King David Primary School

E-safety Policy

Introduction

Usually, the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher. The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

• Establish the ground rules we have in school for using the Internet

• Describe how these fit into the wider context of our discipline and PSCHE policies

• Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence.

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

At King David School, we feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

When a child is enrolled at the school, parents are sent an explanatory letter and a copy of the E-Safety Policy.

Using the Internet for Education

The benefits include:

✓ access to a wide variety of educational resources including libraries, art galleries and museums
✓ rapid and cost effective world-wide communication
✓ gaining an understanding of people and cultures around the globe
✓ staff professional development through access to new curriculum materials, experts' knowledge and practice
✓ exchange of curriculum and administration data with the Local Authority or the DfE
✓ social and leisure use
✓ greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others.

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons.

All staff will review and evaluate resources available on web sites appropriate to the age-range and ability of the pupils being taught and the Computing Co-ordinator will assist in the dissemination of this information.

Initially the pupils may be restricted to sites which have been reviewed and selected for content. They may be given tasks to perform using a specific group of web sites accessed from the pages of links found on the school's own website.

Pupils will have the opportunity to exchange information via email. They will be taught how to use a web-based email account, how to attach files to an email and how to follow conventions of politeness.

As pupils gain experience, they will be taught how to use searching techniques to locate and specific information for themselves. Comparisons will be made between researching from different

sources of information, (CD Rom, books, WWW). We hope that pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located.

At times, information, such as text, photos etc may be "downloaded" from the Internet for use in pupils' presentations. Tasks are set to encourage pupils to view web sites and information with a critical eye.

Pupils' Access to the Internet

King David School uses the Birmingham Grid for Learning "filtered" Internet Service, which minimises the chances of pupils encountering undesirable material.

King David School normally only allows children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils. Teachers will have access to pupils' emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

Pupils' accounts

All pupils are assigned a Google Classroom account. Homework is shared through Google Classroom, or ideas for activities at home in EYFS. In the event of an extended period of school closure, where learning must move online as seen during coronavirus lockdowns, lessons are delivered online through these accounts. The access to googlemail is disabled.

From Y1 upwards, children have a MyOn account, to read and respond to books online.

From Y2 upwards, children have an Accelerated Reader account, to read and respond to books online. The MyOn account is linked to this.

From Y2 upwards, children have a Times Tables Rockstars account. They are expected to practise at home weekly and are given opportunities to practise also in school.

These account details are shared with children shortly into the appropriate academic year, or when a new child joins the school. Children are advised about the importance of keeping their log-in details secure. Most children are able to learn their Google Classroom log-in. Once logged-in, they are encouraged to save the other passwords within their Google Classroom browser.

If a child becomes aware of their, or another's, password being compromised, they must inform a member of staff immediately, who will inform the Computing Co-ordinator. They will investigate and take any necessary steps to ensure the accounts are made secure. Any child deliberately compromising the security of another child's accounts will have negative consequences as per the Behaviour Policy.

Expectations of Pupils using the Internet

❑ At King David School, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.

❑ Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the BGfL can block further access to the site.

❑ Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.

❑ Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.

❑ Pupils should not access other people's files unless permission has been given.

❑ Computers should only be used for schoolwork and homework unless permission has been granted otherwise.

❑ No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.

❑ No programs on disc or CD ROMs should be brought in from home for use in school. This is for both legal and security reasons.

❑ Homework completed at home may be brought in on memory stick, but this will have to be virus scanned by the class teacher before use.

❑ No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.

❑ Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school.

Web Site Guidelines

A web site can celebrate good work, promote the school, publish resources for projects and homework, and link to other good sites of interest.

❑ No names coupled with photographs, that mean individual children can be identified, will appear on it.

❑ Home information and e-mail identities will not be included - only the point of contact to the school, i.e. phone number, school address and e-mail to the Headteacher and the School Office.

❑ Group photos will not contain a names list.

❑ Work displayed will be of the highest quality and reflect the status of the school.

