

Ysgol Gynradd **Dafen** Primary School



Polisi e-Diogelwch / e-Safety Policy

*This policy shows due regard to the United Nations Convention on the Rights of the Child.
Article 16 Protection of Privacy
Article 17 Access of Information*

Introduction

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The school's e-safety policy will operate in conjunction with other policies including those for ICT, Acceptable Use, Safeguarding and Security.

The Core e-Safety Policy

This core e-safety policy provides the essential minimum school e-safety policy and Carmarthenshire County Council considers that all the elements with an E bullet are essential in order to protect users, the school and CCC.

Optional elements, marked with a round bullet, may be added if appropriate.

The Schools e-Safety Policy Guidance and Template available on Amdro provides a full discussion of e-safety issues and links to further information.

End to End e-Safety

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from Carmarthenshire County Council including the effective management of "Smoothwall" web filtering.
- National Education Network standards and specifications.

Further Information:

School Improvement Service

Primary IT Consultant

IT Helpdesk

e-Safety materials and links as published on Amdro Becta Curriculum e-safety advice

The school e-Safety Coordinator is Miss Louise Fallon.

E-Safety School Governor is Mr Emyr Brown.

Contact details are:- FallonL1@hwbcymru.net or BrownE301@hwbcymru.net

Our e-Safety Policy has been written by the school and reflects the Carmarthenshire e-Safety Guidance. It has been agreed by senior management and approved by the governing body.

- The e-Safety Policy and its implementation will be reviewed annually.
- The e-Safety Policy was revised by: e-safety coordinates
- It was approved by the Governors on: Autumn 2018

360 Degree Safe Cymru

The 360 Degree Safe Cymru online safety self-review tool is provided to all schools Wales by South West Grid for Learning (SWGfL) in partnership with the Welsh Government. The tool allows schools to review their online safety provision, produce action plans and access a wide range of relevant resources. The tool is available in both English and Welsh language versions and is accessible through single sign on from the Hwb home page.

There are 28 different aspects which are reviewed on a five-level scale – choosing the level description that best suits your school's provision. The tool will suggest what you need to do to move to the next level.

Miss Louise Fallon is responsible for updating the 360 Degree Safe Cymru tool in line with the recommended guidance.

Teaching and learning

Why Internet use is important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students 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
- 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.
- 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 taught how to evaluate Internet content
- The school will ensure that the 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 Internet Access

Carmarthenshire County Council procedure for managing Internet Access will be adhered to.

Information system security

- School ICT systems capacity and security will be reviewed regularly.
- We are an Apple Mac school therefore Virus protection will be updated regularly where necessary. Sophos is installed on all necessary School PCs.
- Security strategies will be discussed with Carmarthenshire County Council.

E-mail

- Pupils may only use approved e-mail accounts on the school system (Zimbra or HWB Email).
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The ICT Lead 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 and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Pupil's work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

- The school will block / filter access to social networking sites except for Twitter which we will be using as a communication tool.
- Pupils will be advised never to give out personal details of any kind that may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Staff will sign and adhere to the "Acceptable Use Policy and guidelines for e-safety"

Managing filtering

- The school will work with the Carmarthenshire County Council IT Services to ensure systems to protect pupils are robust and regularly reviewed.

- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator.
- ICT Lead will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing Video Conferencing

- IP video conferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Video conferencing 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 school is allowed.

Mobile Phones

- Mobile phones will not be used during lessons or formal school time, unless to check email or school calendars.
- The sending of abusive or inappropriate text messages is forbidden.
- Staff will be issued with a school phone where contact with pupils parents and staff is required e.g.school trips. *In the case of simultaneous school trips to different locations, staff will contact the school using personal devices if needed.
- *Staff are permitted to use personal mobile phones to contact the school in this instance as an exception.

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 'Acceptable ICT Use Agreement' before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted Internet access.
- In the Foundation Phase, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form.

Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate 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 school computer. Neither the school nor CCC can accept liability for the material accessed, or any consequences of Internet access.

- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by the ICT Lead and Headteacher.
- Any complaint about staff misuse must be referred to the ICT Lead and the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the Education & Children's Service and / or Police to establish procedures for handling potentially illegal issues.

Community use of the Internet

- The school will liaise with local organisations to establish a common approach to e-safety. Communications Policy

Introducing the e-safety policy to pupils

- E-safety rules will be clearly posted where there is computer access and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.

Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and 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.

Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure / prospectus and on the school Web site.