



## Clophill St. Mary's CofE Lower School E-safety policy

At St Mary's, we will teach children to become responsible, competent, confident and creative users of information and communication technology.

We will do this by:

- Protecting and educating our pupils and their parents in their use and understanding of technology.
- Having the appropriate mechanisms to intervene and support any incidents.
- Striving to prevent any e-safety concerns through excellent teaching of e-safety.
- Having an age-related, comprehensive curriculum for e-safety that enables pupils to become safe and responsible users of new technologies.
- Having E-Safety' Computer Suite Displays to support teaching and learning.
- Ensuring all staff Policy understand and adhere to Internet and E-mail Acceptable Use

Aim:

- Maximise e-safety for pupils
- Help everyone understand potential risks
- Provide guidelines for safe & appropriate school / home use

The school will:

- Provide a secure network and a secure home/school access (where relevant for staff)
- Establish key standards of behaviour for e-safety across the school, in-keeping with those of the LA
- To ensure that we adhere to e-safety issues related to new Government policies affecting schools

### **Training**

Teachers and pupils will receive appropriate training in the correct use of the school's ICT equipment and facilities.

### **Internet Access**

Staff will familiarise themselves with the School's Internet and E-mail Acceptable Use Policy (AUP). Student access is governed by filtering software and firewalls provided by Central Bedfordshire Council.

### **Guidelines**

The policy aims to:

- To reflect the understanding that all members of the school community have responsibilities towards themselves, towards others and towards the school and that these responsibilities are not confined to the physical location of the school;
- Enable young people to develop their own protection strategies when adult supervision and technological protection are not available;
- Provide information on where to seek help and how to report incidents;
- Provide guidelines for parents, carers and others on safe practice;

- Ensure technological solutions are regularly reviewed and updated to ensure maintenance of an effective e-safety programme

### **Emails**

Children may only do so under the supervision and direction of their teacher.

### **Anti-virus and anti-spam system**

The school has an up to date anti-virus and anti-spam system provided by the Local Authority and which is updated weekly. The network is set up to automatically scan laptops and other portable devices every time they are connected to the school system.

### **Pupils**

In key stage one the children will be taught to use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

In key stage two the children will be taught use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

- Pupils are made aware of the procedures for reporting accidental access to inappropriate materials.
- If children accidentally find inappropriate material they are to report it to their teacher who will alert the headteacher.
- Children learn of this procedure in their ICT based lessons.

### **Action Points**

- Continue to provide parents with information on safe internet access for children
- Continuously review provision and progression in lesson structure for e-safety

**See also:** Computer Security, E-Safety and Disaster Recovery Policy  
Internet and Email Acceptable Use Policy