

**RIVINGTON PRIMARY SCHOOL**

**e-Safety  
Policy**



Reviewed  
June 2015



# **e-Safety Policy**

## **What is e-Safety?**

The Internet has become an integral part of children's lives, enabling them to undertake research for school projects, talk to their friends and access information from around the world. Increasing provision of the Internet in and out of schools brings with it the need to ensure that learners are safe. It not only involves Internet technology but other communications such as mobile phones. E-safety highlights the need to educate children about the benefits, risks and responsibilities of using Information Technology. Staff in our school are made aware of the potential dangers and are equipped in taking measures to ensure safe usage by all. The e-Safety policy is part of the ICT policy, bullying policy and child protection policy.

## **What do the children think e-safety is?**

During assembly, we asked the children what they thought e-safety was. The children articulated very well that e-safety was all about keeping them safe when using the computers, especially the internet. They talked about keeping their usernames and passwords safe and not telling other people what they are. They also talked about creating avatars and how these avatars disguise personal information about themselves. The children were aware that if they see something that they think isn't right on the internet then they must tell an adult. The older children could also identify that there is a special button that you can press to report issues like this.

## **How do we ensure our children are 'e-safe'?**

Children should always be supervised by a responsible adult when using the Internet. Teachers are asked to evaluate any websites fully before they use them with their children. This means checking the websites, search results etc just before

the lesson. What may be considered a safe site today might not be tomorrow.

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

Children will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Children will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

### **Information system security**

School ICT systems security will be reviewed regularly. Virus protection will be updated regularly and checked by the Technician. Security strategies will be discussed with the Local Authority and Agilisys.

### **Email**

In e-mail communication, children must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.

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

Staff or children's personal contact information will not generally be published. The contact details given online should be the school office. The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate. Material must not be uploaded onto the website without the Head Teachers permission.

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

Photographs that include children will be selected carefully so that individual children cannot be identified or their image misused. We will consider using group photographs rather than full-face photos of individual children. Children's full names will

not be used anywhere on a school website, particularly in association with photographs. Written permission from parents or carers will be obtained before photographs of children are published on the school website. Work can only be published with the permission of the parents/carers.

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

The school will control access to social networking sites, and will educate children in their safe use through Internet Safety Day which uses the CEOP website. Through this site children will be advised never to give out personal details of any kind which may identify them, their friends or their location. Parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged children.

### **Managing filtering**

If staff or children come across unsuitable on-line materials, the site must be reported to the ICT Coordinator and Head Teacher.

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

E-Safety rules will be posted in all rooms where computers are used and discussed with children regularly. Children will be asked from Year 2 to Year 6 to sign a contract which states that they must keep to these rules. Children in Foundation Stage and Year 1 will refer to the rules each time they use the computers. Children will be informed that network and Internet use will be monitored and appropriately followed up. Training in e-Safety will be developed during Internet Safety Day based on the materials from CEOP and then followed up regularly throughout the year.

**Staff and the e-Safety policy**

All staff will be given the School e-Safety Policy and its importance explained. Staff will also be asked to sign a contract in relation to this.

**Parents**

The school will ask all parents to sign the parent /pupil agreement at the beginning of each new school year.

Our e-safety Policy has been written by the school, in relation to the St Helens e-Safety Policy and government guidance. It has been agreed by senior management and approved by governors.

# 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 search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



B. Stoneham & J. Barrett

# Think then Click

## e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.