
**PEASLAKE FREE SCHOOL
POLICY DOCUMENT**

POLICY NO: 8

E-SAFETY & ACCEPTABLE USE POLICY

Rationale

Peaslake Free School is committed to leverage the power of technology to enhance the teaching and learning experience in the school and to maximise the access it provides to connect with the outside world. The aim of this policy document is to protect the pupils, the staff and the school and to provide clear advice and guidance on how to minimise risks. ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. The Governors and members of staff at Peaslake Free School will work together to create a safe ICT learning environment.

Aim of the E-Safety Policy

- The main aim of the policy is to allow the school to take full advantage of the positive impacts of technology on teaching, learning and support
- We also wish to protect children and staff from the inappropriate use of technology which could harm the children or individual
- We are also committed to protect the reputation of the school and all who work in it.

Why Do We Use The Internet?

- The purpose of internet use in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff and to enhance the school's management functions.
- The Internet is part of the statutory curriculum and is a necessary tool for learning.
- The Internet is part of everyday life for education, business and social interaction. The school has a duty to provide students with quality internet access as part of their learning experience.

Teaching and Learning

Appropriate use of the Internet has proven educational benefits including raising pupil attainment. The School's Internet access is designed to enhance and extend education by allowing:

- Access to worldwide resources including museums and art galleries
- Access to experts in many fields for both staff and pupils
- Inclusion in the National Education Network which connects all UK Schools
- Professional development for staff through access to National developments, education materials and effective curriculum practice.
- Staff to guide pupils onto online activities that support the learning outcomes planned for pupil's age and ability.
- Pupils to be educated in the effective use of Internet research including knowledge retrieval, location and evaluation.
- Pupils to use age appropriate tools to research internet content

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Managing Internet Access and Authorisation

- All staff will read and sign the Staff Acceptable Use Policy (8B) before using any of the ICT resources
- Parents will be asked to read the Pupil Acceptable Use Policy (8A) for pupil access and discuss it with their child where appropriate
- All visitors to the site who require internet access will be asked to read the Staff Acceptable Use Policy (8B)
- Pupils will access the internet by adult demonstration to specific and approved on-line materials
- The school will take all possible precautions to ensure that users access only appropriate materials
- School ICT systems' capacity and security will be reviewed regularly
- Virus protection will be updated regularly
- All members of the school community will be informed about the procedure for reporting e-safety concerns including: breaches of filtering, cyber bullying, illegal content etc.

Email

Email is an essential means for communication for both staff and pupils. Directed email can bring significant educational benefits, interesting projects between schools in neighbouring villages and different continents.

- Pupils can only use approved email accounts for school purposes
- Whole class or group email addresses will be used for communication outside school
- Pupils must not reveal personal details of themselves or others in email communication
- Staff should not use personal email accounts in school hours or for professional use.

The School Website and Publishing Pupils Work

The School Website promotes the school, publishes pupils' work to celebrate it and publishes resources for topics. Publication of any material online should be considered from a personal and school security view point.

- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- Photographs of pupils will be carefully selected and material will be provided that cannot be reused.
- Pupil's 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 are electronically published.
- The School has a policy regarding the use of images of children which outlines procedures.

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Assessing Risk

Peaslake Free School will take all reasonable precautions to ensure that users access only appropriate 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 school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

Policy Ratified by the Governors: 15th September 2019

Review date: Annually