SCHOOL POLICY

The ethos of our school is embedded in our key Christian values

Honesty

Forgiveness

Love for all

Celebration

Fairness

Being Thankful

This school is committed to safeguarding and promoting the welfare of children and this policy supports this commitment.

Policy approved: Autumn 2012   *Review Date: Autumn 2013*

Christ Church Primary School E Safety Policy

Our e safety policy has been written by the school, building on government guidance. It has been agreed by the senior management, all staff and approved by governors.

Teaching and Learning

Internet Use

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 policy. Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

Benefits of using the Internet in education include:

- ❖ access to worldwide educational resources including museums and art galleries
- ❖ access to experts in many fields for pupils and staff
- ❖ professional development for staff through access to national developments, educational materials and effective curriculum practice
- ❖ improved access to technical support including remote management of networks and automatic system updates
- ❖ exchange of curriculum with Kingston LA and the Department for Education
- ❖ access to learning wherever and whenever convenient

The school 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. Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils. Staff should guide pupils in online activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of Internet in research, including the skills of knowledge location, retrieval and evaluation. The school will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Information Systems

Security

The security of the school information systems will be reviewed regularly. Virus protection will be updated regularly. Security strategies will be discussed with the

Headteacher, ICT coordinator and the Local Authority. Personal data sent over the Internet or via email will be encrypted or otherwise secured. Data that teachers may take home to work on will be saved on encrypted memory sticks. The ICT coordinator, in conjunction with BITS, will review system capacity regularly.

The school has Securus installed which monitors key strokes and reports on this information. It is the responsibility of the Headteacher to check this system and to act on anything as they see fit. All staff and parents have been informed that Securus is being used.

Management of email

Pupils may only use the approved school email system which has restricted access to the people they may send and receive emails from. Pupils from Year Two onwards will be explicitly taught about email safety. Pupils must immediately tell a teacher if they receive offensive email. Pupils must not reveal personal details of themselves or other in email communication, or arrange to meet anyone without specific permission. Access in school to external personal email accounts is blocked. Excessive social email use can interfere with learning and may be restricted. The forwarding of chain letters is not permitted.

Publishing

The contact details on the website should be the school address, email and telephone number. Staff or pupils personal information must not be published. Email addresses should be published carefully, to avoid spam harvesting. The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate. The website should comply with the school's guidelines for publications including respect for intellectual property rights and copyright.

Images that include pupils will be selected carefully. Pupils full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers will be obtained before images of pupils are electronically published. Work can only be published with the permission of the pupil and parents.

Social Networking

The school will block access to social networking sites. Pupils will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, email, addresses, full names or friends, specific interests and clubs etc.

Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas.

Advice should be given regarding background details in a photograph which could identify the pupil and his/her location e.g. house, street number or school.

Schools should be aware that bullying can take place though social networking especially when a space has been setup without a password and others are invited to see the bully's comments.

<u>Filtering</u>

If staff or pupils discover unsuitable sites, the URL must be reported to the Headteacher. Any material that the school believes is illegal must be reported to appropriate agencies. The filtering strategy will be designed by educators to suit the age and curriculum requirements of the pupils.

<u>Videoconferencing</u>

The school does not currently use video conferencing. If in the future we do decide to use video conferencing then this policy will be addressed at this stage.

<u>Emerging Technologies</u>

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Mobile phones will not be allowed to be used during lessons. Children are required to hand in mobile phones brought into school to the office for the day. The sending of abusive or inappropriate text messages is forbidden.

<u>Personal Data</u>

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

Policy Decisions

<u>Internet Access</u>

The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications. All staff must read and sign the 'Staff Code of Conduct' before using any school ICT resource. At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved online materials. At Key Stage 2, children will be taught how to search independently using key words suggested by the teacher. Years Five and Six will have further independence searching the internet. Parents will be asked to sign a 'Responsible Use of the Internet' form.

<u>Risks</u>

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet

content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The school cannot accept liability for the material accessed, or any consequences resulting from Internet use.

The Headteacher should audit the use of ICT to establish if the e safety policy is adequate and the implementation of the e safety policy is appropriate. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990. Methods to identify, assess and minimise risks will be reviewed regularly.

Complaints

Complaints of Internet misuse will be dealt with by the Headteacher and reported to the ICT coordinator. Any complaint about staff misuse must be referred to the Headteacher. If children misuse computer equipment sanctions could include:

- ❖ informing parents or carers

- ❖ removal of Internet or computer access for a period

Communication

E safety rules will be displayed in all classrooms. Pupils will be informed that network and Internet use will be monitored. Inappropriate use will be followed through and dealt with by the Senior Leadership Team. Instructions in responsible and safe use should precede Internet access. An e safety module will be included in the ICT curriculum covering both school and home use.

All staff will be given the school e safety policy and its application and importance explained. Staff should be aware that Internet traffic will be monitored. Discretion and professional conduct is essential.

Parents' attention will be drawn to the importance of e safety through letters and useful links on the school website. Children will be reminded of e safety through activities on Fronter. Internet issues will be handled sensitively and parents will be advised accordingly.

Safeguarding

Teachers will:

- Be firm in relation to internet safety
- Teach pupils about the online dangers to be aware of, including cyber bullying
- Ensure children learn in school how to protect themselves online so that they can transfer this safety awareness to their online activities at home
- Use external resource to show how the school makes a positive contribution to the local community in terms of safeguarding. For example: making good

use of wider community or visiting speakers; some schools used RBK's e-Safety awareness sessions for their parents.

<u>Review</u>

The policy will be reviewed annually by the ICT coordinators and leadership team and shared with all stakeholders.

Written: Autumn 2012

To be reviewed: Autumn 2013

<u>Using laptops – how to encourage healthy posture</u>

Many of us hunch or slump over a desk or computer. When this happens, the spine loses its natural 'S' shaped curve; we can then get spinal disc pressure, back discomfort and back pain.

Bad habits start young. It is important to encourage good computing habits early on.

The following tips may help prevent back pain.

- ✓ Top of the computer screen should be broadly level with your eyes
- ✓ Mouse should be placed close to the keyboard
- ✓ Bottom should be square on the chair
- ✓ Both feet should be flat on the floor
- ✓ Shoulders and arms should remain relaxed
- ✓ Bend elbows to 90 degrees or slightly more
- ✓ Keep elbows tucked in close to your body
- ✓

It is important to take regular breaks.

- ✓ Rest your eyes every 5-10 minutes
- ✓ Take a complete break every 15-20 minutes, do something physical, brain gym, exercises …
- ✓

The following website has some excellent ideas on exercises designed to alleviate RSI symptoms.

http://www.ysbl.york.ac.uk/~mgwt/RSI/stretchindex.html