



**KENMORE PARK INFANT & NURSERY SCHOOL
E- SAFETY POLICY**

KPINS E- Safety Policy



2021



KENMORE PARK INFANT & NURSERY SCHOOL E- SAFETY POLICY

The school E-Safety Policy covers the safe use of internet and electronic communications technologies such as mobile phones and wireless connectivity. The policy highlights the need to educate children and young people about the benefits and risks of using new technologies both in and away from school. It also provides safeguards and rules to guide staff, pupils and visitors in their online experiences. The school's E-safety policy operates in conjunction with other school policies including those for Pupil Behaviour, Anti-Bullying, Curriculum, Data Protection, Safeguarding Children and Security plus any Home-School Agreement.

The Computing leader will take the responsibility of coordinating E-safety and report to the head teacher.

Teaching and learning

Why the Internet and digital communications are important

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 is designed expressly for pupil use and will include filtering, provided by LGFL, appropriate to the age of pupils.
- 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 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
- E-safety is embedded into curriculum lessons via appropriate materials, but also through assemblies, parent workshops and letters and other electronic communications

Managing Internet Access

Information system security

- The School ICT systems security will be reviewed regularly by the Computing leader and **Wibird** (our network providers).
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority and Wibird.



KENMORE PARK INFANT & NURSERY SCHOOL E- SAFETY POLICY

Published content and the school web site

- Staff or pupil personal contact information will not be published.
- Any online content will adhere to the school's Social Media policy.

Publishing pupil's images and work

- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. The school will use group photographs rather than full-face photos of individual children.
- Pupils' full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site or Social Media where the image is clear and the individuals can be identified.
- Work can only be published with the permission of the pupil and parents/carers where the name is included.

Social networking and personal publishing

- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Parental use of social media in interaction with the school should be respectful they will be discouraged from posting photographs or videos of school events that include other adults and children e.g. on Face Book.

Managing filtering

- The school will work with LGFL and Wibird to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the Computing Leader.
- The Computing Leader and Wibird will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones are not permitted in school; technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.
- The appropriate use of Learning Platforms will be discussed and reviewed as the technology becomes available within the school.

Protecting personal data

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



KENMORE PARK INFANT & NURSERY SCHOOL E- SAFETY POLICY

Policy Decisions

Assessing risks

- 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 LGFL can accept liability for any material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish if the E-Safety Policy is adequate and that its implementation is appropriate and effective.

Handling E-Safety complaints

- Complaints of Internet misuse will be dealt with by the Computing Leader in consultation with the Head Teacher.
- Any complaint about staff misuse must be referred to the Head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Community use of the Internet

- The school will liaise with local organisations to establish a common approach to E-Safety.

Staff and the e-Safety policy

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

Enlisting parents' and carers' support

- Parents and carers attention will be drawn to the School E-Safety Policy in newsletters, the school brochure and on the school Web site.
- The school will maintain a list of E-safety resources for parents/carers.

Appendix 1: Useful resources

<https://my.uso.im/j2e/> via the school website <http://kpins.harrow.sch.uk/>

www.thinkuknow.co.uk/

www.kent.gov.uk/childrens_social_services/.../e-safety.aspx

www.bbc.co.uk/cbbc/topics/stay-safe

www.ceop.police.uk/



KENMORE PARK INFANT & NURSERY SCHOOL E- SAFETY POLICY

Dear Parents/Guardians,

As part of the school's Computing Programme, we offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must have their carer's permission. We invite you and your child to sign and return the Computing Home/School Agreement as evidence of your approval and the children's acceptance of the school rules on this matter.

Access to the Internet will enable pupils to explore thousands of libraries for information. Families should be aware that some information available on the Internet is not acceptable to us, therefore, we have taken every precaution to restrict access to such materials on our machines.

We believe that having this restricted access to the Internet will benefit the pupils. However, it is the parents'/guardians responsibility for setting and upholding the standards that their child should follow, both in and outside school, and as such pupils should not try to search for unsuitable material.

At school, children will only be allowed on the Internet under the supervision of a member of Staff who will guide pupils towards suitable material. Outside school, families must guide the children when they look at newspapers, magazines, books, television and the internet etc.

We have put together some guidelines that we hope you will find useful. If you have any questions, contact your child's Teacher.

Please read and sign the permission form with your children and return to school.

Yours sincerely

Mrs. R.K. Mahil-Pooni
Headteacher

Mr S. Christopher
Computing Curriculum Lead



**KENMORE PARK INFANT & NURSERY SCHOOL
E- SAFETY POLICY**

Computing Home / School Agreement

1. As a **pupil**, I will:

- use the computers only when my teacher allows me to
- access the Computing network with my own username and password
- listen and follow instructions exactly
- have permission from a member of staff before using the internet
- not give my home address or telephone number to anyone on the Internet
- use respectful language when using internal communication media
- report anything unpleasant to my teacher

Pupil's signature _____

Date: ___ / ___ / ___

2. As a **parent/carer** of the child named above, I will:

- give permission for my child to access the internet and use approved internal media
- understand that my child is responsible for his/her actions
- accept responsibility for setting standards for my child to follow when using the internet and MyUSO the schools managed learning platform.
- support the school's Computing Home /School Agreement

Parent/Carer's signature: _____

Date: ___ / ___ / ___

Home Telephone: _____

Mobile Number: _____

3. We, at **the school** will:

- provide good quality teaching and learning experiences helping pupils reach their full potential
- encourage pupils to respect themselves and others
- supervise pupils' access to the Internet and internal media
- encourage pupils to take care of their surroundings

Head teacher's signature: _____

Date: ___ / ___ / ___