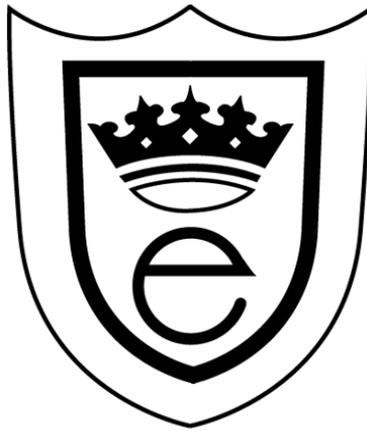


St Elizabeth's Catholic Primary School



E-Safety Policy

School Mission Statement and Values

Our mission at St Elizabeth's Catholic Primary School is to educate our children to reach their full potential in the context of a Catholic community in which each individual shares, or is in sympathy with, the teachings of the Catholic Church and the Christian way of life.

Our core values of **equality, excellence, kindness, forgiveness, perseverance, friendship, courage, service and respect** were chosen by our pupils to be the overriding principles to which the whole school aspires, together with our golden rule, "Love one another as I have loved you" *John 13:34*.

We seek to make St Elizabeth's School a secure, happy and inclusive environment that is a place:

- of the highest quality teaching and learning;
- of compassion, co-operation and reconciliation;
- where each child is seen and appreciated as a unique individual;
- in which every child's talents are developed and their needs met;
- where mistakes are learning opportunities;
- in which all children are empowered to keep themselves safe and healthy;
- where endeavour and excellence are encouraged and celebrated;
- in which cultural diversity is respected and valued;

We value worshipping and celebrating together, sharing our Christian witness and drawing strength from and serving our local parishes and the wider community.

Policy Review

This policy will be reviewed in full by the Governing Body bi-annually.

The policy was last reviewed and agreed by the Governing Body in May 2017.

It is due for review in May 2019.

St Elizabeth's Catholic Primary School E-Safety Policy

E-Safety for Pupils

At St Elizabeth's the education of pupils in e-safety is an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-safety is given priority in Anti-bullying Week in the Autumn Term and in Health and Safety Week in the Spring Term however E-safety continues to be an area of focus in all areas of the curriculum and all staff are responsible for reinforcing e-safety messages whenever appropriate.

All pupils discuss and sign the **Acceptable Use Agreement** each year which outlines acceptable computer/internet use in school (see Appendix 1).

The e-safety curriculum is broad, relevant and provides progression, with opportunities for creative activities in the following ways:

Reception

- Understand the importance of only sharing information about ourselves with people whom we know.
- Recognise the difference between real and imaginary experiences, by using a camera / video and role play.
- Identify people, at home and at school, who can help when using ICT.
- Know when and how it is appropriate to seek help.

Year 1

- Establish what safety and e-safety mean to the children.
- Know that one must use a password to access the school network and that passwords must be kept private.
- Know that we must always treat people politely online.
- Know never to go onto an internet site without an adult's permission.
- Know that they must tell an adult if they see something rude, or silly or naughty on the internet. Know which adults they should tell at home and at school.
- Begin to know that not everything on the internet is true.
- Know how to return to the home page of a website.

Year 2

- Children to know how to use the internet safely.
- Know that one must use a password to access the school network and that passwords must be kept private.
- Children to use 'Dongle' (BBC website).
- Know that we must always treat people politely online.
- Know that not everything on the internet is true.
- Begin to know that websites sometimes include 'pop ups' that take users away from the main site and these may be advertising.
- Know how to return to the home page of a website (ditto above).
- Know that they must tell an adult if they see something rude, or silly or naughty on the internet. Know which adults they should tell at home and at school.

Year 3

- E-safety awareness. 'SMART' rules.
- 'Dongle' (BBC website).
- Know that we must always treat people politely online.
- Know what to do if someone does not treat us politely online.
- Begin to understand when it is safe to open an email and when it may not be safe.
- Safe approaches to searching for information on the web.

Year 4

- Discussion of the advantages and dangers of the internet.
- Understand the dangers of releasing personal information about oneself, and that if one makes personal information available online it may be seen and used by other people.
- Video of possible dangers to be shown. Discussion of how to prevent dangers.
- Know that we must always treat people politely online.
- Know what to do if someone does not treat us politely online.
- Know that the internet contains fact, fiction and opinion and learn to distinguish between these.
- Good use of email. Never using email to be unkind / bully anyone.

