



ST MARY'S CATHOLIC PRIMARY SCHOOL

E-Safety Policy

1. Introduction

At St Mary's Catholic Primary School we view E-safety to be a whole school responsibility although ultimately the headteacher is responsible for internet safety, in conjunction with the Governing Body. The internet is a wonderful resource for children which puts the world in their hands, allowing them to discover, connect and create.

When delivering the ICT curriculum, teachers need to plan for and make use of ICT, for example, web-based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communications use. Access to the internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsible and mature approach towards its use.

2. What is E-Safety?

E-safety is clearly an aspect of general safeguarding and raising awareness to enable users to control their online experiences among children and young people highlighting the benefits, risks and responsibilities of using information technology. It encompasses not only Internet technologies but also electronic communications like mobile phones and wireless technology.

3. Aims

To give pupils and staff the opportunities to:

- Access world-wide educational resources;
- Share work using a managed intranet system;
- Gather information and have cultural exchanges between appropriate pupils in other schools;
- Participate in staff discussions with experts in many fields;
- Provide access to educational materials and good curriculum practice;
- Communicate with the advisory and support services, professional associations and colleagues;
- Exchange curriculum and administration data with the Local Authority (LA).

3. Scope

This policy applies to all school equipment at any time and all other ICT equipment brought onto the school premises by staff. Staff should seek the



headteacher's permission before bringing their own equipment onto the premises.

4. **Management**

- The headteacher will delegate editorial responsibility of our school website but will ensure that content is accurate and quality of presentation is maintained;
- The majority of photographs used on the website will not identify individual pupils in any way. Parents will be asked for written permission for any individual shots displayed;
- Full names of pupils will not be used anywhere on the website, particularly alongside photographs;
- Parents will be informed that pupils will be provided with supervised internet access;
- Personal CDs and memory sticks may not be brought into school by pupils;
- Responsibility for handling incidents will be given to the headteacher;
- Rules for internet access will be posted in each classroom.
- All staff, including teachers, supply staff, teaching assistants and support staff will be provided with the e-safety policy and its importance explained;
- Parents' attention will be drawn to the policy in letters, the school prospectus and on the school website.

5. **Planning and use of the internet**

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements;

- Pupils will be given clear objectives for internet use;
- Staff will select sites which will support the learning outcomes planned for the pupils' age and maturity;
- Staff and pupils **will not** be allowed to access public chat rooms, including social network sites (unless it is the school Twitter site);
- Staff and pupils will not access inappropriate sites that could put others at risk;
- The majority of the access to the internet will be by teacher and adult demonstration. However there may be situations when pupils have supervised access to specific approved on-line materials;
- Pupils using the internet will be supervised by an adult;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be immediately reported to the ICT Co-ordinator who will inform ICT support.

6. **Review**

This policy will be reviewed in September 2017.

The Headteacher and staff will review this policy in the light of experience within the school and any amendments will be presented to the Governing Body for discussion before being finalised.