

# **Ysgol Pontrobert**

## **E-Safety Policy**

**Cadarnhawyd gan y Corff Llywodraethol/** Policy approved by Governing Body

**Dyddiad / Date: Medi /Sept 2015**

**Dyddiad adolygu / Review date: Medi / Sept 2016**

**Llofnod Prfathrawes / Headteacher's signature:**

**Llofnod Cadeirydd / Chair's signature:**

**Dyddiad / Date:**

### **Introduction**

At Ysgol Pontrobert our e-Safety Policy relates to how we protect and teach children whilst using the internet.

#### **Teaching and learning**

- 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.
- 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 asked to sign the school's "E-Safety Rules" consent form along with their parents or carers.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- 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 shown how to publish and present information to a wider audience.

### **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.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content.

### **Information system security**

- School ICT systems security will be reviewed regularly and virus protection is updated regularly.
- Security strategies are discussed with the Local Authority and we are fully compliant with the latest technologies at all times.

### **E-mail**

- Messages sent using the schools email system should not be considered private and the school reserves the right to monitor all email.
- Pupils are not allowed to use personal e-mail accounts on the school system.
- We actively encourage all pupils who use e-mails to inform a parent or teacher if they receive offensive or inappropriate e-mails.
- We teach children not reveal their personal details or those of others, or arrange to meet anyone without the specific permission of their parents.
- We also teach children that all incoming e-mail should be treated as suspicious and attachments should not be opened unless the author is known to them.

### **Published content and the school web site**

- Staff or pupil personal contact information will not be published on our website.
- The headteacher takes overall editorial responsibility and will ensure that content on the web site is accurate and appropriate.
- We encourage the children of Ysgol Pontrobert to use the school website

- and to share this with members of the family
- Pupils' names will not be used anywhere on the website and particularly in association with photographs.

### **Social networking and personal publishing**

- We forbid the use of social networking sites in school.
- Members of staff should not engage in dialogue about the school with parents through the use of social networking sites.

### **Managing filtering**

- Ysgol Pontrobert works in partnership with Powys County Council to ensure that our e-systems are up to date and set to the maximum level to protect children in school.
- If staff or pupils come across unsuitable on-line materials, the web site address and a description of the inappropriateness of its content must be reported to the headteacher so that action can be taken to filter out the site.
- If staff come across on-line material which is believed to be illegal, the computer will be quarantined – its power removed and physically secured from tampering. Details will be reported immediately to the head teacher.
- Outside agencies such as the Police will be informed as appropriate.

### **Protecting personal data**

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

### **Staff and the e-Safety policy**

- All staff will be given a copy of the School e-Safety Policy and its importance explained.
- Staff will be informed that network and Internet traffic can be monitored and traced
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

### **Handling e-safety complaints**

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse will be referred to the headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure (see schools complaints policy)

- Pupils and parents will be informed of consequences for pupils misusing the Internet

Parents' and carers' attention will be drawn to Ysgol Pontrobert's e-Safety Policy in the school prospectus.