

## Wolverdene Special School

### e-Safety Policy – November 2015

Produced By:	P Van Walwyk, Headteacher
Approved for School: Headteacher: P van Walwyk Date: 24th November, 2015	.....(Signature)
Approved by Governing Body: Chair/Deputy: L Bell Date: 24th November, 2015	.....(Signature)

#### **Status**

Local arrangement

#### **Purpose**

The purpose of this policy is to ensure that all staff, parents, carers, governors and pupils understand and agree the School's approach to e-safety. The policy relates to other policies including Anti Bullying, Safeguarding and Health and Safety and the ICT curriculum.

#### **Teaching and learning**

##### **• Why Internet use is 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; and
- 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; and
- 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 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; and
- pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

## **Managing Internet Access**

- **Information system security**

- School ICT systems capacity and security will be reviewed regularly; and
- virus protection will be updated regularly.

- **e-Mail content and the School web site**

- pupils may not use e-mail in the School;
- the contact details on the School website should be the School address, e-mail and telephone number. Staff or pupils' personal information will not be published; and
- the Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

- **Publishing pupil's images and work**

- photographs that include pupils will be selected carefully;
- pupils' full names will not be used anywhere on the School website, particularly in association with photographs;
- written permission from parents or carers will be obtained before photographs of pupils are published on the School website; and
- pupil's work can only be published on the School website with the parents/carers permission.

- **Social networking and personal publishing**

The School will deny access to social networking sites and pupils will be advised not to use these at home.

- **Managing filtering**

- the School will work with the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved; and
- if staff or pupils discover an unsuitable site, it must be reported to the Headteacher and the School's IT Lead.

- **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; and
- mobile phones will not be used during School time.

- **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 School computer.

The School cannot accept liability for the material accessed, or any consequences of Internet access.

- **Handling e-safety complaints**

- the Headteacher will deal with complaints of Internet misuse;
- any complaint about staff misuse must be referred to the Headteacher; and
- complaints of a child protection nature must be dealt with in accordance with School Safeguarding Policy.

- **Introducing the e-safety policy to pupils**
  - e-safety rules will be discussed with the pupils at the start of each year;
  - e-safety posters will be posted in a prominent place in the ICT suite so that all users can see them;
  - pupils are informed that network and Internet use is monitored and appropriately followed up; and
  - pupils receive e-safety lessons and are constantly reminded of online safety.
  
- **Staff and the e-Safety policy**
  - all staff will have access to the School e-Safety Policy and its importance will be explained;
  - staff should be aware that Internet traffic could be monitored;
  - discretion and professional conduct is essential;
  - staff will always use a child friendly safe search engine when accessing the web with pupils; and
  - staff are reminded that under the Wolverdene Special School Staff Code of Conduct they must exercise caution when using information technology and be aware of the risks to themselves and to others. This includes staff members making online associations/friendships with current pupils via social networking sites such as Facebook and staff members using texting facilities on either their mobile phone or PC/iPad to communicate with pupils. (This is to safeguard pupils as well as the safety and integrity of staff).
  
- **If using the internet at home**
  - pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location;
  - pupils must be made aware of how they can report abuse and who they should report abuse to;
  - pupils should be taught the reasons why personal photos should not be posted on any social network space without considering how the photo could be used now or in the future;
  - pupils should be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications; and
  - pupils should only invite known friends and deny access to others.
  
- **Enlisting parents/carers' support**

Parents/Carers' attention will be drawn to this School e-Safety Policy in newsletters and conversations.

## **Review**

This policy will be reviewed every two years.

## Record of Reviews

<b>Due Date</b>	<b>Actual Date</b>	<b>Headteacher Signature</b>	<b>Chair/Deputy Chair Signature</b>
24/11/2017			