



Hasmonean Primary School

E-SAFETY POLICY

(Updated November 2013)

Rationale

The Internet is an essential element in 21st Century life for education and business life. The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers will plan to integrate the use of communications technology using web-based resources, e-mail and mobile learning, for example, touch screen devices.

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, well-being and to support the professional work of staff. It will also be used to enhance the school's management information and business administration systems.

Teachers will make clear their expectations of the children and the importance of a responsible attitude to using the Internet. Internet access will only be possible during supervised teaching time. Material viewed on the Internet will be appropriate to the curriculum area being covered. Extraneous and irrelevant material will not be included.

Technical and Infrastructure Approaches

- Uses the LGfL filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming and sites of an illegal nature.
- Have USO user-level filtering where relevant, thereby closing down or opening up options appropriate to the age of the pupils
- Ensures network is 'healthy' through use of Sophos anti-virus software (from LGfL) and network set-up so staff and pupils cannot download executable files
- Uses individual, audited log-ins for all users - the London USO system
- Provides staff with an email account for their professional use, *London Staffmail*, and makes clear personal email should be through a separate account
- Works in partnership with the LGfL to ensure any concerns about the system are communicated so that systems remain robust and protect students
- Requires the Technical Support Provider to be up-to-date with LGfL services and policies

Curriculum use of the Internet

- There is a clear, progressive e-safety programme throughout all Key Stages, built on national guidance. Pupils are taught a range of skills and behaviours appropriate to their age and experience, such as:
 - i. to STOP and THINK before they CLICK
 - ii. to discriminate between fact, fiction and opinion
 - iii. to develop a range of strategies to validate and verify information before accepting its accuracy
 - iv. to skim and scan information
 - v. to be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be
 - vi. to know how to narrow down or refine a search
 - vii. [for older pupils] to understand how search engines work and to understand that this affects the results they see at the top of the listings
 - viii. to understand 'Netiquette' behaviour when using an online environment i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private
 - ix. to understand how photographs can be manipulated and how web content can attract the wrong sort of attention
 - x. to understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments
 - xi. to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings
 - xii. to understand why they must not post pictures or videos of others without their permission
- Teachers will have clear objectives and plan carefully their teaching activities involving the Internet,
- identifying suitable web-sites for children to visit
- Subject co-ordinators will take responsibility for keeping abreast of suitable web-sites for their subject
- Pupils will not be allowed to access the facility for private or personal use
- Teachers will have access to children's e-mails and files for monitoring and assessment
- Requires pupils to individually sign an e-safety / acceptable use agreement form which is fully explained and used as part of the teaching programme (copy attached)
- Ensures pupils only publish within the appropriately secure school's learning environment which is the London MLE

Partnership with parents or carers

- Parents are provided with details of this policy and any comments or viewpoints will be taken into account when the policy is reviewed.
- The school and parents communicate via e-mail.
- Information Evening on E-safety
- Ensures parents provide consent for pupils to use the Internet, as well as other ICT technologies, as part of the e-safety acceptable use agreement form (copy attached)

Staff use of the Internet

- Requires all staff to sign an e-safety / acceptable use agreement form the school keeps a copy on file (copy attached)
- Staff use of the school Internet service should be for professional purposes
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received
- Abuse is a disciplinary matter
- Copyright of materials and intellectual property rights will be respected
- Members of staff must not 'befriend' a present or past pupil on a social networking site, for example Facebook, unless they are over 18 years of age and have no siblings in the school.
- All school business must be through staff e-mail addresses.
- Staff to check their school e-mail account daily.

Please refer to the Communications Policy on use of mobile phones.