



*"Inspiring minds to ignite lifelong learning"*



**Onchan Primary School**  
School Road, Onchan, Isle of Man IM3 4PD

**email:** OnchanEnquiries@Sch.im

**tel:** 01624 673465

## **Onchan School E-Safety Policy**

### **Why Have an E-Safety Policy?**

At Onchan School we want to ensure that our children are able to use the Internet and related communications technologies appropriately and safely. Effective use of the Internet is an essential life skill we actively want to promote. Unmediated Internet access brings with it the possibility of placing pupils in embarrassing, inappropriate and even dangerous situations, this we would aim to avoid. Here at Onchan we aim to create a safe ICT learning environment to ensure that everyone is aware of the issues and how they impact upon the school environment and the pupils within the school. We need a policy to help ensure responsible use and the safety of pupils.

Why is Internet use important?

The purpose of Internet use in Onchan School is to raise educational standards, to promote pupil achievement, to support the professional work of the staff and to enhance the learning experiences of the pupils.

Here at Onchan we believe:

- The Internet is an essential element in the 21<sup>st</sup> century for education, business and social interaction
- The school has a duty to provide pupils with quality Internet and ICT access as part of their learning experiences
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils
- The school Internet access includes filtering appropriate for the age of the pupils.
- Pupils will be taught what Internet use is acceptable and what is not and be given clear objectives for Internet and ICT use
- Pupils will be educated in the effective use of the Internet and ICT in research, including the skills of knowledge location, retrieval and evaluation
- Pupils will be shown how to publish and present information to a wider audience

### **Authorising Internet Access**

At Foundation and Key Stage 1, access to the Internet is by adult demonstration with directly supervised access to specific, approved on-line materials. At Key Stage 2 children have supervised access to on-line materials.

Use of i-Pads and i-Books

Before ICT equipment goes home with pupils parents will be made aware of the potential dangers involved in use of the internet that is not supervised. Parental control and responsibility will be made clear and guidance given.

We will introduce E-Safety to the children by:

- Discussing rules e-safety rules with children regularly
- Holding a school wide e-safety day each year

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- Informing children that network, Internet and ICT use will be monitored and appropriately followed up
- Developing a programme of training in E-safety – e.g assemblies
- Informing children of the CEOP button, that they can use to report abuse when using DESC website

### **Risk Assessment**

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school and the Department of Education, Sport and Children (DESC) 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 or i-Pad. The school works in partnership with the DESC to ensure systems to protect pupils are reviewed and improved. Responsible use is a key component when teaching using the Internet and responsible behaviour will be a necessity and taught as such.

If anyone encounters a website containing inappropriate material it should be exited immediately and reported to the Head Teacher and ICT co-ordinator, who will take appropriate action. Particular care must be taken when using search engines with the children as these can return undesirable links.

### **Using E-mail and Social Networking Sites**

Children may only use approved e-mail accounts on the school system. They must immediately tell a teacher if they receive offensive e-mail. Children must never reveal details of themselves or others in e-mail communications, such as address or telephone number or arrange to meet anyone. Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

Children will not be allowed to use social networking sites on the premises but will be educated in their safe use. They will be advised never to give out personal details of any kind which may identify them, their friends or their location and that use of social network spaces outside school brings a range of dangers for primary aged pupils. They will be advised to use nicknames and avatars when using social networking sites at home.

### **Published Content and the School Website.**

The point of contact on the website will be the school address, school e-mail and telephone number. Staff or pupil's information will not be published. Children's full names will not be used, particularly in association with photographs. Parents are required to give consent on Arbor before photographs of pupils are published on the school website.

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### **Maintaining ICT System Security**

The school ICT system is reviewed regularly with regard to security. Virus protection is installed and updated regularly by the DESC.

### **Parents and E-Safety**

Parents and carers attention will be drawn to the School E-Safety Policy in newsletters, the school brochure and on the school website. The school will maintain a list of e-safety resources for parents and carers. The DESC website also contains information and links to CEOP (<http://ceop.police.uk/>)

### **Staff and E-Safety**

All staff have access to the School E-Safety Policy and its importance explained. All staff have signed and agree to abide by the DESC 'Acceptable Use Policy'. Staff will be informed that network and internet traffic can be monitored and traced to the individual user.

### **E-Safety Complaints**

- Complaints of Internet misuse will be dealt with by a member of the SMT/SLT
- 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 the school and DESC child protection procedures
- Pupils and parents will be informed of consequences for pupils misusing the Internet

### **Onchan Unit: E- Safety**

- All users of the DESC computer networks have clearly defined access rights, enforced using a username and password login system
- Whenever the internet is accessible for the use of educational programmes pupils in the Unit will be supported by an adult
- Children and young people use a variety of online tools for educational purposes
- For younger pupils/students Internet use will be closely supervised and based around pre-selected, safe websites

### **Rules For Publishing Material Online (including images of pupils)**

Onchan School website is a valuable tool for sharing information and promoting pupils' achievements. We recognise the potential for abuse, therefore, the following principles will always be considered:

- If an image, video or audio recording of a pupil/student is used, their surname should not be used (including in credits)
- Files should be appropriately named in accordance with these principles
- Only images of pupils/students in suitable dress should be used

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- Parents/carers are given the opportunity to withdraw permission for Onchan School's Specialist Provision Centre (SPC) to publish images/audio/video of their child on the school website
- Content should be polite and respect others

This Policy will be reviewed bi-annually

Adopted: October 2015

Reviewed September 2017

Reviewed October 2019

Next Review due September 2021

Reviewed March 2024



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