



# HALSFORD PARK SCHOOL

## E-SAFETY POLICY

Review Date: January 2028  
Agreed by Governors: January 2025

Respect, Compassion, Courage, Responsibility

# E-Safety Policy

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## 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 and stage 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 are taught how to use e-mail within our comprehensive scheme of learning, teaching them how to send emails within a safe environment where only the pupils and the teachers have access and all correspondences can be viewed and monitored where necessary. Pupils also have the ability to report any e-mail they deem inappropriate, sending the message directly to the class teacher.

## **Website management**

The school website will be used to celebrate children's work, and to promote the Academy Trust.

- The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Website 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.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- The Headteacher 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 where they will be stored in a locked drawer during school hours.

## **Internet access**

All classes are timetabled to learn about Computing which will include the use of laptops and Micro:bit where necessary to the learning.

- 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.
- All Internet access will be supervised

## **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 SmoothWall Limited
- The Headteacher and the Computing Champion will ensure that the E-safety policy is implemented, and compliance with the policy monitored.

## **Filtering and Monitoring**

- The school will work in partnership with the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved upon regularly.
- Monitoring is managed through SmoothWall Limited who provide digital safety to the school through the use of detection, prevention and intervention and alerting the Head Teacher to any concerns.
- Any concerns raised by SmoothWall can then be followed up by the Head Teacher as per the policy
- The Headteacher and the Computing Champion will ensure that the filtering methods selected continue to be appropriate, effective and reasonable.

## **Pupils internet use**

- Rules for Internet access will be posted near computer systems. (Page 5)
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- E-safety lessons will be taught at the beginning of each half-term and pupils will be reminded of safe Internet use within these lessons.

## **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.
- The monitoring of Internet use is a sensitive matter.
- Staff development in safe and responsible Internet use, and on school E-safety policy will be provided as required.
- All staff accessing the school server or related websites remotely to ensure usernames, passwords and any other sensitive information is inaccessible to anyone else who may be using the device, such as personal laptop or iPad, and that they logout securely after each use.

## **Computing system security**

- The school computing systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Memory sticks will not be used and where possible, files shared via cloud or email to be utilised instead.
- 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.

### **Google Classroom**

'Where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, DfE expects schools to be able to immediately offer them access to remote education.' ([www.gov.uk](http://www.gov.uk))

The purpose of our Google Classroom is to provide a safe and secure place to receive and share learning, and a place where we will be able to connect with school staff and classmates. In Google Classroom, school staff can assign work to the learners digitally, without paper. Google Classroom is accessible from any digital device with internet access and a web browser. Parents/carers can log in and view the assignments that their children have been set, whether their child has completed and submitted them, and view feedback that they may have received.

Early Years will continue to use Tapestry to share and submit their learning however, any live interactions will take place via Google Classroom.

The Google Classroom agreement outlines what we expect of pupils and parents/carers during remote learning and what can be expected from us as a school. Much of this echoes our Core Values when in school and all of it is designed to help pupils benefit the most from remote learning and keep our whole community safe.





## Responsible Internet Use

**We use the school computers and Internet connection for learning. These rules will help keep everyone safe.**

- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will be **responsible** by only using my own network login and password.
- I will show **respect** by only looking at or deleting my own files.
- I must not bring software, memory cards, USB sticks or disks into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be **compassionate**: polite and sensible.
- I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will have the **courage** to tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of E-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.



