Hunnyhill Primary School

Date of Review	November 2020
Next Review Due	November 2022
Staff Responsibility	Computing Lead / Headteacher
Notes / Source	
Signed by Chair of Governors	

Pupil E-Safety Policy

Aims
The aim of this policy is to make clear the expectations and requirements that the school has of all users of computers, IT equipment and Internet provision within the school. The school recognises that Computing is an important part of school life and the education system and the responsibilities that come with it are taken very seriously.

Children
1. All children will receive instruction (age appropriate) on safe internet use covering:
   - Law and copyright
   - spam
   - links
   - safe searching
   - evaluating online content
   - protecting personal information
   - use of online tools
   - ethical frameworks
2. All children will be made aware (age appropriate) of the hurt and damage that displaying or sending offensive material can cause.
3. Children will only use their own password.
4. Children will only access their own files, work or folders unless instructed otherwise by the teacher.
5. Children are expected to take care of computers and other IT equipment
6. Children will not intentionally waste IT resources.
7. Children will only visit approved sites.
8. Children will sign the Computing Use Agreement.

Computing Suite
Hunnyhill Primary School has a dedicated Computing Suite to teach computing within the curriculum. The school uses Rising Stars programme. Pupils are reminded of the basic Computing safety rules at the start of each term and there are notices around the Suite to remind pupils of safe use.

At home
The school will teach children that the rules governing safe use of computers and the internet apply at home as well as at school. Families are expected to reinforce the message and provide guidance to

children at home. Information on safe use can be found at: https://www.thinkuknow.co.uk/parents/ If parents need more information please contact the school.

Monitoring and Review
• An inventory of IT equipment will be kept and reviewed in March each year by the SBM/Site Manager. This will be kept in the school office.
• Any equipment loaned to staff, such as laptops, will be signed for.
• The school review of firewall, filtering and blocking procedures will be on-going as technology is constantly changing.
• This policy will be reviewed on a yearly basis and should be read in conjunction with the highlighted policies above.
• Any incidents using computers and the internet which give rise to concern will be notified to the Headteacher and if necessary recorded in the Safeguarding log.

How will email be managed?
Email is an essential means of communication within education and the government is encouraging the ownership of personal email Ids for both teachers and children. Children need to use email as part of the National Curriculum.

The following rules for email use will be as followed:-
• Email must only be used in school for educational purposes.
• Children will not be allowed to access personal email from the school system. They should use the school email system for which all children have usernames.
• Children should be taught netiquette and protocols when using email before they use it for the first time.
• Children should not email externally unless closely supervised by an adult and when it is deemed the email has educational purpose.
• In coming email will be regarded as public. Received email may be examined and could, for example, be pinned to a notice board.

How will staff and children know what is expected of them?
• Rules for Safe Use of Internet access will be discussed with children through assemblies workshop style lessons and posted near computer systems
• All staff including teachers, supply staff, classroom assistants and support staff and parents will be made aware these rules, and their importance explained
• Parents' attention will be drawn to the Policy in newsletters, the school prospectus and on the school Web site.
• A unit on responsible Internet use will be included age appropriately in the Computing Scheme of Work.

How will the risks be assessed?
It is difficult to remove completely the risk that children might access unsuitable materials via the school system whatever safeguards are put in place.
• Due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal.
• Neither the school nor the Local Authority can accept liability for the material accessed, or any consequences thereof.
• The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990
• Methods to identify, assess and minimise risks will be reviewed at the same time as the policy is reviewed.
• The Curriculum Leader for Computing and the headteacher will ensure that the policy is implemented effectively.

How will the school ensure Internet access is safe?
- The system the school will use is a blocking system.
- Children will be informed that internet use will be supervised and monitored.
- The school will work in partnership with parents; the LA, DfE and the Internet Service Provider to ensure systems to protect children are reviewed and improved.
- Teachers will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice
- In the unlikely event that staff or children discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the Curriculum Leader for Computing and blocked through the schools computer filters.

How will the security of school Computing systems be maintained?
- The security of the whole system will be reviewed with regard to threats to security from Internet access
- Personal data sent over the Internet will be encrypted or otherwise secured
- Virus protection will be installed and updated regularly

How will complaints regarding Internet use be handled?
- Prompt action will be required if a complaint is made. The facts of the case will need to be established as quickly as possible.
- Responsibility for handling incidents will be given to the Curriculum Leader for Computing and if further action is required the School Complaint's Procedure should be followed
- Sanctions available include interview/counselling by the headteacher. and, if appropriate, informing parents or carers.
- A pupil may have email, Internet or computer access denied for a period of time depending on the nature of the incident.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be taking place, or the system is or may be used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Child Computing Use Agreement

1. I will only use Computing in school for school purposes

2. I will not tell other people my Computing passwords

3. I will only open/delete my own files

4. I will make sure that all Computing contact with other children is polite, sensible and responsible

5. I will not deliberately look for, send or save anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately

6. I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

7. I will be responsible for my behaviour when using Computing because I know that these rules are to keep me safe

8. I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community

9. I know that my use of Computing can be checked and that my parent/carer contacted if a member of school staff is concerned about my E-Safety

10. If I bring a mobile phone into school I will leave it switched off in the classroom dedicated tray on arrival and collect when I leave

Signed.. Child

Name (print)...