Pilgrims School

E-safety Policy for PUPILS

January 2019

Next review date: January 2020

Please note: 'School' refers to Early Years Foundation Stage (Little Pilgrims and Nursery) and Pilgrims Main School.

Pilgrims Pre-Preparatory School is committed to providing a safe and secure environment for teaching and learning for the whole school community.

Policy links include: E-Safety School, ICT, Safeguarding, Anti-bullying, Early Years Foundation Stage Policy, PSHE and Behaviour and Discipline.

PURPOSE:

At Pilgrims we believe that the internet and other digital technologies are powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. As children encounter a variety of technologies at ever younger ages it is important that responsible behaviours are introduced from the outset, in ways appropriate to each pupil's level of understanding.

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- Safe Use of Internet and Technological Devices in School

ROLES AND RESPONSIBILITIES
It is the responsibility of the e-Safety Coordinator, working alongside the Senior Leadership Team, Safeguarding Children Co-ordinator, ICT Co-ordinator and IT Engineer, to promote a responsible attitude within the pupils and staff towards the use of technology and the internet at Pilgrims.

E-Safety Coordinator
- Establish and maintain a safe ICT learning environment and e-safety programme.
- Establish and maintain a staff professional development programme relating to e-safety.
- Respond to e-safety policy breaches in an appropriate and consistent manner in line with the school Behaviour and Discipline Policy.
- Develop parental awareness of e-safety procedures.
- Keep abreast of new and relevant information and legislation.

Governor for Safeguarding / E-Safety
- Support the Headteacher/e-Safety coordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensuring relevant Professional Development is provided and systems are in place for monitoring, informing and supporting staff, children and parents.

IT Engineer
- The school's information system is managed by the IT Engineer and Bursar.
- The IT Engineer's role is to maintain a safe technical infrastructure.
- Keep abreast of technical developments, information and legislation.
- Ensure security of our hardware systems and data.
- Appropriately monitor the use of IT equipment, software and systems, the internet and emails.
- Support training needs of teaching and administrative staff in the use of ICT.

- Report inappropriate use or concerns to the DSL and/or Headteacher.

Safeguarding Children Co-ordinator
- Provide support and advice on potential ICT safeguarding children issues and follow appropriate safeguarding procedures where necessary.

All staff
- Contribute to development of e-Safety Policies.
- Adhere to Polices and procedures
- Discuss e-safety issues with the children to promote and reinforce appropriate behaviours and attitudes.
- Model good practice - Maintain a professional level of conduct in their personal use of technology both within and outside of school.
- Take responsibility for their own awareness and learning in relation to opportunities and risks posed by new and emerging technologies.
- Speak to an appropriate member of staff regarding any areas of concern.

ICT IN THE CURRICULUM
Technology is a crucial component of every academic subject and is also taught as a subject in its own right. Pilgrims provides pupils with the opportunities to use high quality resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them. Our classrooms are equipped with LCD whiteboards and computers. We have an ICT suite and a bank of iPads. Other forms of technology used in school include programmable and interactive toys and games. (Refer to the ICT Curriculum Policy for further details)

PUPILS INTERNET ACCESS AND USE
Pupils use the internet as part of a planned programme of study to enrich and extend their learning. Computer, iPad and internet use is always supervised by an adult and rules for acceptable use of the Internet are discussed with all pupils at an appropriate level. These rules are also prominently displayed in relevant areas of the school. (Refer to Appendix 1 – Pupils rules for acceptable use)

Internet access is designed specifically for the age and curriculum requirements of the pupils at Pilgrims and is monitored by the IT Engineer.   The Firewall provider restricts and protects users against access to unacceptable websites. Filters are in place for bad language and pornographic words.

EMAILS
Internal school emails may be used by pupils in Year 2.

Inbox access is restricted by user login and password and the windows based network can audit user actions. Emails are monitored and approved by the teacher and only used to enhance pupils learning. Approved school email addresses are used for whole class or group communication outside of the school.

