E-Act Blackley Academy e-Safety Policy

At E-Act Blackley Academy our vision for ICT is that ICT is an everyday teaching and learning tool where children can independently apply their ICT skills across the curriculum to enhance learning.

Introduction

The Internet is an extremely rich resource both for learning and for recreation.

We will encourage children to make effective use of the rich information resources available on the Internet both for study and for recreation. We will encourage children to develop the appropriate skills and understandings that will enable them to use these resources well and safely, as well as the ability to analyse and evaluate the resources they find. These skills will be fundamental in the society our pupils will be entering. Children will be encouraged to make use of both the World Wide Web and e-mail.

Usually, the resources used by pupils in schools are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information that has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher.

The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is a genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:
- Establish the ground rules we have in school for using the Internet.
- Describe how these fit into the wider context of our discipline and PHSE policies.
- Demonstrate the methods used to protect the children from sites containing pornography, racist or political extreme views and violence.

At E-Act Blackley Academy, we feel that the best recipe for success lies in combination of site filtering, or supervision and by fostering a responsible attitude in our pupils in partnership with parents.

Parents will be sent an explanatory letter and the rules that form our Internet Access Agreement. This can be seen as an extension to the Home School Agreement.

Teaching and Learning
Using the Internet for Education
The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. As pupils use the Internet widely outside of school they need to learn how to evaluate Internet information and to take care of their own safety and security. E-Act Blackley Academy has a duty to provide pupils with quality Internet access as part of their learning experience.

Benefits of using the Internet in education include:
- access to world-wide educational resources including museums and art galleries;
- rapid and cost effective world-wide communicaton;
- educational and cultural exchanges between pupils worldwide;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- social and leisure use;
- exchange of curriculum and administration data with Manchester LA and DfES;
- access to learning wherever and whenever convenient.

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the pupils. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. They will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. Staff will guide pupils in on-line activities that will support the learning outcomes planned for pupils' age and maturity.

As pupils gain experience they will be taught how to use searching techniques to locate specific information for themselves. We hope pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: time taken; the amount of information found; the usefulness and reliability of information located.

E-Act Blackley Academy e-Safety Policy

At times, information, such as text, photos etc may be "downloaded" from the Internet for use in pupils presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye.

Pupils Access to the Internet

To prevent children having access to any materials on the Internet that may be illegal, defamatory, inaccurate, obscene or offensive, the school's Internet access will be through a recognised educational service provider (MEWAN), offering a filtered service. In addition, use of the Internet in schools by pupils will only be permitted whilst they are supervised by an adult. However, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen.

Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.

Teachers will have access to Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

Expectations of Pupils using the Internet

All pupils are expected to read and agree the Internet Agreement.
At E-Act Blackley Academy, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are aware anywhere else in school. This includes materials they choose to access, and language they use.

- Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that further access to the site can be blocked.
- Pupils are expected not to use any offensive language in their e-mail communications and contact only people they know or those the teacher has approved. They are taught the rules of etiquette in e-mail and are expected to follow them.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- Pupils should not access other people's files unless permission has been given.
- Computers should be used for school work and homework unless permission has been granted.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs or CD-ROMs should be brought in from home for use in school. This is both for legal and security reasons.

- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Pupils consistently choosing not to comply with these expectations will be warned and subsequently may be denied access to Internet resources. They will also come under the general discipline procedures of the school, which comprises an escalating set of measures include a letter to parents and withdrawal of privileges.

Managing Information Systems

The security of the school information systems will be reviewed regularly including the regular update of virus protection. Files held on the school's network will be regularly checked. The ICT Co-ordinator and network manager will review system capacity regularly.

Published content

A web site can celebrate good work, promote the school, and publish resources for projects and homework, and link to other good sites of interest.

The contact details on the website should be the school address, e-mail and telephone number. Staff or pupil's personal information must not be published. The website should comply with the school's guidelines for publications including respect for intellectual property rights and copyright.

Publication of pupil's images or work

Images that include pupils will be selected carefully and will no enable individual pupils to be clearly identified. Pupils' full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers will be obtained before images of pupils are electronically published. Should any parent or carer particularly wish their child's name or photograph not to appear on the school's website their wishes will be respected.

Social networking and personal publishing

The school will block/filter access to social networking sites. Newsgroups will be blocked unless a specific use is approved. Pupils will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, e-mail addresses, full names of friends etc. Pupils will be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted

The school will control access to moderated social networking sites and educate pupils in their safe use. Pupils will not access social networking sites e.g. 'My Space', 'Facebook' or 'Bebo'. Pupils will be taught the importance of personal safety when using social networking sites and chat rooms. Pupils will not be allowed to access public or unregulated chat rooms. Pupils will only be allowed to use regulated educational chat environments and use will be supervised.

Staff will not exchange social networking addresses or use social networking sites to communicate with pupils (past and present) and parents.

Should special circumstances arise where it is felt that communication of a personal nature between a member of staff and a pupil is necessary, the agreement of a senior manager should always be sought first and language should always be appropriate and professional.

Mobile Phones

Mobile phones will not be used during lessons or formal times in school. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden and will be dealt with in accordance with the school's Anti-Bullying and Behaviour Policies.

Communication

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers. E-mail or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites.

Filtering
The school will work with MIS, Becta and the Internet Service Provider to ensure that systems to protect pupils are reviewed and improved. If staff or pupils discover any unsuitable sites, the URL must be reported to the ICT Co-ordinator. The school's filtering strategy will be designed by educators to suit the age and curriculum requirements of pupils, advised by engineers.

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

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

Policy Decisions

Internet authorisation
The school will maintain a current record of all staff and pupils who are granted access to the schools electronic communications.
At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials. Key Stage 2 children must apply e-Safety rules when accessing websites. Parents will be asked to sign and return a consent form for pupil access.

Risk assessment
E-Act Blackley Academy will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The school cannot accept responsibility for the material accessed, or any consequences resulting from Internet use.

E-Act Blackley Academy e-Safety Policy

The school will audit ICT to establish if the e-safety Policy is adequate and the implementation of the e-Safety policy is appropriate.

Safeguarding

Safeguarding and promoting the welfare of pupils is embedded into the culture of the school and its everyday practice and procedures.

All staff has a responsibility to support e-Safe practices in school and all pupils need to understand their responsibilities in the event of deliberate attempts to breach e-safety protocols. E-safety is a partnership concern and is not limited to school premises, school equipment or the school day.

Bullying, harassment or abuse of any kind via digital technologies or mobile phones will not be tolerated and complaints of cyber bullying will dealt with in accordance with the school's Anti-Bullying and Behaviour Policy. Complaints related to child protection will be dealt with in accordance with the school's Safeguarding Policy.

e-Safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the Principal.

Communication Policy

Introduction of policy to pupils

An e-Safety training programme will be introduced to raise awareness and importance of safe and responsible Internet use. The pupils will be made aware of responsible and safe Internet use when appropriate. E-Safety rules will be posted in rooms with Internet access. Pupils will be informed that network and Internet use will be monitored.

Introduction of policy to staff

Staff should be aware that Internet traffic can be monitored and traced to the individual user by the local authority. Discretion and professional conduct is essential. Staff training in safe and responsible Internet use and on the school e-Safety Policy will be provided as required.

Introduction of policy to parents

Parents' attention will be drawn to the school's e-Safety Policy in newsletters, the school brochure and on the website.

Policy prepared by: Penny Keen

Date:

Date adopted by the governing body:

Review date: