

E-Safety Policy

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New technologies have revolutionised the movement, access and storage of information with important implications for all schools. Use of ever more powerful computers, broadcast media, the Internet, digital recorders of sound and images together with increased opportunities to collaborate and communicate are changing established ideas of when and where learning takes place. At Langham, we recognise that learning is a life long process and that e-learning is an integral part of it. Ensuring that we provide pupils with the skills to make the most of information and communication technologies is an essential part of our curriculum. The school is committed to the continuing development of our ICT infrastructure and embracing new technologies so as to maximise the opportunities for all pupils, staff,

parents and the wider community to engage in productive, cooperative and efficient communication and information sharing.

However, as in any other area of life, children are vulnerable and may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal. E-safety teaching seeks to address the issues around using these technologies safely and promote an awareness of the benefits and the risks so that our children know how to keep themselves safe.

This policy sets out clearly our expectations on pupils, staff, parents and members of the wider community to ensure best practice.

Key: Normal text gives contexts and information
Italic text indicates teaching given to pupils
Bold texts indicate key expectation to ensure positive and safe use

Physical Safety:

- All electrical equipment in the school is tested annually to ensure that it is safe to use.
  Pupils are taught about the dangers of electricity as part of the science and PSHE curriculum.
  We expect pupils to behave appropriately near electrical sockets and appliances.

- All the projectors in our school have maximum light levels below the government's health and safety guidance of 1,500 ANSI lumens.
  Pupils are taught that they should not look directly at strong light sources such as the sun, lasers or data projectors.
  We expect all users to not look directly into the light beam when working on the interactive whiteboards.

- Workstations are cleaned and sanitised regularly.
  Pupils are taught to avoid taking food and liquids anywhere near the computers.
  We expect all users to refrain from eating and drinking when working at a computer.

- Health and safety guidance states that it is not healthy to sit at a computer for too long without breaks.
  Pupils are taught correct posture for sitting at a computer and that sitting for too long at a computer can be unhealthy.
  We expect all users to take responsibility for their own physical well-being by adopting good practices.

- Computers and other ICT equipment can be easily damaged.
  Pupils are taught the correct way to use ICT equipment.
  We expect pupils to respect ICT equipment and take care when handling and using.

Network Safety:

- All users need to log on using a username and password. Pupils log on using their names and password.
  Pupils are taught that they should only access the network using that particular log on.
  We expect all users to only logon using their username and password.

- Each user can store their work.
  Pupils are taught how to save their work into their "My documents" area.
  We expect pupils to save and keep their work to build up a portfolio of evidence.

- Access to other users "My documents" areas are restricted by the network.
  Pupils are taught not to access another user's work without permission.
  We expect pupils to respect the privacy of all other users and to make no attempt to access or interfere with another user's work.

- On the network there are "shared resource" areas where many different groups of users can save work so that it is available to others.
  Pupils are taught how to access and save to these shared resource areas.
  We expect pupils to respect the contributions of others, not to delete or alter others' work and to ensure that they only save work to shared areas with permission.

- *Pupils are taught to print only when necessary to save resources for financial and environmental reasons.*
  We expect pupils to only print out work when directed by staff to do so.

- The network software prevents changes being made to computer settings.
  Pupils are taught that making changes may prevent the computer from working properly.
  We expect all users to make no attempt to alter the way the computer is set up.

- Only the network administrators are permitted to install software on to computers.
  Pupils are taught that the network or an application may not function properly if unauthorised programmes are installed.
  We expect all users to make no attempt to load or download any programme onto the network.

- All users of the network can be monitored remotely by the network administrators.
  Pupils are taught that their use of the network can be monitored.
  We expect all users to understand that their use is subject to monitoring.

Internet Safety:

- When using a network workstation all access to the Internet is protected by a number of different filters. These filters are designed to prevent accidental or deliberate access to unsuitable materials. In addition, the network administrator can manually add site addresses which are

considered to be unacceptable. However, no system is 100% safe and we expect users to behave responsibly.

Pupils are taught that the Internet contains many websites that are useful but that there are also websites that are unpleasant, offensive, not child-friendly or can damage your computer.

We expect pupils to make no attempt to access a website that they know to be unsuitable for children and/or containing offensive language, images, games or other media.

- Pupils accessing the Internet at home are subject to the controls placed upon them by their parents. However, any home use of the Internet made in connection with the school or school activities; any of its staff, pupils and governors or any partnership organisation will be subject to this policy and any breach dealt with as if the event took place at school.
  We expect all members of our school community to behave as positive ambassadors of the school in all school related activities made through the Internet.

- The school website contains school policies, newsletters and other information.
  We expect all persons accessing the school web site to treat the content with respect and make no attempt to reproduce, use or alter any part in any way with malicious intent. No part can be reproduced for commercial reasons without written permission from the school.

