

# Sheringham Woodfields School



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Chair of Governors

Registered Charity: Friends of Sheringham Woodfields School - 1127142

## E-Safety Policy

Approved by SMT: 25<sup>th</sup>  
September 2023

Approved by Staff: 2<sup>nd</sup> October  
2023

Approved by Governors: 7<sup>th</sup>  
December 2023

Next Review date: Autumn 2026

Person(s) responsible for review: SLT

### Purpose

The purpose of this policy is to ensure all pupils and staff who use ICT at Sheringham Woodfields School are safe and not found to be in situations that are embarrassing, inappropriate and even dangerous. The safe and effective use of the Internet is an essential life-skill, required by all.

### Why is Internet use important?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for pupils and staff who show a responsible and mature approach to its use.
- The school has a duty to provide pupils with quality Internet access as part of their learning experience.

### How will Internet use enhance learning?

- The school Internet access is designed expressly for pupils use and includes filtering appropriate to the age of pupils. The school currently operates under an approved NCC filtering software package which is managed locally by the school.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use. This will be taught at class level, taking into account the level of ICT need within each class.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements periodically.
- Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils age and maturity.
- For some pupils, reduced levels of filtering will be applied so, they have the opportunities to replicate real life internet access in a monitored environment with managed risks.

### **How will pupils learn to evaluate Internet content?**

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT Manager & one of the designated safeguarding leads.
- Sheringham Woodfields School will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

### **How will e-mail be managed?**

- Pupils may only use approved e-mail accounts on the school system (as generated by ICT Solutions), and access in school to external e-mail accounts may be blocked.
- Pupils must immediately tell a teacher if they receive an offensive e-mail, or an email they are unsure about.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school paper.
- The forwarding of chain letters is banned.

### **How should the School Website be managed?**

- The point of contact on the Web site is the school address, school office e-mail and telephone number. Staff or pupils home information will never be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified. All parent/carers are asked to sign a photo permissions form.
- Pupils' full names will never be used anywhere on the Web site, particularly associated with photographs.
- The Business Manager will have full editorial responsibility and ensure that content is accurate and appropriate. From time to time, other members of staff may have access to certain pages to be able to update content.
- The school Data Clerk will also help populate new, events and key dates.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

### **Newsgroups and Chat rooms**

- Pupils will not be allowed access to public or unregulated chat rooms whilst at school
- Staff will not accept or initiate requests with current pupils on social networking sites, chat rooms or gamer channels. In terms of Facebook, staff should not have current pupils within their 'friends' list.  
Staff must not establish or seek to establish social contact with pupils, children or young people for the purpose of securing a friendship or to pursue or strengthen a relationship. That extends to the use of social networking sites such as Facebook (GTC Guidance. The Guardian, 2011)

### **How will the risks be assessed?**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The 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. Neither the school nor NCC can accept liability for the material accessed, or by any consequences of Internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Lead Designated Safeguarding Lead will ensure that the e-safety policy is implemented and compliance with the policy monitored.

#### **How will filtering be managed?**

- The school will work in partnership with parents, the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- School uses Protex, maintained by E2BN and managed by the school locally.

#### **How will ICT system security be maintained?**

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed on every machine and updated regularly.
- Security strategies will be discussed with the LA.

#### **How will complaints regarding Internet use be handled?**

- Responsibility for handling incidents will be delegated to the Head teacher and Business Manager.
- Any complaints about staff misuse must be referred to the Headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will need to work in partnership with staff to resolve issues.

#### **How will support for the policy be enlisted?**

- Parents' attention will be drawn to the School e-safety Policy in newsletters, the school prospectus and on the School Website.
- Internet issues will be handled with sensitivity to inform parents without undue alarm.

This policy is to be read in conjunction with:








- Respect, dignity and confidentiality
- Whistle blowing
- ICT Policy
- GDPR & Data protection
- Use of portable devices/I.C.T equipment
- Social Media and Electronic Communication Policy



## Sheringham Woodfields School

### Internet and e-safety code of good practice



	We ask permission before using the internet
	We only use websites our teacher has chosen
	We tell an adult if we see anything we are uncomfortable with
	We immediately close any web page we are uncomfortable with
	We only email people an adult has approved
	We send e-mails that are polite and friendly
	We never give out personal information or passwords
	We never arrange to meet anyone we don't know
	We do not open e-mails sent by anyone we don't know
	We do not use internet chat rooms
	If we use social networking sites we do not give out information relating to staff or pupils at Sheringham Woodfields School
	If using internet on our mobile phones we follow the above guidelines

## Supporting E-Safety in class

### To protect our information:

Always log off.

Use Windows and L to lock the computer.

Pupils should not use staff profiles.

Never give pupils or other staff your password.

Close any open browsers not relevant to learning (i.e. staff emails open).

### Reduce the Risk:

Visit web pages in advance to check suitability for pupils.

Be aware of inappropriate adverts that may play before videos e.g. YouTube.

Monitor pupils' screens at all times.

Monitor key word searches.

Be aware of inappropriate versions of things originally intended for children (e.g. on YouTube).

Students are encouraged to ask questions and participate in conversation about benefits and danger of being online.

### If you do not like what you see...

Close the browser and say:

“We don't like some things on the internet/computer, let's turn that off.”

Distract the pupil to other activities and emphasise that they have done nothing wrong.

Complete the ICT Form indicating which computer was used.

Report incident to the School Business Manager.