



West Byfleet Infant School

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E Safety Policy Reviewed Spring 2014

Teaching and learning

Why the Internet and digital communications are important

The Internet, e-mail and Virtual Learning Environment are an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with high-quality Internet access, e-mail and a virtual learning environment as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary learning tool for staff and pupils.

1. Internet use will enhance and extend learning

1.1 West Byfleet Infant School Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils at county and local level.

1.2 Clear boundaries will be set for the appropriate use of the Internet and digital communications and discussed with staff and pupils.

1.3 Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation and the safe use of the Internet.

2. Pupils will be taught how to evaluate Internet content

2.1 West Byfleet Infant School does all it can to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

2.2 Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy through ICT lessons.

Managing Internet Access

1. Information system security

1.1 School ICT system security will be reviewed regularly.

1.2 Virus protection is installed and updated regularly.

1.3 Security strategies will be discussed with the Local Authority as appropriate.



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2. E-mail

2.1 Pupils may only use approved e-mail accounts on the school system.

2.2 Pupils must immediately tell a teacher if they receive offensive e-mail.

2.3 In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.

2.4 Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

2.5 The forwarding of chain letters is not permitted.

3. Published content and the school web site

3.1 Staff or pupil personal contact information will not generally be published. The contact details given online should be the school office.

3.2 The Headteacher or nominee will take overall editorial responsibility and ensure that published content is accurate and appropriate.

4. Publishing students' images and work

4.1 Photographs that include pupils will be selected carefully so that images cannot be misused.

4.2 Pupils' full names will not be used anywhere on a school Website in association with photographs.

4.3 Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website.

5. Managing filtering

5.1 The school will work in partnership with Surrey County Council and 4S, Becta and the Internet Service Provider to ensure that systems to protect pupils are reviewed and improved.

5.2 If staff or pupils discover an unsuitable site, it must be reported to the ICT Coordinator or the ICT Technician.



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6. Managing videoconferencing

Once implemented, the following will apply:

6.1 IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.

6.2 Pupils should ask permission from the supervising teacher before making or answering a videoconference call.

6.3 Videoconferencing will be appropriately supervised for the pupils' age.

7. Managing emerging technologies

7.1 Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

8. Protecting personal data

8.1 Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions

1. Authorising Internet access

1.1 All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.

1.2 The school will maintain a current record of all staff and pupils who are NOT granted access to school ICT systems.

1.3 Parents/carers will be asked to sign and return a consent form.

2. Assessing risks

2.1 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 computer connected to the school network. Neither the school nor Surrey County Council can accept liability for any material accessed, or any consequences of Internet access.

2.2 The school will audit ICT use periodically to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.



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3. Handling e-safety complaints

3.1 Complaints of Internet misuse will be dealt with by a senior member of staff.

3.2 Any complaint about staff misuse must be referred to the Headteacher.

3.3 Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Communicating e-Safety

1 Introducing the e-safety policy to pupils

1.1 e-Safety rules will be posted in all rooms where computers are used and on screens when accessing the network

1.2 Pupils will be informed that network and Internet use will be monitored.

1.3 A programme of training in e-Safety is taught thorough ICT, based on the National Strategy e-safety materials.

2 Staff and the e-Safety policy

2.1 All staff will be given the School e-Safety Policy and its importance explained.

2.2 Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.

2.3 Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.

2.4 Staff should understand that phone or online communications with pupils can occasionally lead to misunderstandings or even malicious accusations. Staff must take care always to maintain a professional relationship. (Refer to Safe Practice Policy)

3 Enlisting parents' and carers' support

3.1 Parents' and carers' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.

3.2 Information for parents will be included in our Welcome to Year Group sessions held annually.

Reviewed February 2014