USING THE ICT SUITE
The ICT suite must be left tidy and ready for use by the next class. Children and staff must log out completely and chairs should be tucked under each station. The adult in charge must check the room before leaving, collecting all prints and ensuring the projector has been turned off to protect the life of the projector bulb.

PRINTING
Children must ask permission prior to printing. Pilgrims School operates Print Management Software which audits and costs printing per page, cost limits can be enforced by user, class or printer.

THE ROLE OF TECHNOLOGY IN OUR PUPILS LIVES

Outside of school pupils are exposed to a wide range of technologies such as games consoles, iPads and mobile phones with access to the internet, emails, blogs, video calls, social networking sites (Bebo, Facebook, MySpace) and video sharing sites (such as YouTube). This communications revolution gives young people unrivalled opportunities. It also brings risks. Although Pupils do not have access to all of these types of technology and internet sites in school, Pilgrims recognise the importance of teaching our pupils how to use technology responsibly and stay safe.

MISUSE

Incidents of technology misuse will be dealt with in accordance with the schools Discipline Policy. We will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with the school's Anti-bullying Policy.

INVOLVEMENT WITH PARENTS AND GUARDIANS

We seek to work closely with parents and guardians in promoting a culture of e-safety. Pupils and parents are asked to use ICT responsibly and safely at school. Internet safety leaflets and information for parents and guardians are sent home regularly. (Refer to e-Safety School Policy Appendix 2 – Internet Safety Booklet)

PARENT COMPLAINTS

Any complaints from parents regarding the e-safety within the school will be dealt with in accordance with the Complaints procedure.

SAFE USE OF THE INTERNET AND TECHNOLOGICAL DEVICES IN SCHOOL

E-safety is a whole school responsibility and, at Pilgrims, we have adopted the principles and agreement for the safe use of the internet inside the school outlined below:

Treating other users with respect

- Everyone has a right to feel secure and to be treated with respect. Harassment and bullying will not be tolerated. Our Anti-bullying policy is set out on the website. The school is committed to promoting equal opportunities for all. Bullying and harassment in any form should always be reported to a member of staff. Pupils should not be afraid to come forward.
- Proper supervision of pupils plays an important part in creating a safe ICT environment at school but everyone needs to learn how to stay safe outside the school.
- All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or worrying issues to a member of staff.

Keeping the School Network Safe

- Our IT Systems are monitored and managed the IT Engineer and Bursar.
- Pupils and Staff access school computers via personal LOGIN and password.
- Anti-Virus controls are in place and monitored regularly by the IT Engineer.
- Virtual Private Network is strictly controlled with a software solution provided by SmoothWall's School Guardian. (SmoothWall's School Guardian product - Guardian delivers highly accurate real-time filtering results using Dynamic Content Analysis - it examines the content, context and construction of every web page requested.)

Promoting Safe Use of Technology

- At an appropriate age, the children learn about different hazards on the internet.
- Pupils are not allowed mobile phones or other technological devices from home in school unless permission has been granted by the Headteacher.

Marcin Mieczkowski
E-safety Coordinator
Clerk to the School Governors

PUPILS RULES FOR ACCEPABLE INTERNET USE

These rules help us to stay safe on the Internet at School

- ✓ We only use the internet when an adult is with us.
- ✓ We can click or touch the buttons or links when we know what they do.
- ✓ We can go to our favourite websites with an adult's permission.
- ✓ We always ask if we get lost on the Internet or something odd happens.
- ✓ If we find words or pictures that makes us feel uncomfortable or we know we shouldn't see we should:

  1. Not switch off the computer or IPad.

  2. Turn the screen off or turn the tablet over.

  3. Tell an adult immediately.

- ✓ We treat all ICT equipment with respect and report damages to our teacher.

Year 2

- ✓ We can write polite and friendly emails to people we know with our teacher's permission.

Using the rules

Go through the rules with your child regularly and pin them up near the computer. Regularly check the internet sites your child is visiting by clicking on history and favourites. Reassure your child that you want to keep them safe rather than take the internet access away from them. Create a dialogue and relationship of mutual respect as far as the internet is concern.

