



Lincoln Bishop King CE Primary School

Dream big. Love God. Live well.

E-Safety Policy

Date Approved: 31st March 2022

Next Review (2 years): March 2024

Teaching and learning

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils 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.

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

- 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.
- The contact details on the website 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 Staff or pupils' personal information will not be published.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.
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified if parents have not granted permission.
- Pupils' full names will not be used anywhere on the website or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupil's work can only be published with the permission of the pupil and parents.
- The school will block/filter 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.
- The school will work with the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

- If staff or pupils discover an unsuitable site, it must be reported to the Computing Leader.
- Senior Leadership Team staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff will be issued with a school phone where contact with pupils is required.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- 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 may leave or a pupil's access be withdrawn.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- 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 LCC can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.
- 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.
- The school will liaise with local organisations to establish a common approach to e-safety.

Communications Policy

Pupils

- E-safety rules will be discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.

Staff

- All staff will be given 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.
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