

## **ST FRANCIS CATHOLIC PRIMARY SCHOOL**

St Francis School strives to provide a broad, balanced and relevant Catholic education in which we recognise, through mutual respect, that Christ is in everyone.

### **E-Safety Statement**

At St Francis Catholic Primary School our vision for ICT is that ICT is an everyday tool where children can independently apply their skills across the curriculum to enhance learning.

This policy should be read in conjunction with the Acceptable Use Policy for staff (App.1).

#### **INTERNET and VIRTUAL LEARNING ENVIRONMENTS (\*VLE's)**

- The purpose of the Internet and VLE in school is to raise standards, to promote achievement, to support professional work of staff and to enhance the school's management information systems.
- Internet access is an entitlement and access to the VLE are necessary tools for staff and pupils.
- The school has a duty to provide children with quality internet access as part of their learning experience.
- Pupils should, where possible, have equal access to ICT within school.
- The school internet access will be designed for pupil use and will include filtering appropriate to the age of the pupils. The school ICT support management monitors and allows access to appropriate sites.
- Pupils will be taught how to use the internet and VLE safely. Staff will guide pupils in online activities.
- Internet access will be planned to enrich and extend learning activities.
- The learning platform (VLE) provides a safe and secure environment to access appropriate websites that can support and extend learning.

#### **MONITORING**

- If staff and/or pupils discover unsuitable sites, the URL (site address) should be reported to the ICT Co-Ordinator who will inform the ICT support management to remove access to the site.
- Where possible, staff should view websites before using with the children.
- Pupils will be taught about e-safety through specialist assemblies and follow-up work in the classroom.

#### **EMAIL**

- Pupils should only use approved email accounts through the learning platform provided by the school – Microsoft Outlook.
- Pupils should be encouraged to tell the teacher if they receive an email that is upsetting and the incident should be logged in the school office and, if necessary, the parent(s) informed.
- Pupils must not reveal personal data online, e.g., address and phone number.
- Pupils should never share their password details unless it is with a member of school staff for access purposes.
- Personal email between staff and pupils should only take place through whole class email.

- Parent(s)/pupil(s) having problems accessing the VLE at home should speak to the Class Teacher in the first instance who will refer to the ICT Co-Ordinator, if appropriate.

## CONTENT of WEBSITE and VLE

- The point of contact on the website is the school address, email and telephone number. Staff and pupils home information will not be published.
- Photographs of pupils on the website will only be posted where parents have given permission. When photographs are used, they will not include names of individual pupils.
- Photographs will be included on the VLE and are only accessed by pupils/parents in the school and included in the home/school agreement.
- The class teacher will edit work before it is published on the Internet.

## BLOG

- Pupils will be encouraged to add comments to a blog, where one exists.
- Comments should always be moderated and approved by staff.
- Any unsuitable comment will be discussed with the pupil(s) concerned.
- Comments that are deemed offensive should be logged in the office and access to the VLE may be removed.

## ACCESS

- The school will keep a record of all staff who have access to VLE's. The record will be kept up to date so that if a member of staff or a pupil leaves, access is withdrawn or transferred. The ICT Co-Ordinator will keep this up to date.
- In Key Stage 1 access to the Internet at all times will be by adult supervision and demonstration.
- Methods to identify, assess and minimise risk will be reviewed regularly.
- The Head Teacher and ICT Co-Ordinator will ensure that the e-safety policy is implemented.
- E-safety guidance will be sent out to parents through the school website. A partnership approach with parents will be encouraged. This could include demonstrations, published materials and e-safety presentations held for parents.

## FILTERING

- The school will work in partnership with the local authority, the Internet Service Provider, ICT support systems management and the ICT Co-Ordinator to ensure systems to protect pupils are reviewed and improved.

## SECURITY

- All staff must be aware of the Acceptable Use Policy and E-Safety policy which will be reviewed annually.
- Policies will be agreed by all staff and available in the school office.
- The school ICT systems are reviewed regularly with regard to security. Recommendations are acted on by the ICT Co-Ordinator and ICT support systems management provider.
- The ICT support systems management will update the server so that only current staff and pupils have access to the school system.

## EQUAL OPPORTUNITIES – Pupils with additional needs.

The school endeavours to create a consistent message with parents for all pupils and this in turn should aid establishment and future development of the schools' e-safety rules.

However, staff are aware that some pupils may require additional support or teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of e-safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of e-safety. Internet activities are planned and well managed for these children and young people.

## MONITORING and REVIEW

The effectiveness of this statement will be monitored continually by the ICT Co-Ordinator, Head teacher and LGB. Any necessary amendments may be made immediately.

The next scheduled review date is May 2022.

## Glossary:

### **\*Virtual Learning Environment**

A Virtual Learning Environment (**VLE**) is a system for delivering learning materials to students via the web. These systems include assessment, student tracking, collaboration and communication tools.

## ACCEPTABLE USE AGREEMENT STAFF, GOVERNORS, VISITORS

ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure all staff, governors and visitors are aware of their professional responsibilities when using any form of ICT within school. All staff are expected to sign this policy and adhere to its contents at all times. Any concerns or clarification should be discussed with the **Head Teacher (Rhona Miccoli)**.

- I will only use the school's email/internet/learning platforms and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or LGB.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with staff and pupils are compatible with my professional role.
- I will not give out my personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, or accessed remotely.
- I will not install any hardware or software without permission of the Head Teacher and ICT Co-Ordinator
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or member of staff. Images will not be distributed outside the school network without permission of the parent, carer, member of staff or Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to the ICT Co-Ordinator. I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside of school, will not bring my professional role into disrepute.
- I will support and promote the school's E-Safety Statement and Data Protection Policy and will help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand this forms parts of the terms and conditions set out in my contract of employment.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school.

Signature..... Date:.....

Full Name..... (Printed)

Job Title.....