TWYCROSS HOUSE PRE-PREPARATORY SCHOOL
The Hollies
E-SAFETY POLICY

At The Hollies we will develop the learning environment to provide a range of ICT opportunities and tools. This will empower our children to make relevant and safe choices and to use ICT to support their learning in all areas of the curriculum.

This Policy is consistent with advice and directives from 'Teaching online safety in school' June 2019, 'Education for a Connected World', and 'UK Council for Internet Safety'
Please also see supporting policies including, ICT acceptable use, Behaviour, Anti-bullying, CP and Safeguarding, PHSE and SRE

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 administration systems.

Internet use is a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. The Hollies aims to teach pupils to show a responsible and mature approach to its use.

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:
- Access to world-wide educational resources including museums, art galleries and educational websites
- Educational and cultural exchanges between pupils world-wide;
- Access to experts in many fields for pupils and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration across support services and professional associations;

Use of ICT at the Hollies

- Children will only use the computer when there is a responsible adult present to supervise.
- All computers are pass worded and have up to date anti-virus software
- The school Internet access includes 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 computer use.
- Internet access will be planned to enrich and extend learning activities.
- Staff will guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, primarily using the children's' search engine Swiggle.

- All staff will read and sign the ICT Code of Practice for Adults and Teachers before using computers at school.
- Children are taught how to keep themselves safe when using the computer through PHSE e safety lessons and assemblies Including, Smartie the Penguin, Clicking Chicken and various CEOPs clips at an age-appropriate level.
- Children are taught about potential harm including cyber bullying and child exploitation through PHSE and assemblies and also through outside agencies including NSPCC
- Staff will use Education for a Connected World Framework for advice/knowledge and skills at an age appropriate level.
- Parents are regularly sent home e safety leaflets to share with their child/children.
- Children will be taught about how some online activities have age restrictions because they include content which may be harmful or upsetting for younger children.
- Children are safe from terrorist and extremist material when accessing the internet in school (PREVENT).

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate our pupils about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The Hollies, e-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security.

This policy applies to all members of the school community (including staff, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers Head teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

Good Habits

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband with anti-virus software
- Staff are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they implement current school policies with regard to these devices

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse in line with government data protection guidance.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.
- When personal data is stored on any portable computer system, USB stick or any other removable media:
- the data must be encrypted and password protected
- the device must be password protected
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete

- We ask permission before using the Internet

- We only use the Internet when an adult is with us

- We only use websites that an adult has chosen

- We tell an adult if we see anything we are uncomfortable with

- We only e-mail 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

- We do not play on games that are too old for us

Name……………………………………………..

Signature……………………………………………

Date……………………………………………..