Email Safety:

- The class teacher monitors the pupil's use of pupils' school email addresses and receives a copy of all incoming email.
  Pupils are taught that emails sent should have a clear learning purpose and be written in a polite style which is appropriate to the person that will receive it.
  We expect all users to communicate appropriately through email.

- Some pupils will have their own webmail accounts at home. As these are independent of the school they do not necessarily come with the safeguards that we set for email usage. Therefore we do not permit the use of personalised email accounts by pupils at school or at home for school purposes.
  Pupils are taught that using a personalised webmail account in school or for school use is not permitted.
  We expect pupils to only use school issued email accounts.

Digital Images:

- Digital still and video cameras are used for recording special events as well as being essential tools for everyday learning experiences across the curriculum. As part of pupil induction, parents are asked to sign a consent form for images of their children to be used for school purposes. Some images celebrating the work of pupils involved in everyday and special event activities may

be selected to be shown on the school website or on our Twitter stream. On the website and on Twitter we never state a child's full name with their image.
The school will happily remove any image of a child on the school website or Twitter at their parent's request.

- Digital images may be shared with partner schools and organisations as part of collaborative learning projects. This can include live video conferencing. All such use is monitored and supervised by staff.
Pupils are taught to seek permission before copying, moving, deleting or sending any images taken within school.
We expect all pupils to seek permission from staff before sharing images outside of the school environment.

E-Bullying:

- The school takes bullying very seriously and has robust procedures for identifying and dealing with it. E-bullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, family, gender, race, culture, ability, disability, age or religion.
Pupils are taught about bullying as part of the PSHE curriculum.
We expect all members of our community to communicate with each other with respect and courtesy. Bullying of any type will not be tolerated by the school and will be dealt with under the procedures within the school Behaviour Policy, and the Anti-bullying Policy.

Mobile Phones:

- Pupils are not permitted to have mobile phones upon their person in school. We recognise that our oldest pupils may walk on their own to and from school and parents may wish them to have a mobile phone for emergencies. However we discourage this on security grounds as they are easily lost, damaged or stolen.
Pupils are taught that they shouldn't have a mobile phone on their person in school and that any phone brought in must be handed to the office for the duration of the day.
We expect pupils not to carry a mobile phone in school.

Other technologies:

- **Podcasting** – Some pupils will be given opportunities to create oral recordings. Some of these recording may be made available as podcasts through the Internet so that they can be shared with interested members of the school community.

Copyright:

- Though there are lots of free to use resources on the Internet, the majority of image, sound and music files are covered by copyright laws. Some can be used for educational reasons without

permission provided that the source is stated and that they are not made available outside the school. Some cannot be used under any circumstances, this is particularly so for music but can apply to other types of file e.g. photographic images. Care therefore needs to be taken with multi-media work which incorporates anything downloaded from the Internet or any other published source that it is not uploaded onto the school's website or broadcast through any other technology.

Pupils are taught that the people who put their work on the Internet may not always want people to copy or use their work and that they should check whether they have permission.

We expect all users to respect copyright laws.

- It is important to know when work is original and when chunks of text have been copied from other sources such as the Internet.

  Pupils are taught that they should not present the work of others as their own work. Older pupils are taught about copyright and how to extract or paraphrase information.

  We expect all pupils to make it clear what is their own work and what is quoted from other sources.

Data Protection Act:

- The Data Protection Act 2018 gives you the right to access information held about you or your child by the school. The school has the right to charge for supplying this information. Further information on the Data Protection Act can be obtained from the Department of Constitutional Affairs – www.justice.gov.uk.

Glossary of terms

Email Text based messages sent through the Internet

Internet A global network of computers which allow efficient communication from any point to any point

Network A group of computers linked together and often managed by a server

Podcast One of a series of sound files uploaded on to the Internet and download by subscribers

Server A computer that controls access to a network of computers and usually stores data for all users

Webmail Email service which is held on a secure website and can be accessed anywhere on the Internet

Date agreed by staff: October 2024
Date agreed by governors: October 2024
Signed ……P Kossowicz……. Headteacher

Signed:……Kate Jackson…… Chair of Governors
Date of next review: October 2025

E-Safety rules for Coral and Amber Class

Think then Click	
These rules help us to stay safe on the Internet	
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.

E-Safety Rules for Quartz and Jet Class

Think then Click
E-safety Rules for Year 2,3,4,5,6
· We ask permission before using the internet. · We only use websites that an adult has chosen. · We tell an adult if we see anything we are uncomfortable with. · We immediately close any web page we are not sure about. · We only e-mail people that an adult has approved. · We send e-mails that are polite and friendly. · We never give out personal information or passwords. · We never arrange to meet anyone we don't know. · We do not open e-mails sent by anyone we don't know. · We do not use internet chat rooms. · We do not write personal details on 'The Night Zoo Keeper' website.