

**St Giles CE Primary**  
**Policy for E-Safety and Acceptable Usage**  
**January 2015**

New technologies have revolutionised the movement, access and storage of information with important implications for all schools. Use of ever more powerful computers, broadcast media, the Internet, digital recorders of sound and images together with increased opportunities to collaborate and communicate are changing established ideas of when and where learning takes place. At St Giles CE Primary School, we recognise that learning is a life long process and that e-learning is an integral part of it. Ensuring that we provide pupils with the skills to make the most of information and communication technologies is an essential part of our curriculum. The school is committed to the continuing development of our ICT infrastructure and embracing new technologies so as to maximise the opportunities for all pupils, staff, parents and the wider community to engage in productive, cooperative and efficient communication and information sharing.

However, as in any other area of life, children are vulnerable and may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal. E-safety seeks to address the issues around using these technologies safely and promote an awareness of the benefits and the risks.

**This policy sets out clearly our expectations on pupils, staff, parents and members of the wider community to ensure best practice.**

Key: Normal text gives contexts and information

*Italic text indicates teaching given to pupils*

**Bold texts indicate key expectation to ensure positive and safe use**

#### **Physical Safety:**

- All electrical equipment in the school is tested annually to ensure that it is safe to use. *Pupils are taught about the dangers of electricity as part of the science and PSHCE curriculum.* **We expect pupils to behave appropriately near electrical sockets and appliances.**
- Workstations are cleaned and sanitised regularly. *Pupils are taught to avoid taking food and liquids anywhere near the computers.* **We expect all users to refrain from eating and drinking when working at a computer.**
- Health and safety guidance states that it is not healthy to sit at a computer for too long without breaks. *Pupils are taught correct posture for sitting at a computer and that sitting for too long at a computer can be unhealthy.* **We expect all users to take responsibility for their own physical well-being by adopting good practices.**
- Computers and other ICT equipment can be easily damaged. *Pupils are taught the correct way to use ICT equipment.* **We expect pupils to respect ICT equipment and take care when handling and using.**

#### **Internet Safety:**

- When using a network workstation all access to the Internet is protected by a number of different filters. These filters are designed to prevent accidental or deliberate access to unsuitable materials. In addition, the network administrators can manually add site addresses which are considered to be unacceptable. However, no system is 100% safe and we expect users to behave responsibly. *Pupils are taught that the Internet contains many*

*websites that are useful but that there are also websites that are unpleasant, offensive, not child-friendly or can damage your computer. We expect pupils to make no attempt to access a website that they know to be unsuitable for children and/or containing offensive language, images, games or other media.*

- The school website contains school policies, newsletters and other information. **We expect all persons accessing the school web site to treat the content with respect and make no attempt to reproduce, use or alter any part in any way with malicious intent. No part can be reproduced for commercial reasons without written permission from the school.**

#### **Email Safety:**

- Some classes have a class West Sussex webmail email address which pupils can use for sending messages to other classes, schools and other appropriate recipients. The class teacher can monitor the pupil's use of this email address. Some pupils will access their West Sussex webmail account from home and we expect them to follow the rules taught at school. *Pupils are taught that emails sent from their class should be written in a polite style which is appropriate to the person that will receive it. Pupils are taught to report anything that is inappropriate to their teacher or parent, if at home.* **We expect all users to communicate appropriately through email.**

#### **Digital Images:**

- Digital still and video cameras are used for recording special events as well as being essential tools for everyday learning experiences across the curriculum. As part of pupil induction, parents are asked to sign a consent form for images of their children to be used for school purposes. Some images celebrating the work of pupils involved in everyday and special event activities may be selected to be shown on the school website. On the website we never state a child's full name with their image. **The school will happily remove any image of a child on the school website at their parent's request.**
- Digital images may be shared with partner schools and organisations as part of collaborative learning projects. All such use is monitored and supervised by staff. *Pupils are taught to seek permission before taking photos, copying, moving, deleting or sending any images taken within school.* **We expect all pupils to seek permission from staff before sharing images outside of the school environment.**

#### **E-Bullying:**

- The school takes bullying very seriously and has procedures for identifying and dealing with it. E-bullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, family, gender, race, culture, ability, disability, age or religion. *Pupils are taught about bullying as part of the PSHE curriculum.* **We expect all members of our community to communicate with each other with respect and courtesy. Bullying of any type will not be tolerated by the school and will be dealt with under the procedures within the Whole School Policies on Behaviour and Bullying.**

#### **Mobile Phones:**

- Pupils are not permitted to have mobile phones upon their person in school. We recognise that our oldest pupils may walk on their own to and from school and parents may wish them to have a mobile phone for emergencies. However we discourage this on security grounds as they are easily lost, damaged or stolen. *Pupils are taught that they shouldn't have a mobile phone on their person in school and that any phone brought in must be handed to the office for the duration of the day.* **We expect pupils not to carry a mobile phone in school.**

### **Copyright:**

- Though there are lots of free to use resources on the Internet, the majority of image, sound and music files are covered by copyright laws. Some can be used for educational reasons without permission provided that the source is stated and that they are not made available outside the school. Some cannot be used under any circumstances, this is particularly so for music but can apply to other types of file e.g. photographic images. Care therefore needs to be taken with multi-media work which incorporates anything downloaded from the Internet. *Pupils are taught that the people who put their work on the Internet may not always want people to copy or use their work and that they should check whether they have permission. Pupils will be encouraged to make reference to sources used on the internet.*
- **We expect all users to respect copyright laws.**

### **Data Protection Act:**

- The Data Protection Act 1998 gives you the right to access information held about you or your child by the school. The school has the right to charge for supplying this information. Further information on the Data Protection Act can be obtained from the Department of Constitutional Affairs – [www.justice.gov.uk](http://www.justice.gov.uk)

Reviewed January 2015