Acceptable Use Rules for Pupils

- ✓ We only use the internet when an adult is with us
- ✓ We can click or touch a button or link when we know what they do
- ✓ We can go to our favourite websites with an adult's permission
- ✓ We always ask if we get lost on the Internet or something odd happens
- ✓ If we find words or pictures that make us feel uncomfortable or we know we shouldn't see we should:
  - o Not switch the computer or iPad off
  - o Turn the screen off or turn the tablet over
  - o Tell an adult immediately
- ✓ We treat all ICT equipment with respect and report damages immediately

Year 2
- ✓ We can write polite and friendly emails to people we know with our teacher's permission

Some useful websites:

Using a child friendly search engine allows content to be filtered. Most adult search engines have built in filtering option under the 'preferences' link that should be adjusted before use.

Google – www.google.co.uk/goodtoknow/familysafety
Yahoo! Kids – www.kids.yahoo.com
CBBC Search – www.bbc.co.uk/cbbc/find

For further information:
NSPCC – www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety
CEOP – www.ceop.police.co.uk
CEOP advice for parents: - www.thinkyouknow.co.uk

Children, ICT & e-Safety
Information for parents and guardians

Children of today are increasingly using Information & Communication Technology (ICT) in schools and in the home
This guide explains:
How your children are using ICT in school
How using ICT in the home can help children to learn
How children can use the Internet safely at home
Where to access further information

How your child uses ICT at school

ICT in school is taught using a range of equipment including computers, iPads and LCD boards. ICT is recognised as a subject in its own right and also supports the children's learning in other subjects, including Literacy and Numeracy. Within ICT lessons children learn to use a wide range of ICT such as:

- Word processing – typing their name, stories, letters, captions
- Databases – recording information
- Spreadsheets – creating tables and charts
- Desktop publishing – designing posters, leaflets and cards
- Multimedia presentations – presenting text, pictures, sound, video
- Drawing programs – creating pictures and designs
- Internet and CD-Roms – research
- Email – contacting children and teachers from other schools
- Digital Cameras – recording achievements and visits
- Electronic sensors – investigating and recording change
- Controllable robots – giving instructions
- Simulations – exploring real and imaginary situations

How you can help your child at home

ICT is not just about using a computer or iPad. It also includes the use of controllable toys, digital cameras, and everyday equipment such as televisions, mobile phones and DVD players.
Children can be helped to develop their ICT skills at home by:

- Writing letters to friends and relatives
- Sending emails
- Drawing pictures and designs
- Using the internet to research school projects
- Planning routes
- Using interactive games or apps

Many studies have been carried out looking at the benefits of having access to computers at home. Some of the key findings include:
- Used effectively, ICT can improve a child's achievement
- Using ICT at home and at school can develop skills for life
- Children enjoy using ICT
- ICT provides access to a wider range of learning materials

 For further information go to:
 www.parentscentre.gov.uk/usingcomputersandtheinternet

Using the internet safely at home
Whilst many internet service providers offer filtering systems and tools to help you safeguard your child at home, it remains surprisingly easy for children to access inappropriate material including unsuitable text, pictures and movies. Parents are advised to set the security levels within Internet Explorer or other browsers with this in mind. Locating the computer in a family area where possible, not a bedroom will enable you to supervise your child as they use it. Also consider mobile phones, iPads and games consoles that can access the internet. However do not deny them the opportunity to learn from and enjoy the wide variety of material and games available on the Internet. Instead discuss with them some simple rules for keeping safe whilst using the computer and ensure you monitor its use.

Simple rules for keeping safe on the internet
- Ask permission before using the internet – discuss the websites they are using
- Only use websites you have chosen together or a child friendly search engine
- Only email people you know – and when you have given permission
- Never give out personal information about themselves, their friends or their family when online
- Only use a web cam with people they know and you have given permission
- Tell you immediately if they see anything they are unhappy with