



## CornerPost Education Centre

### E-Safety Policy

CornerPost Education Centre is a learning community that provides all children with the opportunity to develop as independent, confident, effective and responsible learners through an enriched, real and vivid curriculum.

*This policy is intrinsically linked with our whole centre approach and policy for Learning & Teaching. It has direct links with planning and assessment demonstrating CornerPost Education Centre's commitment to Assessment for Learning.*

#### **Rationale:**

E-Safety is a very important part of a child's well being, safeguarding and education. It is the policy of CornerPost Education Centre that all pupils should receive an e-safety education because:

1. It is an integral part of the safe guarding of our children.
2. It provides life skills that ensure the children will be protected in and out of the centre as well as in the future.
3. Every child has the right to feel safe in and out of this centre.
4. Rights and respecting articles 13 and 17

*You have the right to find things out and share what you think with others, by talking, drawing, and writing or in any other way unless it harms or offends other people (13).*

*You have the right to get information that is important to your well being, from radio, newspaper, books, computers and any other sources. Adults should make sure that the information you are getting is not harmful and help you find and understand the information you need (17).*

#### **Aims and Objectives:**

The aims and objectives of e-safety are:

- a. To enable pupils feel safe when using the internet and technology;
- b. To help pupils to understand the importance of protecting their information;
- c. To promote co-operation between home and in the centre in ensuring the children are safe and aware of the potential dangers;
- d. To provide skills and information which support the children's decisions when using technology.

#### **Why the Internet and digital communications are important:**

The Internet is an essential element in the 21st Century life for education, business and social interaction. The centre 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.

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

- CornerPost Education Centre 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.
- Pupils will be shown how to publish and present information to a wider audience.

**Pupils will be taught how to evaluate Internet content:**

- The centre will ensure that the use of Internet derived materials by staff and pupils complies with copyright laws.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant internet content e.g. using the CEOP Report Abuse icon or tell a teacher / Centre Manager

**E-safety across the curriculum:**

Computing/ICT is used widely across the curriculum and with the addition of iPads to the schools list of technology this will increase.

**Managing Internet Access**

**Information system security**

- CornerPost Education Centre ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.

**E-mail**

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- The forwarding of chain letter is not permitted by pupils.

Please be aware pupils do not have their own e-mail account at the centre

**Published content and CornerPost Education Centre website**

- Staff or pupil personal contact information will not generally be published. The contact details given online should be the school office.
- The centre manager 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 so that individual pupils cannot be identified or their image misused. Consider using group photographs rather than full-face photos of individual children.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Work can only be published with the permission of the pupil.
- 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 control access to social networking sites, and consider how to educate pupils in their safe use.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.

## **Managing filtering**

- The school will work with the Entrust to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the centre manager.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

## **Managing videoconferencing & webcam use**

- Videoconferencing should use the educational broadband network to ensure quality of service and security.
- Pupils must ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing and webcam use will be appropriately supervised for the pupils' age.

## **Managing emerging technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the centre is allowed.
- The senior leadership team should note 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 in transport can bring in mobile phones if they travel to school alone, they must be given in at the start of day.
- Games machines including the Sony PlayStation, Microsoft Xbox and others have Internet access which may not include filtering. Care is required in any use in the centre or other officially sanctioned location.
- The appropriate use of Learning Platforms will be discussed as the technology becomes available within the school.

## **Protecting personal data**

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **Policy Decisions**

### **Authorising Internet Access**

- All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.

- Access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form.

### **Assessing risks**

- The centre 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 centre nor SCC can accept liability for any material accessed, or any consequences of Internet access.
- The centre will be aware of the risks posed related to all aspects of Child Protection and Prevent.
- The centre should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

### **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 centre manager.
- Complaints of a child protection nature must be dealt with in accordance with CornerPost Education Centre child protection procedures.
- Pupils and parents will be informed of the complaints procedure (see CornerPost Education Centre complaints policy)

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

- E-Safety rules 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.
- A programme of training in e-Safety will be regularly reviewed.

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

- All staff will be given the CornerPost Education Centre e-Safety Policy and its importance explained.
- Staff must be 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 senior management and work to clear procedures for reporting issues.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

### **Enlisting parents' and carers' support**

- Parents' and carers' attention will be drawn to the CornerPost Education Centre e-Safety Policy on school website.
- The school will ask all new parents to sign the parent/pupil agreement when they register their child with the school.

### **Role of the staff, management team and volunteers:**

- To regularly check updates and reports
- Report any inappropriate sites or issues to the Centre Manager, Computing co-ordinator or technician via email.
- Include e-safety within majority of computing lessons and through other lessons (including extra-curricular) in the curriculum where technology may be used.

- To provide a safe and open environment (e-safety posters), this ensures the children report and share experiences.
- Ensure the technology or information (via the internet) is appropriate to the age of the children.
- To keep up to date with the e-safety policy and understand the Staff Acceptable User Agreement (AUP).

**Role of the centre manager and management committee:**

- To check compliance of the policy.
- To meet and talk with staff/computing co-ordinator when appropriate.
- To support the computing co-ordinator in ensuring e-safety is promoted through the centre.

**Role of the computing co-ordinator:**

- Monitor planning and lessons to ensure each year group is covering the necessary e-safety areas continuously.
- To promote e-safety through the centre and educate staff, children and parents.
- To create an open ethos throughout the centre, that enables staff, children and parents to talk openly about e-safety.

**Role of the ICT technician:**

- To ensure the school's infrastructure is secure and not open to malicious attack.
- To check the school meets the e-safety technical requirements outlined by the Local Authority E-safety policy.
- To ensure that users may only access the school's networks through a password.
- To check the school's filtering process is updated and applied on a regular basis.

**Role of the parents/carers:**

- To support the school and promote e-safety at home.
- To inform the centre of any e-safety issues or developments involving their child.
- To endorse (by signature) the schools acceptable user policy for the children.

**Role of the child:**

- To ensure they report any issues or uncertainties.
- To understand the seriousness of e-safety and why it is useful to them.
- To use equipment in the centre appropriately and abide by CornerPost Education Centre user policy.
- To use and apply the e-safety information provided by the centre.

**Racial Equality and Equal Opportunities:**

All children have equal access and inclusive rights to the curriculum regardless of their gender, race, disability, or ability. We plan work that is differentiated for the performance of all groups and individuals and we want ALL children to achieve their full potential.

**Next review:** *October 2021*