



Reigate Parish Church School

E-safety Policy

**Reviewed Spring 2013
Next reviewed - Spring 2016
Approved at C&PW committee –Spring 2016
Next review – Spring 2019**

Reigate Parish Church School is currently a 180-place school for children aged from 4 to 7 years. The school has six classes organised as mixed ability, parallel classes across the three year groups. There are plans for it to expand over the next four academic years into a two-form primary school.

The school has a distinctive Christian ethos which is at the heart of the school and provides an inclusive, caring and supportive environment where children, of any faith or no faith, learn to flourish in a setting shaped by Christian values. We welcome applications from all members of the community and expect all parents to respect the Christian ethos of the school and its importance to our community.

Writing and reviewing the E-safety Policy

- The E-safety subject leader is Miss Nicoll
- The E-safety Policy and its implementation will be reviewed every three years.
- The E-safety Policy was revised by Miss Nicoll

Teaching and learning

- The '**Computing Policy**' details the teaching and learning objectives for Computing.
- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils are taught how to evaluate and report any unpleasant Internet content.

Managing Internet Access

- The school Internet access is provided by Surrey County and includes filtering appropriate to the age of pupils.
- E-safety rules are on display next to all connected computers
- The '**Acceptable Use Policy – Staff (Reigate)**' details the school's policy on internet access.

E-mail

- Pupils must immediately tell a teacher if they receive offensive e-mails (to date our children do not have email accounts)
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission
- The '**Acceptable Use Policy – staff (Reigate)**' details how staff should use E-mail.

Published content and the school website

- The contact details on the Website should be the school address, e-mail and telephone number.
- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Pupils' full names will be avoided on the website, including in blogs, forums or wikis, particularly in association with photographs
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

Social networking and personal publishing on the school learning platform

- The school will control access to social networking sites, and consider how to educate pupils in their safe use e.g. use of passwords
- Pupils will be advised never to give out personal details of any kind which may identify them or their location

Managing filtering

- The school will work in partnership with Surrey County Council to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the E-safety Coordinator and the '**E-safety Incident of concern response procedure**' followed.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed
- Staff will use a school phone where contact with pupils is required

Protecting personal data

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

Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Acceptable Use Policy – staff (**Reigate**)' before being allowed to access the Internet from the school site. All staff must read and sign the '**Acceptable Use Policy – Staff (Reigate)**' before using any school ICT resource
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems
- Parents will be asked to sign and return the '**Acceptable Use Policy – Parents (Reigate)**' which includes a consent form.
- Any person not directly employed by the school will be asked to sign the '**Acceptable Use Policy – Staff**

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor SCC can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective yearly.

Handling E-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff
- Any complaint about staff misuse must be referred to the head teacher
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures
- Pupils and parents will be informed of the complaints procedure. Please see the '**E-safety**

Incident of concern response procedure for more information.

- Pupils and parents will be informed of consequences for pupils misusing the Internet.

Community use of the Internet

- All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.

Communications Policy

Introducing the E-safety policy to pupils-

- Appropriate elements of the E-safety policy will be shared with pupils
- E-safety rules will be posted in all networked rooms.
- Pupils will be informed that network and Internet use will be monitored.
- Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for pupils

Staff and the E-safety policy-

- All staff will be given the School 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.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support-

- Parents and carers will from time to time be provided with additional information on E-safety
- The school will ask all new parents to sign the '**Acceptable Use Policy – Parents (Reigate)**' when they register their child with the school.

The E-safety Policy relates to other policies including those for ICT, bullying and for child protection.