



Goostrey Community Primary School

## E-Safety Policy

Reviewed spring 2019

To be reviewed spring 2022

### **INTRODUCTION**

This school has made significant investment in information technology and computer systems to support teaching and learning and to give learners the opportunity to seek information and carry out research. Access to the internet carries with it the danger that learners could find and view material that is unsuitable for them or that they could be put at risk from unwanted and inappropriate contacts. This policy seeks to ensure that the internet is used appropriately for learning but with safeguards to protect learners from harm.

### **AIMS**

1. To ensure that learners' access to inappropriate sites and locations is restricted.
2. To ensure that the use of the internet is for proper purposes related to the teaching, learning and curriculum of this school.
3. To protect children from harm and upset that could be caused through giving them access to inappropriate sites, materials, images and contacts.
4. To make learners aware that there are inappropriate sites that are harmful and which must be avoided in school and at home.
5. To encourage learners to report immediately any inappropriate sites, materials or contacts that they find on the internet, either at school or at home.
6. To raise awareness with older children in school, who are likely to be using computers independently at home of the potential risks and dangers of internet use.

### **GUIDELINES**

1. Staff must ensure they have researched any websites prior to sharing with pupils.
2. Appropriate firewalls are in place and must be enabled at all times on all the school computers. Anti-virus software is also installed and kept up-to-date.
3. Staff must not under any circumstances, or at any time, disable- or bypass- firewalls on any school-owned computer.
4. Learners will be supervised by adults when they are given access to the internet.

5. Staff must only use computers for school purposes. School computers used by staff at home or in school must not be modified or used for personal use.
6. If learners bring digitally stored information into school staff must check the suitability of the information before it is used in school.
7. Learners must be encouraged to notify staff if, they at any time, come across unsuitable material on a computer. They should also be encouraged to always tell an adult if they access anything that concerns them either in school or at home.
8. Staff must notify the headteacher immediately if they find unsuitable or inappropriate material on a computer or storage device.
9. Spot checks and audits will be carried out from time-to-time to ensure that computers are being used appropriately.
10. An Acceptable Use Policy for each pupil and parent/carer to sign is included in the Start of Year pack.
11. E-safety lessons are taught regularly throughout the school. In these lessons children are taught to:
  - Take responsibility for keeping themselves and others safe online.
  - How to keep their usernames and passwords safe.
  - To ensure that anything they put on their personal space on the school website is appropriate
12. School will disseminate advice regarding e-safety issues for parents via the school website and newsletter. There is a link to CEOP (Child Exploitation and Online Protection Centre) on the front page of the school website where children and their parents can find advice on online safety.

## **IN CONCLUSION**

Learners and staff will be able to enjoy and use the school computers to enhance teaching, learning and the curriculum and to access useful educational information and materials, without risk of harm or upset.

This policy should be read in conjunction with the Behaviour Policy and the Use of Personal Technology Policy.