Staff use of the internet and email

Although the internet and email at school are provided first and foremost for school use, the Governors accept that on occasion they may be used for personal use. At all times staff should take into account these guidelines and adhere to them. Staff should avoid creating unnecessary email traffic, such as forwarding on chain emails, unsolicited requests for money or gifts, or viral jokes and videos.

The school and the City Council has 3rd party "firewall" software and systems in place to monitor all Internet usage and these will be checked and analysed on a regular basis. Certain sites will be blocked if they are deemed to hold inappropriate or sexually explicit material.

Email

❑ Although the school respects the privacy of every individual throughout the organisation, all external mail (both incoming and outgoing) will be checked for content and attachments to make sure that at all times the security and integrity of the school is not impeded. The sender of any message that is intercepted will be notified immediately.

❑ Action will be taken under the school's Disciplinary Policy against any staff who are found to breach the policies outlined in these guidelines. Significant abuse, particularly involving access to pornographic or offensive or images constitute gross misconduct leading to summary dismissal.

❑ Employees are permitted to send personal e-mails on a reasonable basis as long as this does not interfere with their job responsibilities. It should be noted that any e-mail messages are not guaranteed to be private and remain the property of King David School.

❑ Messages sent and received via the Internet are regarded by the Company's Act as having the same legal status as a corporate letter. Any material that is viewed as highly confidential or valuable to the school should not be emailed externally.

❑ A disclaimer document will be attached to all e-mails sent using the BGfL webmail system, with an individual signature for each user. In no instance should the disclaimer be tampered with, although if necessary the signature can be altered.

❑ It should be remembered that the Internet does not guarantee delivery or confidentiality.

❑ It should be noted that there are systems in place that can monitor, review and record all e-mail usage, and these will be used. Analysis of this information may be issued to managers if thought appropriate. No user should have any expectation of privacy as to his or her e-mail.

❑ At all times users should use appropriate etiquette when writing e-mails, e.g. emails should not

be written in capitals as this can be perceived as 'shouting'. Staff should be careful about addressing e-mails, particularly when using address groups, in order to send them to only those recipients who will have an interest.

❑ In some instances, where the nature of a message may be deemed confidential, it may be appropriate to notify, or even seek permission from, the original sender before forwarding a message onto another recipient.

❑ Users should not send messages that contain any unsuitable material or defamatory statements about other individuals or organisations.

❑ Messages should not contain material or language that could be viewed as offensive to others or as contravening the City Council Equal Opportunities Policy, N.B. what may appear appropriate to one person might be misconstrued by another.

❑ Material, which could be construed as canvassing, lobbying, advocacy or endorsement should not be sent by e-mail, particularly if this is commercially- or politically- based.

❑ To prevent the risk of potential viruses, users should not open any unsolicited e-mail attachments or independently load any software, including screensavers, onto their computers. If a staff member does inadvertently open a message or attachment that contains a virus, they need to contact the Computing Co-ordinator immediately and close the message and attachment. It should not be accessed again without approval from the Computing Co-ordinator.

❑ E-mail should not be left running unattended in any circumstances where this may lead to unauthorised access. The system should be closed and re-opened on return. In no instances should a user login using a colleague's password unless permission has been given.

Internet

❑ Staff should not download any programs that are not directly related to their job responsibility. This especially relates to screensavers, images, videos games etc. The Computing Co-ordinator should be notified before any software is downloaded for business use: all downloaded software needs to be properly licensed and registered. Any such software automatically becomes the property of the school. There are systems in place to monitor all Internet usage including any software downloads.

❑ Employees are permitted to access the Internet for personal use on a limited basis as long as this does not interfere with their job responsibilities. This should be in own time.

It should be noted that there are systems in place that can monitor and record all Internet usage, and these will be used. No user should have any expectation of privacy as to his or her Internet usage. Analysis of this information may be issued to managers if thought appropriate.

❑ Employees with Internet access must comply with the copyright laws of this country. Users must not intentionally download any material that holds a copyright notice. This also relates to downloading and copying unlicensed software.

❑ Under no circumstances should a user access a site that contains sexually explicit or offensive material. If you find yourself connected to such a site inadvertently, you should disconnect from that site immediately, and notify the Headteacher.