STEWART INTERNATIONAL
SCHOOL

LA PETITE ECOLE BILINGUE

1. What is E-Safety?

E-Safety reflects the need to raise awareness of the safety issues associated with information systems and electronic communications as a whole.

E-Safety encompasses not only Internet technologies but also electronic communications such as mobile phones, handheld devices and wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology. It provides safeguards and raises awareness to enable users to control their online experiences.

The Internet is an unmanaged, open communications channel. The World Wide Web, e-mail, blogs and social networking all transmit information using the Internet's communication infrastructure internationally at low cost. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it an invaluable resource used by millions of people every day.

Much of the material on the Internet is published for an adult audience and some is unsuitable for children and young people. In addition, there is information on weapons, crime and racism access to which would be more restricted elsewhere. Pupils must also learn that publishing personal information could compromise their security and that of others.

Schools need to protect themselves from legal challenge. The law is constantly catching up with Internet developments.

Schools can help protect themselves by making it clear to pupils, staff and visitors that the use of school equipment for inappropriate reasons is "unauthorised". However, schools should be aware that a disclaimer is not sufficient to protect a school from a claim of personal injury and the school needs to ensure that all reasonable actions have been taken and measures put in place to protect users.

2. Teaching and learning

Why is Internet use important?

- 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.

- Internet use is part of the statutory curriculum and a necessary tool for learning.

- Internet access is an entitlement for students who show a responsible and mature approach to its use.

- 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.

- Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet use benefit education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;

- inclusion in the National Education Network which connects all UK schools;

- educational and cultural exchanges between pupils world-wide;

- vocational, social and leisure use in libraries, clubs and at home;

- 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;

- collaboration across support services and professional associations;

- improved access to technical support including remote management of networks and automatic system updates;

- exchange of curriculum and administration data with the LEA and DfE;

- access to learning wherever and whenever convenient.

How can Internet use enhance learning?

- The school Internet access will be designed expressly for pupil use and will include filtering 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.

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How will pupils learn how to evaluate Internet content?

- The school will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

- The evaluation of on-line materials is a part of every subject.

3.   Managing Information Systems

How will information systems security be maintained?

- The security of the school information systems will be reviewed regularly.

- Virus protection will be updated regularly.

- Security strategies will be discussed.

- Portable media may not be used by children and non-staff members without specific permission followed by a virus check.

- Unapproved system utilities and executable files will not be allowed in pupils' work areas.

- Files held on the school's network will be regularly virus-checked.

How will e-mail be managed?

- Pupils do not hold any e-mail accounts hosted by the school.

- E-mail sent to external organisations should be written exclusively by teachers carefully and authorised before sending, in the same way as a letter written on school headed paper.

- The forwarding of chain letters is not permitted.

How will published content be managed?

- The contact details on the website will be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

- E-mail addresses will be published carefully, to avoid spam harvesting.

- The HT will take overall editorial responsibility and ensure that content is accurate and appropriate.

- The website will comply with the school's guidelines for publications including respect for intellectual property rights and copyright.

Can pupil's images or work be published?

- Images that include pupils will be selected carefully and will not be identified by name.

- Pupils' full names will not be used anywhere on the website in association with photographs.

- Written permission from parents or carers will be obtained before images of pupils are electronically published.

How will social networking and personal publishing be managed?

- Pupils at SIS – LPEBL KT have very little access to the internet for learning and researching purposes and only under staff supervision. The school does not allow access to social networking sites.

- Newsgroups will be blocked to children and non-staff members unless a specific use is approved by a member of staff.

- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location.

- Pupils will be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice will be given regarding background detail in a photograph which could identify the student or his/her location.

- The classes' blogs are password protected. Teachers will be advised not to run social network spaces for pupil use on a personal basis.

- Students will be advised not to publish specific and detailed private thoughts.

How will filtering be managed?

- If staff or pupils discover unsuitable sites, the URL must be reported to the appropriate member of staff in the school.

- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

- Any material that the school believes is illegal must be reported to appropriate agencies such as Internet Watch Foundation (IWF) or Child Exploitation and Online Protection Centre (CEOP) (addresses later).

How should personal data be protected?

- Personal data will be recorded, processed, transferred and made available according to the GDPR May 2018.

4.   Policy procedures

How will Internet access be authorised?

- All staff must read the relevant policies and Code of Conduct before using any school IT resource.

- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

- At Key Stage 2, access to the Internet will be with adult-supervised access to specific, approved on-line materials.

- Parents will be informed that pupils will be provided with supervised Internet access.

How will risks be assessed?

- The school 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. Neither the school nor LEA can accept liability for the material accessed, or any consequences resulting from Internet use.

- The school will audit IT use to establish if the E-Safety policy is adequate and that the implementation of the E-Safety policy is appropriate.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

How will E-Safety complaints be handled?

- Complaints of Internet misuse will be dealt with by the HT or the coordinators.

- Any complaint about staff misuse must be referred to the HT.

- Any complaint about misuse by the HT must be referred to the Proprietor.

- Pupils and parents will be informed of the complaints procedure.

- Parents and pupils will need to work in partnership with staff to resolve issues.

- Discussions will be held with the local Police to establish procedures for handling potentially illegal issues.

- Sanctions within the **School Behaviour Policy** include:

- interview/counselling by the head teacher;
- informing parents or carers;
- removal of Internet or computer access for a period.

How is the Internet used across the community?

- The school may liaise with local organisations to establish a common approach to e-safety.

- The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

5.   Communications Policy

How will the policy be introduced to pupils?

- E-Safety rules will be posted in rooms with Internet access.

- Pupils will be informed that network and Internet use will be monitored.

- An e-safety training programme will be introduced to raise the awareness and importance of safe and responsible internet use.

- Instruction in responsible and safe use should precede Internet access.

How will the policy be discussed with staff?

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

- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

- Staff that manage filtering systems or monitor IT use will be supervised by senior management and have clear procedures for reporting issues.

- Staff training in safe and responsible Internet use and on the school E-Safety Policy will be provided as required.

How will parents' support be enlisted?

- Parents' attention will be drawn to the school's E-Safety Policy during the Back to School meeting and on the school website.

- Internet issues will be handled sensitively, and parents will be advised accordingly.

- A partnership approach with parents will be encouraged. This could include parent individual meetings with demonstrations and suggestions for safe home Internet use.

The Present policy has been drawn under:

DfE Measures to keep children safe online at school:
https://www.gov.uk/government/news/new-measures-to-keep-children-safe-online-at-school-and-at-home
DfE Indecent images of children: guidance for young people
https://www.gov.uk/government/publications/indecent-images-of-children-guidance-for-young-people/indecent-images-of-children-guidance-for-young-people
CSCB E Safety advice for parents & carers:
https://www.cscb-new.co.uk/wp-content/uploads/2015/11/esafety-advice-for-Parentscarers.pdf
NSPCC Keeping children safe: Online safety
https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/
NSPCC Keeping children safe: Share Aware teaching resources
https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/teaching-resources/
HM Communications Act 2003:
http://www.legislation.gov.uk/ukpga/2003/21/pdfs/ukpga_20030021_en.pdf
HM Computer Misuse Act 1990:
http://www.legislation.gov.uk/ukpga/1990/18/data.pdf
HM Malicious Communications Act 1988:
https://www.legislation.gov.uk/ukpga/2003/21/section/127
HM Copyright, Design and Patents Act 1988:
https://www.legislation.gov.uk/ukpga/1988/48

HM Education Act:
http://www.legislation.gov.uk/ukpga/2002/32/contents
HM Children Act:
http://www.legislation.gov.uk/ukpga/1989/41/contents
http://www.legislation.gov.uk/ukpga/2004/31/contents

HM Working together to safeguard children:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf
DfE Keeping Children Safe in Education statutory guidance:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
DfE Keeping Children Safe in Education Information for all school staff:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf

Charlotte BEYAZIAN 04/11/2019 (Review date: 11/2020)