



Policy Drafted by - Lucy Prew - Centre Manager
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Review Date

The following whole- Centre policy refers to the safe, acceptable and responsible use of the Internet. 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.

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

- Responsible ICT use by all staff and students
- Sound implementation of e-safety policy in both administration and curriculum.
- Safe and secure broadband from the Centre Network including the effective management of a filter.

Centre e-safety policy

- The e-Safety Policy is part of the Centre Development Plan and relates to other policies including those for ICT, bullying and for child protection.
- The Centre has appointed Deputy Manager to co-ordinate e-Safety.
- Our e-Safety Policy has been agreed by senior management
- The e-Safety Policy and its implementation will be reviewed annually.

Teaching and learning

Why Internet use is important

- The Internet is an essential element for education, business and social interaction. The Centre 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 Centre Internet access is designed for pupil use and includes 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
- The Centre 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.

Published content and the Centre web site

The contact details on the Web site should be the Centre address, e-mail and telephone number. Staff or pupils' personal information will not be published. The Deputy Manager will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Pupils' full names will not be used anywhere on the Centre Learning particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the Centre Learning Platform.
- Pupil's work can only be published with the permission of the pupil and parents.



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- Pupils will be advised never to give out personal details of any kind which may identify them or their location.

- Pupils and parents will be advised that the use of social network spaces outside Centre is inappropriate for primary aged pupils.

Protecting personal data

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

ICT access

- All staff will be given the Centre e-Safety Policy and its importance explained.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any Centre ICT resource.
- Pupils' access to the Internet will be under adult supervision at all times.
- Everyone will be made aware that Internet traffic can be monitored and traced to the individual user
- E-safety rules will be posted in all rooms 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.
- Parents' attention will be drawn to the Centre E-Safety Policy in newsletters and on the Centre Web site.
- Parents will be asked to sign and return a Internet access consent form.
- The Centre 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 Centre computer. The Centre does not accept liability for the material accessed, or any consequences of Internet access.
- Complaints of Internet misuse will be dealt with by the Manager Teacher.
- The leadership team undertake an e-Safety audit each year to assess whether the e-safety basics are in place.

Teaching Staff Computers and Technology

Teachers are prohibited to accessing the internet on mobile and technology devices whilst with children

Children are prohibited from use of Staff members personal and teaching technology equipment