

This policy encompasses the use of technologies including the internet, mobile phones and collaboration tools. It should be read in conjunction with all other policies.

Aims

- to establish the ground rules for use of the Internet and other forms of electronic communication;
- to highlight the need to educate pupils about the benefits and risks of using communications technologies;
- to provide safeguards for school users;
- to ensure that children and their families understand and subscribe to the rules.

Teaching and Learning

- The Internet is an essential element in 21st-century life for education, work and social interaction. The school has a statutory duty to provide students with quality Internet access as part of their learning experience.
- The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of the pupils.
- Pupils are taught what Internet use is acceptable and what is not and are given clear guidance and objectives for their activities.
- The school ensures that the use of Internet-derived materials by staff and pupils complies with copyright law.

Internet Access

- School IT system's capacity and security is reviewed regularly.
- Virus protection is updated regularly.
- The school takes all reasonable precautions to ensure that users access only appropriate material managed by the Yare Education Trust suggested filtering system.
- At Foundation Stage and Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- At Key Stage 2, access to the Internet will be by supervised access to specific, approved on-line materials.
- Parents are asked to read the school rules for responsible Internet use and to sign and return a consent form.

- A pupil may have their access withdrawn if they fail to abide by the rules for acceptable use.

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- E-mail sent to an external organisation must be authorised before sending, in the same way as a letter written on school headed paper.

School website

- The contact details on the website should be the school address, e-mail and telephone number.
- Staff or pupils' personal information is not published.
- The headteacher has overall editorial responsibility and ensures that content is accurate and appropriate.
- Written permission of parents/carers must be obtained before photographs of children are published on the school website.

Social networking and personal publishing

- The school blocks access to social networking sites.
- Pupils are told never to give out personal details of any kind that might identify them.
- Pupils and parents/carers are advised that the use of social network spaces outside school is inappropriate for primary aged children.
- Pupils are not allowed to use mobile phones during school time. The sending of abusive or inappropriate text messages is forbidden.

Protecting personal data

- Personal data is recorded, processed, transferred and made available according to the General Data Protection Regulation 2018.

Handling e-safety complaints

- Complaints of internet misuse are dealt with by a senior member of staff.
- Any complaint about staff misuse is referred to the headteacher.
- Complaints of a child protection nature are dealt with in accordance with the school's child protection procedures.



Informing parents/carers, children and staff

- E-safety rules are posted in all networked rooms and discussed with pupils at the start of each year.
- Pupils and staff are made aware that network and Internet use will be monitored.
- All staff have read the school's e-safety policy and know its importance.
- Parents' attention is drawn to the school's e-safety policy in newsletters and in the school brochure; the Rules for Responsible Internet Use are shared regularly, together with a permissions form for both parent/carer and pupil to sign and a staff form to sign too.

This policy should be read in conjunction with all other school policies.

