

WINDHILL PRIMARY SCHOOL

FLYING HIGH FOR EXCELLENCE

E-Safety Policy



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The new technology, including computer equipment, social networking, mobile phones, the Internet and email provided great opportunities for creativity and communication. However, it is essential that with the onset and use of these new technologies that staff and students at Windhill Primary School are aware of the relative dangers and some of the legal implications of misuse and are given clear guidelines on sensible practice.

Purpose

- To ensure that staff and students use email wisely and safely and do not put themselves, other students or staff, or the Windhill Primary School at risk through inappropriate communications and to avoid potential liabilities, both personal and employer arising from the misuse of e-mail.
- To establish sensible Internet usage as part of teaching, learning and administrative functions within Windhill Primary School and to ensure that students and staff are aware of how to remain “e-safe” and within the bounds of the law, when using the internet at home and in the community.
- To ensure the use of Social Networking sites and personal internet enabled devices (eg, smartphones, tablets, e-readers etc) and mobile media (eg memory sticks, external hard drives, SD cards etc) are used safely and appropriately.

1. Summary Guidelines

1.1 Students will be taught e-safety relating to current issues with regard to remaining safe online, safe Internet browsing, the use of social networking, and cyber bullying.

1.2 It will be made explicit to staff and students that accessing inappropriate (pornographic, sexual, violent or overtly political nature) content is not allowed. The school will continue to use an internet service provider with filtered access, but students and staff will be made aware that the filtering system is not (on its own) a way of guaranteeing the elimination of inappropriate content. Staff and students should be vigilant and any inappropriate content will be reported to the systems manager and appropriate action taken.

1.3 Staff should note that any computer equipment remains the property of Windhill Primary School and should not be used inappropriately when out of school. The school reserves the right to scan computers for inappropriate materials. (Further guidance on this is available in the ‘Laptop Terms & Conditions’ section of this document).

1.4 Staff and students should be aware of the issues regarding public access to websites such as Facebook, Twitter and Instagram. Although beyond the control of Windhill Primary School, staff and students need to be aware that information placed on such sites remains around for a long time and has a bearing on the way employers, present and in the future, view individuals.

1.5 Staff should be aware of the legal framework that surrounds the Regulation of Investigatory Powers Act (2000) and how this act affords rights to employers with particular regard to email access. Staff and students should consider the most appropriate way of using email so that they have a regard for their own, others and Windhill Primary School’s interests.

Internet Use

The school recognises that the World Wide Web (the "Internet") is a useful tool and can be used to the benefit of students. Sites that contain offensive material must not be accessed.

Examples of offensive material include (without limitation) material of a pornographic, sexual, violent or overtly political nature.

Where appropriate, staff are authorised to make use of the Internet as part of their official and professional activities. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the school's name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. Any intellectual property right and copyright must not be compromised when publishing on the Internet. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work-related, leaves an individual liable to disciplinary action which could lead to dismissal.

Downloading

Staff must not download any file from the Internet unless it is absolutely necessary and he/she is satisfied as to the integrity of the file source.

Offensive material (as outlined above) must not be downloaded under any circumstances. Staff should exercise care whenever copying any information and ensure that no breach of any copyright law occurs.

Social Networking sites

Staff and students must be wary of the use of social networking sites (such as Facebook). Data recorded within such sites has a legacy, which is hard to eradicate, and staff and students need to be aware that information recorded on such sites can be open to scrutiny by current and future employers.

Students need to be warned against the dangers of meeting people face-to-face that they have become acquainted with through such sites.

Here are some suggested guidelines for using Facebook safely:

- Ensure that all your privacy settings are set to 'Friends Only'.
- Consider what information you have on your info page and your profile picture.
- Ensure that you do not bring your professional status and educational institute into disrepute. Make sure that you consider what you post about colleagues, students or parents. Taking charge of your digital reputation is important, as unprofessional posts or images will lead to disciplinary action and possible failure to gain employment in the future.
- Be careful what photographs you include on your profile. Once these are uploaded, they are very difficult to remove and remember; any can be altered and merged with other more distasteful images.
- Be aware of any spam or potential virus risks sent via rogue posts.

- If you are alerted to any negative or unscrupulous information about yourself, colleagues or your school on Facebook, inform your Headteacher. Further advice to help with cyber bullying / Facebook incidents etc., can be gained from a professional association such as your Trade Union.

Filtering

In school, the curriculum network is subject to an external filter: because the internet is growing at a rapid rate, it is not possible to keep up-to-date with the filtering of inappropriate materials in real time. Staff need to be vigilant when students are accessing the internet and report any inappropriate sites to the systems team, who in turn, can contact the filtering agency.

Access and Use of Computers

Windhill Primary School has made available the use of computers, e-mail and Internet access to staff ('computer equipment') for use in the ordinary course of school business. Staff must only use such equipment for school business purposes and so use must at all times be professional and appropriate in such a way that it does not compromise Windhill Primary School in any way.

All computer applications, programs or information created or stored on the computer equipment shall at all times be, and remain the property of, Windhill Primary School. For the avoidance of doubt, this shall include all e-mail messages irrespective of subject matter. In any event, as the computer equipment is for use in the ordinary course of school business, staff's email address should not be for personal emails. Staff must ensure that they keep their own password secure and, in addition, should not use an account assigned to another user. Staff must not install any personal software on any equipment unless given permission to do so by the school's system manager.

Viruses

The computer system has an automatic virus checker in place – this should intercept most viruses. Users should be aware of new viruses which surface from time to time and should not open messages which they believe may contain viruses. Intentional introduction of viruses Windhill Primary School's computer system or infecting a third party computer system from Windhill Primary School's computer system is a criminal offence under the Computer Misuse Act 1990.