a word/words we will discuss how to address this with the parent of the pupil.

Deliberate – where it is clear that the pupil was aware that a 'search term' or a particular site was inappropriate. We will take action as for accidental access but with a focus on the further e-safety education of the pupil. After the incident has been recorded we will supervise the pupil very closely when using ICT equipment. Should the pupil continue to attempt to access inappropriate material we will request a meeting with parents and take the temporary action of removing access to any online content that could lead to inappropriate material. Repeated attempts to access this type of material will result in complete removal of ICT equipment. However, the focus should always be on the e-safety education of the pupil. All incidents should be recorded.

Illegal – where it is clear there has been an attempt to circumnavigate the protection of The Department of Education and Children's network and web-filtering to access illegal, harmful, violent material or social networking sites. We will take action as for accidental or deliberate misuse but may have to report this incident to other authorities such the police or social services. In the event of access to illegal material, parents of the pupil will be asked to come in and discuss this. All access to ICT equipment and servers will be suspended. The pupil will be supported in developing greater e-safety awareness and we would expect parents to support this in the fullest and most positive manner. The pupil will not regain access to any Department of Education and Children ICT equipment unless the school is satisfied that the pupil is able to use ICT equipment responsibly and safely.

Sanctions for bullying, harassment, sexual exploitation, racial or hate motivated incidents.

All of the above incidents will be dealt with according the specific school policy relating to this. Where the incident involves use of ICT it will also be recorded as inappropriate use and the sanctions for deliberate misuse will apply. We also have access to, and will use, a wide range of online resources to support and inform pupils on the implications of such actions.

-Staff responsibilities

Modelling good practice

Staff will model the good practice they teach and expect by adhering to The Department of Education and Children's Acceptable Use Policy at all times, in and out of the classroom.

Embedding e-safety across the curriculum

Staff will ensure that all pupils are able to develop e-safety awareness and skills appropriate to their age range. They will offer pupils regular opportunities to learn how to search for information that is appropriate and useful to their learning and place a strong emphasis on not sharing personal details online. **They will always check that online learning is carried out in a safe manner using sites that will not endanger pupils or expose them to inappropriate content.** Emerging technologies will be examined for educational benefit and potential e-safety issues before use by pupils is allowed.

Staff will be regularly informed and updated and know how and when to escalate e-safety issues. Pupils will always be supervised using ICT equipment in school.

Staff will maintain a professional level of conduct in their personal use of technology both within and outside the school in accordance with The Department of Education and Children's Acceptable Use Policy.

Staff will take personal responsibility for their professional development in relation to this policy, e-safety and their use of ICT to enhance teaching and learning.

-Vulnerable groups

Where pupils are considered more vulnerable they will be offered a more individualised approach to e-safety and ICT use. This will require greater parental involvement and support in developing the pupil's understanding and will require closer supervision by staff.

-Responding to Issues

All incidents of misuse or access to inappropriate content will be logged in our school's ICT Incident Log as soon as possible and always on the day of the incident. Staff will follow the actions outlined in **section 5-Sanctions** for misuse according to the nature of the incident.

-Evaluating effectiveness (accountability)

In order to monitor effectiveness we will provide regular opportunities for pupils to talk about their online experiences. We will use a combination of small and large group discussions and pupil questionnaires to gauge the effectiveness of our approach to e-safety.

-Involving students and parents

It is our policy to involve pupils as much as possible in embedding e-safety education and its message. This includes using 'pupil working groups' to devise ways of supporting e-safety education and developing E-safety and Acceptable Use Policies that pupils can refer to, understand and follow. **This policy will be available on our student wiki site.**

The main points of this policy will be shared with parents at our open evening and parents will be directed to our school wiki site where they can download and view it in full. Parents may request a paper copy of this policy should they require.

We will provide education for parents as specified in **Section 3-Curriculum** of this document.

-Embedding e-safety across the curriculum.

The e-safety curriculum forms an intrinsic part of all ICT education and as such is outlined in our ICT CURRICULUM. Each age group will be supported in developing e-safety awareness appropriate to that age group and according to which aspects of ICT are being taught. For example, younger pupils will be supported in using their own personal log-in to access ICT and know it is important to do so to prevent others accessing or changing their work. Older pupils are encouraged to develop safer passwords that they keep secret and will understand that this protects their documents and their personal or financial safety by ensuring personal details and photographs are kept secure.

Reviewing Policy

This policy will be reviewed regularly to adapt to emerging technologies and the issues that may arise from them. Whenever possible we will seek the full involvement of our pupils and staff in this. Staff will always be notified of any changes and training provided if required.

ICT Coordinator

Ballacottier School

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