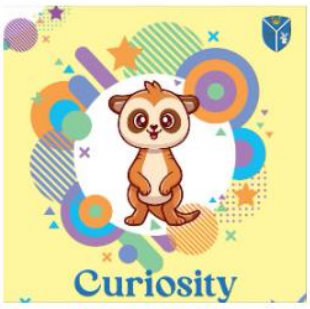
# BURSTOW PRIMARY SCHOOL
# E-SAFETY POLICY

Review Date: September 2027
Agreed by Governors: September 2026










**E-safety Policy**

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using IT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology

such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed we must consider IT a life-skill.

• The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
• Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
• Internet access is an entitlement for students who show a responsible and mature approach to its use.
• 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.

Significant educational benefits result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

Benefits of using the Internet in education include:
• Access to world-wide educational resources including museums and art galleries;
• Inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC);
• Educational and cultural exchanges between pupils world-wide;
• Cultural, vocational, social and leisure use in libraries, clubs and at home;
• Access to experts in many fields for pupils and staff;
• Staff professional development through access to national developments, educational materials and good curriculum practice;
• Communication with support services, professional associations and colleagues;
• Improved access to technical support including remote management of networks;
• Exchange of curriculum and administration data with the LA and DfE.

Areas of risk online that are addressed through our curriculum:

- **Content** – Protecting pupils from illegal, inappropriate or harmful material. Empowering children to know who they can ask if they see anything that makes them feel uncomfortable.
- **Contact** – Educating children on potential harmful online interaction with other users e.g. inappropriate advertisements, adults posing as children or young adults.
- **Conduct** – Promoting responsible use of the internet and positive personal online behaviour to avoid causing harm/upset to others.

The school Internet access will be designed expressly for pupil use. Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use. Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval. Unsuitable websites will be filtered; therefore inaccessible to staff and pupils. The use of Internet derived materials by staff and by pupils complies with copyright law. Pupils will

be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work..

**E-mail**

Email is an essential means of communication, and has significant educational benefits.

Pupils may be taught how to use e-mail within our comprehensive scheme of learning, teaching them how to send e-mails within a safe environment where only the pupils and the teachers have access.

**Web site management**
The school website will be used to promote the school and to promote the Academy Trust.

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.
- Pupils' full names will not be used anywhere on the Website, particularly associated with photographs.
- The CEO and Headteachers will take overall editorial responsibility and ensure content is accurate and appropriate.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

**Chat and instant messaging**
- Pupils will not be allowed access to public or unregulated chat rooms.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

**Additional technology used for communications**
Our policy is to discourage pupils from bringing mobile phones/smart watches to school. However, if parents wish their child to bring one for use before and after school, these must be handed in to the school office or class teacher for safe keeping during school hours.

**Internet access**
All classes are timetabled to learn about computing including the use of laptops and Learnpads. Most teachers have a laptop (or iPad) to use both at school and at home with internet access.

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil's access.
- Pupils will be provided with supervised Internet access

**Risk assessments**
In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. 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. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- All website access is filtered by the Local Authority servers.
- The Headteachers and computing leaders will ensure that the E-safety policy is implemented, and compliance with the policy monitored.

**Filtering**

• The school will work in partnership with the Internet Service Provider and IT technician to ensure systems to protect pupils are reviewed and improved.
• The Headteacher will ensure that the filtering methods selected are appropriate, effective and reasonable.

**Pupils internet use**
• Rules for Internet access will be posted near computer systems.
• Pupils will be informed that Internet use will be monitored.
• Instruction in responsible and safe use should precede Internet access.

**Staff internet Use**
• All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
• All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the school e-safety policy, and its importance explained.
• Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
• Staff development in safe and responsible Internet use, and on school E-safety policy will be provided as required.

**Computing system security**
• The school computing systems will be reviewed regularly with regard to security.
• Virus protection will be installed and updated regularly.
• Use of memory sticks will be reviewed.
• Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
• Files held on the school's network will be regularly checked.

**Complaints regarding internet use**
• Prompt action will be required if a complaint is made.
• The severity of the incident will determine the course of action.
• Responsibility for handling incidents will be delegated to a senior member of staff.
• Parents and pupils will need to work in partnership with staff to resolve issues.
• Sanctions available include: Informing parents or carers, removal of internet or computer access for a period.
• As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
• Any complaint about staff misuse must be referred to the Headteacher