

Catherington C of E Infant School

Board of Governors



*Growing together
in God's love*

E-Safety Policy

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| Name of School | Catherington C of E Infant School |
| Date of Policy Review | February 2025 |
| Date of Next Review | February 2026 |
| Name of Headteacher | Mrs Maria Burden |

E-Safety Policy

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| Name of School | Catherington C E Infant School |
| Date of Policy Issue/Reviewed | February 2025 - Review February 2026 |
| Name of Headteacher | Mrs Maria Burden |
| Signature & Date: | |
| Approved by FGB on: Signature Chair of Governors | Date: |
| <i>This E-safety policy has been written by the school following BECTA and government guidance. It has been agreed by all staff and approved by governors. <i>This policy is to be reviewed annually</i></i> | |

At Catherington Church of England Infant School, we work together to ensure our school is a safe, happy and exciting place, where children can grow on their unique academic, social and emotional journey.

Our schools Christian Values underpin our schools curriculum and aim to ensure all children feel loved and show Love for others, have Courage to face new challenges and fulfil their potential and develop Respect for God's creations.

Our Vision and aim for all children, as stated in our curriculum for learning document

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| We want our children to learn how to build positive relationships with others and recognise what is good mental health and wellbeing. They know who they are and how to lead safe, healthy and fulfilling lives. | We want to equip our children with the resilience and perseverance to become independent learners. We are empowering our children to take appropriate risks without fear of failure. We want our children to grow into responsible citizens who make a positive contribution to local, national and global communities, helping them to see their place in the world. | We want our children to celebrate and respect difference and be proud of who they are. We want our children to have enquiring minds to question and to be confident in their own thoughts and actions. |
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This Policy should be read in conjunction with our Behaviour Policy.

Why is internet use important?

- 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 information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for children who show a responsible and mature approach to its use.
- The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide children with quality internet access as part of their learning experience.

How does the internet benefit education?

Benefits of using the internet in education include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives such as the DfES ICT in Schools
- Educational and cultural exchanges between pupils world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in many fields for pupils and staff;
- Staff professional development through access to national developments, educational materials and good curriculum practice;
- Communication with support services, professional associations and colleagues;
- Improved access to technical support including remote management of networks;
- Exchange of curriculum and administration data with the LA and DfES.
- Mentoring of pupils and provide peer support for them and teachers

How will internet use enhance learning?

- 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 on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, evaluation and retrieval.

How will pupils learn to evaluate internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing co-ordinator.
- Schools should ensure that the use of internet derived materials by staff and by pupils complies

with copyright law.

- Staff view sites before use with children.
- Pupils should 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 to acknowledge the source of information used and to respect copyright when using internet material in their own work.
- Pupils will be taught about internet safety.

How should Website content be managed?

The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils home information will not be published.

- 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 photographs of pupils are published on the school website.
- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce it has been obtained.

Newsgroups, e-mail lists and forums

- Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.
- Access to forums that are moderated by a responsible person or organisation and are directly linked to an educational activity will be permitted.

Chat and instant messaging

- Pupils will **not** be allowed access to public or unregulated chat rooms.
- Pupils will **not** access social networking sites for example 'Facebook', 'X' or 'Instagram'.
- Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- Any form of bullying or harassment is strictly forbidden.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

This statement relates to an employment tribunal decision:

Under normal circumstances, no member of staff should engage in direct communication (in or out of school) of a personal nature with a pupil who is not a member of their direct family, by any means, for example (but not limited to) Social networks, SMS text message, email, instant messaging or telephone.

Should special circumstances arise where such communication is felt to be necessary, the agreement of a line manager should be sought first and appropriate professional language should always be used.

Personal websites and blogs

- Pupils will not access social networking sites for example 'Facebook', 'X' or 'Instagram'. Hampshire do not allow access.
- When publishing material to websites and elsewhere, pupils should consider the thoughts and

feelings of those who might view the material. Material that victimises or bullies someone else, or is otherwise offensive, is unacceptable.

