



Bernards Heath Infant School

E-Safety Policy

January 2014

## **Introduction**

This policy outlines the teaching, organisation and management of how Computing is taught and learnt at Bernards Heath Infant School.

The school's policy for Computing is based on the EYFS curriculum and 'Primary National Curriculum'. The policy is a result of staff discussion and has the full agreement of the Governing Body. The implementation of this policy is the responsibility of all the teaching staff led by the Computing Subject Leaders.

### **Why is the internet important?**

At Bernards Heath Infant School, we believe that internet use is important for the following reasons:

- to support and enrich the curriculum
- to extend the children's computing capabilities, equipping them for life in an increasingly technological age
- to allow children to become independent learners
- to develop the children's research and communication skills
- to allow the children to widen their horizons and access information from all over the world
- to support staff professional development through access to national developments, educational materials and good curriculum practice

### **Use of the Internet**

In order to allow the children to access information on the internet safely, the internet service provider operates a filtering service that complies with county policy.

In addition the school will:

- supervise the children whenever they use the internet
- only carry out controlled searches as a class or group under adult supervision
- establish a bank of favourite websites to direct children to suitable sites
- monitor and review the contents of the sites being used regularly

- establish a common bank of apps which have been approved by the staff team
- ensure there is no use of chat rooms by children
- ensure the rules for internet use are clearly displayed near all computers

At Bernards Heath Infant School, access to the internet will be led by adult demonstration and followed by supervised access to specific, approved online materials.

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 or Hertfordshire County Council can except liability for the material accessed, or 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.

### **Use of email**

To ensure children use email safely, email communication will be taught through a class email account at all times. Staff will preview all emails before children read them. A member of staff will check all outgoing emails before they are sent. Only first names will be used in emails.

### **Use of digital cameras**

No photographs of children will be sent via the internet without the prior permission of the parents or guardians of the children.

### **Staff use of the internet**

The internet will be for work use only, and personal email accounts will not be accessed from school. If staff discover inappropriate sites or material, they will record the url (address) and report it immediately to the computing coordinators or the Headteacher, who will inform our internet provider.

All staff will sign acceptable use agreement, and any breach will be dealt with by the Headteacher.

### **Computing Systems Security**

The school computing system will be reviewed regularly with regards to security. New virus protection will be installed and updated regularly. Children will ask permission from an adult before downloading materials or accessing emails.

### **School Website**

- A point of contact on the website should be the school email address, address and telephone number.
- Pupils information will not be published
- Website photographs that include pupils will be selected carefully with parental permission
- Pupils full names will not be used anywhere on the website, particularly associated with the photographs
- The head teacher will take overall editorial responsibility to ensure that the content is accurate and appropriate
- The copyright of all material must be held by the school or attributed to the owner where permission to reproduce has been obtained

This policy will be reviewed every 2 years