

# St Joseph's Catholic Infant School

## E-Safety Policy

I am special in God's eyes

We will be a happy, welcoming school with Christ at the centre, where everyone is recognised as special  
"Do not be afraid for I have redeemed you;  
I have called you by your name,  
you are mine.  
Because you are precious in my eyes,  
because you are honoured and I love you."  
Isaiah 43 : 2-5

At St Joseph's School we are committed to ensuring that our whole school is able to operate with safety and confidence whenever and wherever they use the internet or mobile technologies.

### 1.0 What is E-Safety?

E-safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate children about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

### 1.1 Writing and reviewing the e-Safety policy

The e-Safety Policy relates to other policies including those for ICT and for child protection.

The Designated Safeguarding Lead is also the e-Safety Coordinator as the roles overlap.

Our e-Safety Policy has been written by the school, building on government guidance.

The e-Safety Policy will be reviewed annually.

### 1.2 Teaching and learning

#### ***Why Internet use and digital communications are important***

- 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Pupils use the internet widely outside school and need to learn how to evaluate Internet information and be aware of their own safety and security,
- 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 functions.

### ***How does the Internet benefit education?***

- Access to worldwide educational resources.
- Access to learning whenever and wherever convenient.
- Educational and cultural exchanges between pupils worldwide.
- Professional development for staff through access to national developments, educational materials and effective classroom practice.
- Collaboration across networks of schools, support services and professional associations.
- Improved access to technical support including remote management of networks and automatic system updates.
- Exchange of curriculum and administration data with Buckinghamshire Council and St Thomas Catholic Academies Trust.

### ***Internet use will enhance learning***

- 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.
- 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 taught how to evaluate Internet content***

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the local authority/St Thomas Catholic Academies Trust, and where appropriate the school e-safety officer.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

## **1.3 Managing Internet Access**

### ***Information system security***

- The security of the school ICT systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The school uses the Local Authority firewall and filters and the STCAT Technical Support Team.

### ***E-mail***

- Pupils may only use approved e-mail accounts on the school system when applicable.
- Pupils must immediately tell a teacher if they receive an 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.
- Use of words included in the 'banned' list will be detected and logged.
- Whole-class or group e-mail addresses may be used.

### ***Published content and the school website***

- 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 Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### ***Publishing pupil's images and work***

- Photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Pupil image file names will not refer to the pupil by name.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website or in the media.
- Parents should be clearly informed of the school policy on image taking and publishing both on school and independent electronic repositories.

### ***Social networking and personal publishing***

- The school will deny access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils are advised never to give out personal details of any kind which may identify them, their friends or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, e-mail address, names of family/friends, specific interests and clubs etc.
- The STCAT has a separate Social Media Policy for staff.

### ***Managing filtering***

- The school will work in partnership with the local authority, STCAT and the Internet service provider to ensure filtering systems to protect pupils are as effective as possible, reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL, time and date must be reported to the school e-Safety coordinator.

### ***Managing emerging technologies***

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during school time. No pupils should have a mobile phone in school.
- Staff are not permitted to use mobile phones in sight or sound of the children.
- The use by pupils or staff of cameras in mobile phones is not allowed on school premises. Only people authorised to do so may take photographs in school time.

### ***Protecting personal data***

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018.

## **1.4 Policy Decisions**

### ***Authorising Internet access***

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the acceptable ICT use agreement, 'Internet Code of Practice', before using any school ICT resource.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of children.
- Staff should guide children in on-line activities that will support the learning outcomes planned for the children's age and maturity and educate them in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Parents will be asked to sign and return a consent form when pupils enter the school.

### ***Assessing risks***

- The Headteacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.
- The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. Neither the school, nor Buckinghamshire Council, nor STCAT can accept liability for the material accessed, or any consequences resulting from Internet use.

### ***Handling e-safety complaints***

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a Safeguarding nature must be dealt with in accordance with school child protection procedures.
- All e-safety complaints and incidents will be recorded by the school – including any actions taken.

### ***Community use of the Internet***

- The school will liaise with local organisations to establish a common approach to e-safety.

## **1.5 Communications Policy**

### ***Introducing the e-safety policy to pupils***

- E-safety rules will be discussed with pupils at the start of each year.
- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use is only with adult supervision.
- Pupils will be trained on the safe and responsible use of the Internet.

### ***Staff and the e-Safety policy***

- 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.
- Staff should always use a child friendly safe search engine when accessing the web with pupils.
- Staff will be offered CPD to support their understanding of e-safety.

### ***Enlisting parents' support***





- Parents and carers' attention will be drawn to the school e-Safety Policy on the school website.
- The school will ask all new parents to read and sign our Internet Code of Conduct.

**Date:** June 2024

**Review Date:** May 2025

## 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 only search the Internet with an adult.	
	We will always tell an adult immediately if we find anything that upsets us on the Internet.	
	We never give our name, address or personal information to people on the Internet.	