Photographic, video and audio technology

- It is not appropriate to use photographic or video devices when children are changing or in the toilets.
- Care should be taken when capturing photographs or video to ensure that all pupils are appropriately dressed.
- Staff may use photographic or video devices (including iPads) to support school trips and curriculum activities.
- The downloading of audio or video files is not permitted, without the prior permission of the network managers – Drift IT.
- Audio or video files may only be downloaded if they relate directly to the current educational task being undertaken.

How can emerging ICT applications be managed?

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Occasionally, school staff may wish to make use of generative AI tools such as ChatGPT to create resources. If staff make use of these tools, they will ensure that such use complies with Keeping Children Safe in Education, data protection and intellectual property law. All resources created will be checked thoroughly for accuracy, quality and reliability before being brought into class.

How will internet access be authorised?

- The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- Access to the internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be informed that pupils will be provided with supervised internet access.
- Parents will be asked to sign and return a consent form. Please see the form later in this document
- Pupils will not be issued individual email accounts, but may be authorised to use a group/class email address under supervision.

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material.
- 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.
- The headteacher will ensure that the e-Safety policy is implemented and compliance with the policy monitored.
- Access is strictly forbidden to any websites that involve gambling or financial scams.

How will filtering be managed?

- The school will work in partnership with parents, the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be

- reported to the Internet Service Provider via the Headteacher.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation (www.iwf.org.uk).

Governors Monitoring Role

- Governors will check that regular monitoring is conducted by senior staff to ensure that filtering methods continue to be appropriate, effective and reasonable.

How will the policy be introduced to pupils?

- Pupils will be informed that internet use will be monitored.
- Instruction in responsible and safe use should precede internet access.
- E-safety lessons will be delivered to all children as part of our safeguarding curriculum, using Project Evolve planning and resources and supported by up-to-date information obtained from Education for a Connected World. Teaching will cover eight aspects of e-safety: **Self-image and identity; Online relationships; Online reputation; Online bullying; Managing online information; Health, wellbeing and lifestyle; Privacy and security & Copyright and ownership.** This will cover both school and home use.

How will staff be consulted and made aware of this policy?

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any internet resource in school.
- All new staff will be taken through the key parts of this policy as part of their induction.
- All new staff will be made aware of this policy.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School E-Safety Policy, and have 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.
- The monitoring of internet use is a sensitive matter. Staff who operate monitoring procedures will be supervised by the Headteacher.
- Breaching this E-safety policy may result in disciplinary action being taken and access to ICT being restricted or removed.

How will ICT system security be maintained?

Local Area Network security issues include:

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.
- Personal data sent over the internet will be encrypted or otherwise secured.
- Use of portable media such as SD cards, memory sticks and CD-ROMs will be reviewed. Portable media may not be brought into school without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The IT co-ordinator / network manager will ensure that the system has the capacity to take increased traffic caused by internet use.

How will complaints regarding internet use be handled?

- Responsibility for handling incidents will be delegated to the headteacher.
- Any complaint about staff misuse must be referred to the headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.

Sanctions available include:

- Interview/counselling by headteacher;
- Informing parents or carers;
- Removal of internet or computer access for a period, which could ultimately prevent access to files held on the system.

How will parents' support be enlisted?

- Parents' attention will be drawn to the School Internet Policy in newsletters, on the school website and in the joining pack received when starting school.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe internet use at home – leaflet.
- Advice on filtering systems and educational and leisure activities that include responsible use of the internet will be made available to parents.
- Interested parents will be referred to organisations such as PIN, Parents Online and NCH Action for Children (web addresses in reference section).
- Adult users will need to sign the E-safety policy or alternatively an acceptable use policy.
- Children under 8 years of age must be accompanied by an adult when accessing the internet.



Responsible ICT Use

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the internet.
- I will use only my own network login and password, which is secret.
- I will only look at or delete my own files.
- I understand that I must not bring software into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the internet or computers.

