

SLATER PRIMARY SCHOOL



"Together we believe; together we achieve"

E-Safety Policy

2025-2027

This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies at Slater Primary School and explains how the school seeks to avoid the potential problems that unrestricted access could create.

Internet Access in School

- All staff and other adults involved in supervising children accessing the Internet, will be provided with the school ICT Acceptable Use Policy.
- Our school ICT Acceptable Use Policy for Pupils is available for parents on the school website.

Using the Internet to Enhance Learning

Access to the Internet is a planned part of the curriculum to enrich and extend learning activities. As in other areas of their work, we recognise pupils learn most effectively when given clear Internet use objectives.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the Internet may be by teacher demonstration
- pupils may be given a suitable web site to access using a link from their year group links page on the school website or by clicking on a link in a teacher-prepared Word document
- pupils may be provided with lists of relevant and suitable web sites which they may access
- older pupils may be allowed to undertake their Internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files and the sites they access.

An adult will supervise pupils accessing the Internet, normally their teacher, at all times. They will be taught the Rules of Responsible Internet Use (See appendix 1) and the reasons for these rules. Teachers will ensure that these rules remain uppermost in the children's minds as they monitor the children using the Internet.

Using Information from the Internet

To use information from the Internet effectively, it is essential for pupils to develop an understanding of the nature of the Internet and the information available on it:

- pupils will be taught to expect a broader range of content, both in level and in audience, than is found in the school library or on television
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true and understand that this is even more important when considering information from the Internet (as a non-moderated medium)
- When copying materials from the Web, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Using E-mail

It is vital that communications are properly managed to ensure appropriate educational use and that the school's good name is maintained. Therefore:

- pupils may send e-mails as part of planned lessons but will not be given individual e-mail accounts at present
- incoming and outgoing e-mail is accessed via webmail and not downloaded onto school computers
- pupils will only be allowed to use class webmail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules
- teachers will endeavor to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail
- children will have the e-mail messages they compose checked by a member of staff before sending
- incoming e-mail to class e-mail addresses will not be regarded as private
- pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours
- the forwarding of chain letters will not be permitted.

Maintaining the Security of the School ICT Network

Connection to the Internet significantly increases the risk that unauthorised persons may compromise or access a computer or a computer network. Capacity2learn (C2L) regularly checks that virus protection is up-to-date during their maintenance visits. The IT Coordinator will keep up-to-date with ICT developments and work with the Lead IT manager from C2L to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary. Users should not expect that files stored on servers or storage media are always private.

Ensuring Internet Access is Appropriate and Safe

The Internet is accessible to anyone wishing to send emails or publish websites. However, like other media, some online material may be unsuitable for students. Schools typically prevent pupils from accessing inappropriate content. To protect students, the following key measures have been adopted:

- our Internet access is purchased from C2L which provides a service designed for pupils including a filtering system intended to prevent access to material inappropriate for children;
- children using the Internet will only use it during planned lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age of the pupils;
- staff will be particularly vigilant when pupils are undertaking their search and will check that the children are following the agreed search plan;
- pupils will be taught to use the Internet responsibly in order to reduce the risk to themselves and others;

- C2L regularly ensure that random checks are made on files to monitor compliance with the school's ICT Acceptable Use Policy;
- the headteacher will ensure that the policy is implemented effectively;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in accordance with national guidance.

Generally, the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is impossible to guarantee that particular types of material will never appear on a computer screen. The school cannot accept liability for the material accessed or any consequences other than following its behaviour policy to reprimand any misuse of the internet on purpose.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If a pupil is exposed to offensive material, the Safeguarding Lead, in consultation with the Head Teacher and the class teacher, will manage the incident. All relevant staff will be informed.

Our priority will be to support the affected pupil(s), and their parents/carers will be notified about the school's actions. We aim to work collaboratively with families to resolve issues.

Photographs

Prior permission is sought from all parents regarding the use of images for printed publications, media, website and videos. Staff should check the relevant year group permission list before using images of children.

Classes may submit items for publication on the school website. Class teachers are responsible for ensuring content accuracy, maintaining presentation quality, and checking photo permission forms before uploading. All material must be original, with proper credit given to other works. The website will include the school's address and telephone number, but we do not publish students' full names or identify individuals. Home information and personal email addresses will not be published.

Internet access and home/school links

Parents will be informed that pupils are provided with supervised Internet access as part of their lessons. We will keep parents in touch with future ICT developments both on the website and by newsletter.

Cyberbullying

Cyberbullying is the deliberate use of Information and Communications Technology (ICT) to upset someone, involving tools like email, social media, chat rooms, and mobile devices.

Through Computing lessons, assemblies and PSHE, children will be taught the **SMART** rules:

SAFE	Keep safe by being careful not to give out personal information online.
MEETING	Never agree to meet anyone that you chat to on the internet; they may not be who you think they are. You can't be sure who you're talking to on the Internet.
ACCEPTING	Do not accept unusual e-mails. They may be trying to tempt you into opening them. They could contain viruses that can damage your computer. If this happens to you, tell an adult.
RELIABLE	Information on the internet may not be true – anyone can upload material to the internet. Always double-check any information on a more reliable website.
TELL	If anything makes you feel worried tell your parents, teachers or an adult that you trust. They can help you to report it to the right place or call a helpline like ChildLine on 0800 1111 in confidence.

Slater Primary

Rules for Responsible Internet Use

The school has computers with Internet access to help you with your learning. These rules need to will keep you safe when you use the Internet.

Using the computers:

- I will only access the school network with the login I have been given.
- I will not try to access files in other people's folders.
- I will close all programs and sign out before leaving the computer.
- I will ensure that any files that I bring in from outside school have been virus-checked before using them on the school computers.

Using the Internet:

- I will ask permission from a teacher before using the Internet.
- I will only search the Internet in ways that my teacher has approved.
- I will check who owns an image I may want to use on the Internet and will only use those with permission for re-use.
- I will minimise the web page if I find any unpleasant material and will report this to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files, and may monitor the Internet sites I visit.

Using e-mail / messaging / forms:

- I will not give my personal information e.g. full name, date of birth, home address or telephone number on any website.
- I will not share anyone else's personal information online.
- I will not use the Internet to arrange to meet someone outside school hours.
- I will ask permission from a teacher before sending any messages on the Internet and will only send messages to people / sites that my teacher has approved
- The messages I send will be polite and responsible.
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself.

