

EVERSFIELD PREPARATORY SCHOOL

e-SAFETY POLICY



MISSION

At Eversfield Preparatory School we undertake:

- To provide a first class education for girls and boys, preparing them for entry to the leading senior schools at the age of 11.
- To offer a curriculum which values academic excellence while also retaining the breadth which nurtures the creative, sporting, technical and social skills and abilities of each child.
- To build a strong sense of community where small classes, a well ordered routine and good pastoral support help pupils to feel secure and develop their self confidence.
- To promote high moral standards and responsible attitudes based on clear and relevant Christian teaching.

INTRODUCTION

This policy has been drawn up by the Subject Leader of ICT after consultation with the network manager, staff and Senior Leadership Team and outlines our purpose in providing electronic communications facilities at the school in the form of electronic mail and access to the World Wide Web. It explains how the school has put in place safeguards to avoid the potential problems that unrestricted Internet access can give rise to.

INTERNET ACCESS IN SCHOOL

Providing access to the Internet in school will raise educational standards and support the professional work of staff.

Teachers and pupils will have access to websites world-wide (including museums and art galleries) offering educational resources, news and current events. There will be opportunities to communicate with and exchange information with pupils and others worldwide.

In addition, staff will have the opportunity to access educational materials and advisory and support services, communicate with professional associations and colleagues; exchange curriculum and administrative information and participate in government initiatives such as the National Grid for Learning.

In the longer term the Internet may also be used to enhance the school's management information and business administration systems.

Staff will not be expected to take charge of an Internet activity without appropriate initial training. All staff have access to this e-Safety policy and will be reminded of the 'Rules for Responsible Internet Use' which is visible in the school's main ICT teaching area and within classrooms where children are able to access the internet.

Parents' attention will be drawn to the existence of the e-Safety policy and Rules for Responsible Internet Use in the Parent Handbook and will be published on the school website.

ENSURING INTERNET ACCESS IS APPROPRIATE AND SAFE

The school has taken every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material when they use the Internet. The following measures have been put in place to help ensure that our pupils are not exposed to unsuitable material:

Web Security: Our Internet Service Provider (ISP) is Kingston Communications (www.kingstoncommunications.com) and the service has been enhanced by a managed web security product called Webdefender Enterprise (www.inty.net). It enables comprehensive management of web browsing at a user level. It enables control of roaming laptop users as well as all school-based PCs. It provides management of unwanted applications like peer to peer file sharing and Instant Messaging and includes detailed, customisable reporting.

Email Security: The school uses the MDAemon mail server which is a leader in email security. It ensures protection against email-borne threats of spam, viruses, and phishing and provides comprehensive content filtering. The mail server also uses advanced email authentication techniques.

- Pupils will only access the Internet from the ICT Centre/laptop in the presence of a teacher;
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the pupils are following the agreed search plan;
- Pupils will be taught to use Email and other Internet services responsibly in order to reduce the risk to themselves and others;
- Our *Rules for Responsible Internet Use* will be posted near computer systems.
- The Network Manager and members of staff will monitor the effectiveness of Internet access strategies;
- The Network Manager will ensure that frequent checks are made on files to monitor compliance with the school's *e-Safety Policy*;
- The Headmaster and Network Manager will ensure that the policy is implemented effectively;
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools, our Internet Service Provider and The Department for Children, Schools and Families (DCSF).

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to **guarantee** that particular types of material will never appear on a computer screen at the school. The school cannot, therefore, accept liability for the material accessed or any consequences thereof.

A most important element of our *Rules of Responsible Internet Use* is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable. If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving pupils will be taken by the Headmaster and the pupil's class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents and pupils to resolve any issues;
- If staff or pupils discover unsuitable sites the Network Manager must be informed. The website in question will be added to a locally maintained Blacklist of banned URLs (website address). If

it is thought that the material is illegal it will be referred to the Internet Watch Foundation and the Police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the *Rules of Responsible Internet Use* which have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet including the use of Email facilities (by failing to follow the rules they have been taught) then sanctions will be applied. This may involve parental contact. Members of staff may also consider whether access to the Internet may be denied for a period.

MAINTAINING THE SECURITY OF THE SCHOOL ICT NETWORK

We are aware that connection to the Internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons. Virus protection is updated on a daily basis and email protection is updated every four hours. The Network Manager will ensure system security strategies are sufficient to protect the integrity of the network. Policies will be reviewed regularly and improved as and when necessary.

USING THE INTERNET TO ENHANCE 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 is 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;
- Educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation;
- Shown how to publish and present information to a wider audience;
- Taught how to evaluate Internet content;
- Taught the importance of cross-checking information before accepting its accuracy;
- Learn how to use a web browser.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- Access to the Internet may be by teacher demonstration;
- Pupils may access teacher-prepared materials, rather than the open Internet;
- Pupils may be given a suitable web page or a single website to access;
- Pupils may be provided with lists of relevant and suitable websites which they may access;
- Older, more experienced, pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher; pupils will be expected to observe the *Rules of Responsible Internet Use* and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the Internet will be supervised by a teacher, at all times. They will only be allowed to use the Internet once they have been taught the *Rules of Responsible Internet Use* and the reasons for these

rules. Teachers will endeavour to ensure that these rules remain uppermost in the pupils' minds as they monitor the pupils using the Internet.

