



# Longridge Church of England Primary School

Berry Lane, Longridge, Preston, PR3 3JA  
Headteacher - Mrs J Cooper BEd(Hons)NPQH  
[www.longridge-ce.lancsngfl.ac.uk](http://www.longridge-ce.lancsngfl.ac.uk)

## **Longridge C.E. Primary School e-safety policy**

### **Writing and reviewing the e-safety policy**

The e-Safety Policy forms part of the School's safeguarding responsibility and relates to other policies including those for ICT, Anti-Bullying, Child Protection and Behaviour for Learning.

The school's filtering systems are managed by BT One Connect and specifically filter content deemed unacceptable for children and adults. Extremist websites and materials are restricted to comply with the school's Prevent Duty.

The school will appoint an e-Safety Coordinator. This is the Designated Senior Leader for Child Protection as the roles overlap. This is Mrs Parkin and in her absence, Mrs J Cooper.

This policy has been agreed by senior management and approved by Governors.  
The school follows recommendations made in 'Keeping Children safe in Education' 2016.

This policy was approved by the Governors on: 13<sup>th</sup> October 2016

The next review date is September 2017

### **Teaching and learning**

#### **Why the Internet and digital communications are important**

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils 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 shown how to publish and present information to a wider audience.

#### **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 will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content.

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## **Managing Internet Access Information system security**

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.

## **E-mail**

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school through teacher direction will control e-mail from pupils to external bodies.
- The forwarding of chain letters is not permitted.

## **Published content and the school website**

- Staff or pupil personal contact information will not be published. The contact details given online will be the school office.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **Publishing pupils' images and work**

- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. Consideration will be given to using group photographs rather than full-face photos of individual children.
- Pupils' full names will not be used anywhere on a school Website or other on-line spaces, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website.
- Work will only be published with the permission of the pupil and parents/carers.
- Pupil image file names will not refer to the pupil by name.
- Parents will be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

## **Social networking and personal publishing**

- The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils will only use only moderated social networking sites.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Pupils will be advised to use nicknames and avatars when using social networking sites.

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- Parents, as the first educators of children, will be advised to model safe and appropriate use of social networking sites.

## **Managing filtering**

- The school will work with BT One Connect to ensure systems to protect pupils are reviewed and improved. All schools use BT's filtering service.
- If staff or pupils come across unsuitable on-line materials, the site will be reported to the e-Safety Coordinator.

## **Managing video-conferencing & webcam use**

- Video-conferencing should use the educational broadband network to ensure quality of service and security.
- Pupils must ask permission from the supervising teacher before making or answering a video-conference call.
- Video-conferencing and webcam use 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.
- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications. Please see Use of Mobile Phones Policy.
- Mobile phones may be brought in by children, at the request of parents, for the purpose of communication when walking to or from school. In these instances, phones must be switched off and handed in at the school office.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.
- The use by pupils of cameras in mobile phones is not permitted.
- Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care is required in any use in school or other officially sanctioned location.
- Use of data sticks in school will be discouraged. Children will be asked to email documents to the class teacher when relevant.

## **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 Use of the Internet' register before using any school ICT resource. (See school Business Manager)
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.

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- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' before being allowed to access the internet from the school site.

## Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. Neither the school nor LCC can accept liability for any material accessed, or any consequences of Internet access. In the instance of the above occurring the children and staff will follow the schools policy for reporting inappropriate content.
- The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

## Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to 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 (see school's complaints policy)
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

## Communications Policy

### Introducing the e-safety policy to pupils

- E-Safety rules will be posted on all computers and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- E-Safety training will be embedded within the ICT scheme of work and the Personal Social and Health Education (PSHE) curriculum, alongside themed days/weeks as appropriate.

## Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.
- Staff will always use a child friendly, safe search engine when accessing the web with pupils. High level filtering will be used when using search engines.

## Enlisting parents' and carers' support

- Parents' and carers' attention will be drawn to the School e-Safety Policy in newsletters and on the school Web site.
- The school will ask all new parents to sign the Home/School agreement when they register their child with the school.

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## **Contacts and Links for Parents**

- A comprehensive list of useful links for parents regarding e-safety is available on the school website directly below the electronic copy of this policy.



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## **Appendix 1: Internet use - Possible teaching and learning activities**