

## **Yorston Lodge School**

### **E-Safety Policy**

#### **Why Internet and Digital Communications are important**

The internet is an essential element in 21<sup>st</sup> 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 curriculum and a necessary tool for staff and pupils and the school internet access is filtered appropriately to the age of pupils.

At Yorston Lodge School 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.
- Pupils will be shown how to publish and present information appropriately to a wider audience.
- Pupils will be taught how to evaluate internet content
- The school will seek to ensure that the use of internet-derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught how to report unpleasant internet content to their class teacher.

#### **Managing Internet Access**

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

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Pupils are not allowed to use their personal email in school.
- Pupils will be taught not to reveal personal details of themselves or others in email communication outside of school, or arrange to meet anyone without specific permission and of the dangers associated with such behaviour.

##### **Published content and the school web site**

The contact details on the website should be the school address, email and telephone. Staff or pupils' personal information will not be published.

The Headmistress will take overall editorial responsibility and ensure that content is accurate and appropriate.

##### **Publishing photographs, images and work**

Permission from parents/carers will be obtained for the taking and publishing of photographs or video.

Photographs that include pupils will be selected carefully and full names will not be included on the website or learning platform, including in blogs, forums and wikis, particularly in association with photographs.

Parents will be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

### **Social networking and personal publishing on the school learning platform.**

Pupils will not have access to social networking sites at school, but the school will educate pupils in their safe use, eg, use of and regular changing of passwords.

They will be advised never to give out personal details of any kind which may identify them, anybody else or their location.

Pupils must not place personal photos on any social network space provided in the school learning platform without permission.

Pupils, parents and staff will be advised on the safe use of social network spaces.

Pupils will be advised to use nicknames and avatars when using social networking sites.

### **Managing filtering**

Children will be encouraged by teachers to use safe search websites for searching information such as <http://www.safesearchkids.com/>

If staff or pupils come across unsuitable online materials, the site must be reported to the headmistress.

The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **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.

### **Other devices**

Children are not permitted possession of mobile phones in the school.

The sending of abusive, offensive or inappropriate material is forbidden (See Anti-bullying policy).

Staff should not share personal telephone numbers with pupils and parents, unless they are personal friends or need the number for a school visit.

### **Protecting personal data**

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

### **Assessing risks**

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the internal scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.

### **Handling E-safety complaints**

Complaints of internet misuse will be dealt with by the headmistress.

Any complaint about staff misuse must be referred to the Headmistress.

Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure.

Pupils and parents will be informed of consequences for pupils misusing the internet.

## **Communications Policy**

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

Appropriate elements of the E-safety policy will be shared with pupils as part of ICT lessons.

E-safety rules will be discussed in ICT lessons and reinforced by form teachers and in selected assemblies.

### **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.