USING INFORMATION FROM THE INTERNET

We believe that, in order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it. In particular, they should know that, unlike the school library, for example, most of the information on the Internet is intended for an adult audience, much of the information on the Internet is not properly audited/edited and most of it is copyright.

- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on television;
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet (as a non-moderated medium);
- When copying materials from the Web, pupils and staff will be taught to observe copyright, ensuring that derived materials complies with copyright law ;
- Pupils will be made aware that the writer of an Email or the author of a web page may not be the person claimed.

USING EMAIL

Pupils will learn how to use an Email application and be taught Email conventions. Staff and pupils will begin to use Email to communicate with others, to request information and to share information. It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- Pupils will only be allowed to use Email once they have been taught the *Rules of Responsible Internet Use* and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the pupils' minds as they monitor them using Email;
- Pupils may send Email as part of planned lessons and will be given an individual Email address;
- In-coming Email to pupils may be read by teachers and the Network Manager;
- Pupils may have the Email messages they compose checked by a member of staff before sending them;
- The forwarding of chain letters will not be permitted;
- Pupils will not be permitted to use Email at school to arrange to meet someone outside school hours.

SOCIAL NETWORKING AND PERSONAL PUBLISHING

Eversfield Preparatory School will control access to social networking sites, and consider how to educate pupils in their safe use. Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location. Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils. If a pupil were to use a social network space, then they would be advised to use nicknames and avatars. Newsgroups will be blocked unless a specific use is approved.

PUBLISHING PUPILS' IMAGES AND WORK

Upon entry to the school, parental consent regarding the use of pupil photographs/videos is sought.

Parents are not informed individually before publishing photographs/videos and/or samples of children's work on the school website.

MANAGING VIDEOCONFERENCING & WEBCAM USE

Pupils at Eversfield School will not be permitted to use videoconferencing or webcams whilst on the school site.

EVERSFIELD SCHOOL WEB SITE

Our school web site is intended to:

- Provide accurate, up-to-date information about the school;
- Promote the school.

All classes may provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status. The Registrar and Headmaster's PA are responsible for uploading pages to the school web site, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host.

Parents are able to access information specifically for existing parents via a password protected page. The password is changed annually.

MANAGING EMERGING TECHNOLOGIES

Emerging technologies will be examined for educational benefit and the risks discussed before use in school is allowed. The Senior Leadership Team is aware that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications. Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden. Pupils at Eversfield are not permitted to have mobile phones in school.

Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. These should not be used within school.

The appropriate use of learning platforms will be discussed as the technology becomes available within the school.

COMMUNICATIONS POLICY

The Rules for Responsible Internet use will be posted in all rooms where computers are used and discussed with pupils regularly. Pupils will be informed that network and Internet use will be monitored and appropriately followed up if need be. e-Safety training will be embedded within the ICT scheme of work or the Personal Social and Health Education (PSHE) curriculum.

STAFF AND THE e-SAFETY POLICY

All staff will be given access to the School e-Safety Policy and its importance explained. Staff are made fully aware that all electronic material is monitored. School laptops taken off site are still bound by all

rules within school, as the laptop remains the property of Eversfield Preparatory School. Staff are informed that network and Internet traffic can be monitored and traced to the individual user. Staff that manage filtering systems or monitor ICT use will be supervised by the Headmaster and work to clear procedures for reporting issues.

In the near future it is hoped that the staff will be able to access the school network remotely. At such a time, staff will be required to follow normal working practice and rules as applicable to onsite computer network/internet usage.

EQUAL OPPORTUNITIES

In accordance with the school's Equal Opportunities Policy, all children at Eversfield Preparatory School must be given full access to the school's curriculum. Staff will endeavour to help all children to learn and achieve and extend the boundaries of their potential, irrespective of race, gender, age or ability.

MONITORING AND REVIEW

This Policy is monitored by the Governing Body and will be reviewed every two years or earlier, if deemed appropriate.

USEFUL RESOURCES FOR TEACHERS

BBC Stay Safe

www.bbc.co.uk/cbbc/help/safesurfing/

Becta

<http://schools.becta.org.uk/index.php?section=is>

Chat Danger

www.chatdanger.com/

Child Exploitation and Online Protection Centre

www.ceop.gov.uk/

Childnet

www.childnet-int.org/

Cyber Café

http://thinkuknow.co.uk/8_10/cybercafe/cafe/base.aspx

Digizen

www.digizen.org/

Kidsmart

www.kidsmart.org.uk/

Think U Know

www.thinkuknow.co.uk/

Safer Children in the Digital World

www.dfes.gov.uk/byonreview/

USEFUL RESOURCES FOR PARENTS

Care for the family

www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf

Childnet International "Know It All" CD

<http://publications.teachernet.gov.uk>

Family Online Safe Institute

www.fosi.org

Internet Watch Foundation

www.iwf.org.uk

Parents Centre

www.parentscentre.gov.uk

Internet Safety Zone

www.internetsafetyzone.com

*MS Subject Leader of ICT & NH Network
Manager*

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