- Explore the ways in which **sending** an email / text message is different from **speaking** to someone face to face.
- Safe approaches to searching for information on the web.

BBC Schools offers a safe environment. The search box automatically restricts the search to the BBC Schools site. www.bbc.co.uk/schools. Primary pupils can learn skills such as keyword selection to narrow down searches and evaluate the quality and relevance of information provided.

Introduce the 'Report Abuse' button available on the CEOP site, in Instant Messenger and other services.

Year 5

- Know that we must always treat people politely online.
- Know what to do if someone does not treat us politely online.
- Understand the dangers of releasing personal information about oneself, and that if one makes personal information available online it may be seen and used by other people.
- Learn to use the internet in ways which minimize risks, e.g. safe use of web cams, responsible use of social networking sites, email and text messages etc.
- Understand the need to use strong passwords and how to manage these to keep them strong.
- Understand the need to protect passwords, but that parents and teacher need to know a child's password in order to help to keep a child safe on the net.
- Safe approaches to searching for information on the web.
- Explore the ways in which **sending** an email / text message is different from **speaking** to someone face to face.

Year 6

- Know that we must always treat people politely online.
- Know what to do if someone does not treat us politely online.
- Understand the dangers of releasing personal information about oneself, and that if one makes personal information available online it may be seen and used by other people.
- Explore and discuss both positive and negative impacts of the use of ICT in their own lives and in the lives of their peers and family.
- Discuss whether everything they find / read / see on the internet true.

- Understand that some websites and / or 'Pop Ups' have commercial interests that may affect the way that information is presented.
- Understand the potential dangers of using the internet to communicate with people whom they do not know.
- Understand the health and safety issues involved in excessive use of the computer, computer games etc.

E-Safety for Parents

At St Elizabeth's we recognise that parents have a vital role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Many parents and carers however have only a limited understanding of E-safety risks and issues. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. The school will therefore seek to work in partnership with parents/carers to provide information and awareness through:

- Letters, newsletters, the school web site.
- Parents / Carers evenings / sessions.
- High profile events / campaigns e.g. Safer Internet Day, Anti-Bullying Week etc.
- Reference to the relevant web sites (see Appendix 2 for further links / resources).

E-Safety Training for Staff / Volunteers and Governors

The training of staff and Governors in E-safety is a vital part of the school's E-Safety provision. The school ensures that staff/Governors are well-informed about E-safety issues in the following ways:

- The attendance of ICT co-ordinator at termly Local Authority (LA) briefings and the dissemination of information resulting from these to all staff and Governors by e-mail or in staff meetings/ Governors' meetings.
- Updates via e-mail or in staff meetings / governors meetings by Safeguarding officer / Governor.
- Attendance at E-safety events for parents/carers.
- PSHE staff meetings in preparation for Health and Safety Week and Anti-Bullying Week.
- The Staff Handbook E-Safety section which is updated annually.
- The E-Safety Coordinator / ICT co-ordinator will provide advice / guidance / training to individuals as required.

- Advice from the Achieving for Children E-Safety Officer – Peter Cowley.
p.cowley@achievingforchildren.com

Technical – infrastructure / equipment, filtering and monitoring

The school has a managed ICT service provided by London Grid For Learning (LGFL) using services from Click-on-it. Internet access is filtered for all users and all internet use is logged and regularly monitored.

Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data and these are tested regularly.

Appendix 1

Pupil Acceptable Use Policy Agreement Template

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers.

I will only use activities that a teacher or suitable adult has told or allowed me to use.

I will take care of the computer and other equipment.

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or suitable adult if I see something that upsets me on the screen.

I will not give out any personal details when using the computer or electronic device. This includes: my name, my address, my school name, my telephone number.

I will not give my username and password to other users.

I know that if I break the rules I might not be allowed to use a computer.

Signed (child):.....

Class.....

Appendix 2

Useful E-Safety addresses

<http://www.vodafone.com/content/parents.html>

www.childnet.com

<http://ceop.police.uk>

www.thinkuknow.co.uk