

E-SAFETY POLICY

THE ETHOS OF IQRA ACADEMY

IQRA means 'Read'

Improvement

Quality

Respect

Achievement

Policy Statement

The National Curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. When using ICT with pupils, staff are expected to plan and make use of communications technologies such as web based resources. Use of the Internet is now a daily part of many peoples' lives and it is important that pupils are taught how to access communications technologies safely and responsibly.

Internet Use Will Enhance Learning

The academy Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Key Responsibilities

The Governing Body must:

- Ratify the E-safety Policy
- Nominate an e-safety governor who will work with the ICT coordinator as well as other leadership team members and report back to the appropriate Governing Body committee
- Monitor the progress of E-Safety 'Across The Curriculum'.
- Monitor the progress of E-Safety improvement within the Academy

The Role Of ICT Coordinator and e-safety Governor

The Named e-safety Governor and ICT coordinator will be responsible for the successful implementation of the policy across the academy as a whole. Responsibilities will also include the provision of training and resources for staff and for the induction of new staff. This will be accomplished through formal INSET sessions as well as being available in an advisory capacity on a day-to-day basis.

Senior Leadership Team must:

- Give practical support to the development and implementation of the E-Safety policy at the Academy
- Monitor the effectiveness of the E-Safety strategy in raising standards of achievement
- Provide INSET opportunities and facilitate the production of resources for teachers and support staff as appropriate.

Phase Managers must:

- Check that class teachers within their phase plan E-Safety into their lessons and homework when using ICT

ICT Co-ordinator must:

- To work with SLT to develop a robust strategy for dealing with e-safety across the curriculum
- To ensure the effective development and implementation of a whole academy E-safety policy
- To provide INSET opportunities and resources for teachers and support staff as appropriate
- To monitor the implementation of the policy and its effectiveness in raising achievement
- To evaluate the strategy and make modifications as necessary

Class Teachers must:

- All teachers should include E-Safety issues in their schemes of work and unit planning.
- Encourage and reinforce consistent standards of e-safety use by pupils
- Reinforce the understanding of ICT and e-safety specific words and terms
- Should be able to identify a pupil's e-safety strengths and weaknesses and know how to build upon these in order to promote pupil progress
- Undertake e-safety activities during any lesson where internet access is available.
- Encourage their class to be safe on the internet at all times
- Report any e-safety matters to the named person immediately in order for it to be dealt with

All Staff and the e-Safety Policy

- All staff will be given the Academy e-Safety Policy and its importance explained. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Mobile Phones

- All staff that has a mobile phone within the academy should ensure that they are kept out of sight from pupils and that they have a secure lock on them.

Parental/Carer Involvement:

We recognise the strength of staff, pupils and parents/carers all working together. Clearly signposted parental/carers support is significantly important in the raising of standards. With this in mind:

- Parents/carers will be encouraged to support their son/daughters to be safe online at home
- Parents/carers will be invited into the academy for specific e-safety events
- At times support outside the classroom for individual pupils may be requested, and we would seek parental/carers support in this

Enlisting Parents' Support

- Parents' attention will be drawn to the Academy e-Safety Policy in newsletters, the academy brochure and on the academy Web site.

The Role of The Pupil:

- All pupils have responsibility for their own behaviour online.
- Pupils should therefore:
 - Read and acknowledge the AUA for pupils
 - Report any e-safety matter to their class teacher, learning leader or phase manager immediately.

Introducing the E-Safety Policy To Pupils

- E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.

Pupils Will Be Taught How to Evaluate Internet Content

Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information System Security

Academy ICT system capacity and security will be reviewed regularly. Virus protection will be updated regularly.

E-mail

Pupils may only use approved e-mail accounts on the academy 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 without specific permission from their parent/carer.

E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on academy headed paper.

The forwarding of chain letters is not permitted.

Published Content and the Academy Web Site

The contact details on the Web site will only be the academy address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The Principal will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupil's Images and Work

Photographs which include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

Pupils' full names will not be used anywhere on the Web site particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the academy Web site.

Pupil's work can only be published with the permission of the pupil and parents.

Social Networking and Personal Publishing

The academy will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved by the Principal or ICT Coordinator.

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Pupils and parents will be advised that the use of social network spaces outside the academy is inappropriate for primary aged pupils.

Managing Filtering

The academy will work with the Local Authority and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported immediately.

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing Emerging Technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in academy is allowed.

Pupils are not allowed to use mobile phones in the academy.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Copyright

We expect all users to respect copyright laws when using images and text.

Policy Decisions

Authorising Internet Access

All staff must read and sign the 'Acceptable ICT Use Agreement' before using any academy ICT resource.

In Key Stage 1, access to the Internet will be by adult demonstration with occasional, directly supervised access to specific, approved on-line materials.

Pupils in Key Stage 2 will use the Internet independently but under adult supervision. Use of the internet will be for educational purposes only.

Parents will be asked to sign and return a consent form.

Assessing Risks

The academy 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 an academy computer.

The academy will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

Handling E-Safety Complaints

Complaints of Internet misuse will be dealt with by a senior member of staff. All incidents will be logged.

Any complaint about staff misuse must be referred to the Principal.

Complaints of a child protection nature must be dealt with in accordance with the academy Child Protection Procedures.

Network Safety

All users need to log on using a username and password.

Staff are given allocated disk space for storage of their work.

All data sticks provided by the academy must be encrypted.

On the network there are secure areas where staff can write and read. We expect the staff to respect what is written to this area and not delete without permission.

Only network administrators are permitted to install software onto computers.

All users are expected to not attempt to download software onto the computers.

Failure To Comply

Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by a senior member of staff.

Declaration of Responsibility

This e-safety Policy was reviewed and formally adopted by Iqra Academy on

..... Date

..... Signed Named Governor

..... Signed Principal