



## Millhouse Primary E Safety Policy

### Who is it for?

All users of Millhouse Primary' ICT equipment; children, teachers, Teaching Assistants and Support Staff, management, parents and guests. The equipment includes hardware, software, accessing the internet through Millhouse Primary or accessing the school network.

### 1.Objectives

*That all users have access to a safe virtual environment.*

Whereas ICT offers a wealth of educational and social benefits, it is recognised that, as in any community, there are those that are prepared to use it for immoral or anti social means. It is the duty of the school to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the school's physical buildings.

All users have the right to be:

- safe from maltreatment, neglect, violence and sexual exploitation
- safe from bullying and discrimination
- safe from crime and anti-social behaviour in and out of school
- safe from accidental injury and death

### The technologies

ICT in the 21<sup>st</sup> Century has an all-encompassing role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in school and/or, more importantly in many cases, used outside of school by children include:

- The Internet
- e-mail
- Instant messaging (<http://www.msn.com>, <http://info.aol.co.uk/aim/>) often using simple web cams
- Blogs (an on-line interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites (Popular [www.twitter.com](http://www.twitter.com) / [www.facebook.com](http://www.facebook.com) )
- Video broadcasting sites (Popular: <http://www.youtube.com/>)
- Chat Rooms (Popular [www.teenchat.com](http://www.teenchat.com), [www.habbohotel.co.uk](http://www.habbohotel.co.uk))
- Gaming Sites (Popular [www.neopets.com](http://www.neopets.com), <http://www.miniclip.com/games/en/>, <http://www.runescape.com/>)
- Music download sites (Popular <http://www.apple.com/itunes/> <http://www.napster.co.uk/> <http://www.kazaa.com/>, <http://www.livewire.com/>)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, web functionality and cut down 'Office' applications.

## 2. Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The headteacher ensures that the Policy is implemented and compliance with the Policy monitored. The responsibility for e-Safety has been designated to a member of the senior management team.

Our school **e-Safety Co-ordinator** is Mr. M. Ritchie

We are also establishing an e-safety committee involving staff/students and parents and governors.

Our e-Safety Coordinator ensures they keep up to date with e-Safety issues and guidance through organisations such as Becta and The Child Exploitation and Online Protection (CEOP). The school's e-Safety coordinator ensures the Head, senior management and Governors are updated as necessary.

Governors need to have an overview understanding of e-Safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance <sup>1</sup> on e-Safety and are updated at least annually on policy developments.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

All staff should be familiar with the schools' Policy and actively teach E-safety such as:

- Safe use of e-mail;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- publication of pupil information/photographs and use of website;
- eBullying / Cyberbullying procedures;
- their role in providing e-Safety education for pupils;

E-safety forms part of assessment within ICT.

Staff are reminded / updated about e-Safety matters at least once a year.

## 4. How will complaints regarding e-Safety be handled?

Whereas Barnsley LEA govern access to internet sites, blocking known inappropriate material, the school will take all reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions.

Sanctions available include:

- interview/counselling by teacher / e-Safety Coordinator / Headteacher;
- informing parents or carers;
- removal of Internet or computer access for a period,
- referral to LA / Police.

Our e-Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Headteacher.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school / LA child protection procedures.

All incidents will be logged, reported to the e-safety coordinator and recorded.

To ensure the physical safety of children and staff within school, the school also will ensure:

- Best advice from the LEA has been taken in relation to all purchasing
- Annual Electrical Safety Checks are carried out in accordance with LEA guidelines.
- Maintenance of Hardware is contracted to Bull
- Extinguishers are in place
- The Data Protection Act to include registering the Governing Body and the Head- Teacher to access data.
- Staff are to undergo training regarding safe email use and the use of portable devices such as lap tops, thumb drives or portable hard drives