



Stonehouse Park  
Infant School

The BEST start for every child so every  
can be the best they can be.

## **Policy for E Safety**

**Updated Autumn 2015**

## **Our Vision Statement**

**For every child to set out confidently on the adventure of learning: curious about the world, excited about their future, positive of their ability and caring towards other people.**

### **Our Aims:**

#### **Curious about the world**

- To promote awareness and understanding of other cultures.
- To develop the children's motivation, discovering their special interests and talents.
- To introduce children to a wide range of new experiences, ideas and activities.
- To encourage the children to ask questions about the world, talk about their ideas and express their opinions.

#### **Excited about their future**

- To make children excited about learning and eager to move on to the next stage of their learning.
- To help children to look beyond their immediate surroundings and their own personal circumstances.
- To shape a curriculum which will develop the knowledge and skills that children will need to meet the challenges of their future lives.
- To involve children in problem solving and develop their capacity to be active citizens

#### **Positive of their ability**

- To help children to reach the highest levels of achievement in all they do.
- To demonstrate to all children that they are able to learn and that they can succeed.
- To provide the highest quality of teaching for all children and to meet every child's individual needs.
- To develop children's awareness of their own learning and the value of resilience, perseverance and dedication.

#### **Caring of other people**

- To develop sensitivity to the feelings and concerns of other people.
- To demonstrate compassion, respect for others and develop a moral understanding.
- To learn how to co-operate and work with other people.

# Stonehouse Park Infant School: E-safety Policy

## Why Internet use is important...

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Because the internet may be used within any curricular area and more widely within school, this E-Safety Policy is a sub-policy of every other policy at our school and should be adhered to at all times and within every aspect of school life.

E-Safety refers to child protection and safeguarding of both children and adults in the digital world. It is about learning to understand and use technologies in a safe, positive way, also about supporting children and adults to develop safe online behaviors (both in and out of school).

The internet is a wonderful resource for the children but at the same time we have to teach the children how to stay safe on line. The children's safety is of paramount concern to us and as part of our safeguarding commitment we have developed an e-safety committee of staff and governors. As a group we review information and develop safe practices within the school. Part of our role is also to ensure parents are kept informed of school policy.

## Internet use will enhance learning:

The school Internet access will be designed expressly for pupil use and will include 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 Internet use.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation, using a 'child-friendly' search engine. Google is not an appropriate search engine for children and the NEN gallery or Swiggle are used as alternatives. Pupils will be taught how to evaluate Internet content. The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

## E-mail:

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.
- Staff should only use school e-mail/ Easymail for communication with parents. Staff Easymail accounts are subject to monitoring by the local authority. If e-mails are redirected from Easymail to a personal (not shared) address they should be deleted once read. Replies must always be made from the school/Easymail address.

## **Published content and the school web site:**

The contact details on the Website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The Head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate. All images of children will have no names attached. All parents are required to sign to say that images of their children can be used.

## **Managing filtering:**

The school will work with the ICT support technician, LA and the SWGfL (The South West Grid for Learning) to ensure systems to protect pupils are reviewed and improved. If staff or pupils discover an unsuitable site, it must be reported to the ICT Subject Leader and E-Safety Coordinator. The ICT Subject Leader and monitoring company will ensure that regular checks are made so that the filtering methods selected are appropriate, effective and reasonable.

To reduce the possibility of children accessing undesirable materials our Broadband provider SWGfL operates a filtering system that restricts access to inappropriate materials. All of our computers are in public view and access is supervised. Children are also taught the SMART rules for using the Internet, in order to help them to stay safe wherever they use the Internet.

## **The SMART rules:**

- |                  |   |   |
|------------------|---|---|
| <b>SAFE</b>      | - | stay safe, don't give out personal information                  |
| <b>MEETING</b>   | - | only meet someone from the internet with your parents           |
| <b>ACCEPTING</b> | - | emails, IM, texts from strangers can lead to problems           |
| <b>RELIABLE</b>  | - | information on the Internet may not be true                     |
| <b>TELL</b>      | - | a trusted adult if anything online makes you feel uncomfortable |

We explain our ICT rules to the children frequently and annually request that the children sign up to our Acceptable Use Policy.

Pupils are regularly given opportunities to use websites designed to support their learning. They are also taught research and evaluation skills to help them use the Internet effectively and efficiently. As a school we do not use Google with the children but instead use a child friendly search engine 'Swiggle'.

The following are useful child friendly search engines:

<http://www.swiggle.org.uk/>

<http://www.askkids.com>

<http://search.kidoos.org/uk>

<http://www.kidsclick.org>

<http://kids.aol.com>

Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Website.

# Appendix 1

## Stonehouse Park Infant School Foundation Stage

Our ICT rules

Our ICT rules help us to enjoy using computers

- I can use the computer in free play.
- I will only use the programs or websites that my teacher has said I can use.
- I will take turns sensibly with the computer and other ICT equipment.
- I will always be very careful using computers and ICT equipment.
- If I break these rules I will not be able to use the computers in free play.
- I will tell an adult if I see something on the screen that I do not understand or that upsets me. Click on Hector the dolphin and he will cover the screen until an adult can help you.

Signed(parent): .....

Child's name: .....

Date: .....

## Appendix 2

### Stonehouse Park Infant School Year 1

#### Our ICT Rules

Our ICT rules help us to enjoy using Computers and they keep us safe.

- I can use the computer if I have permission.
- I will always be very careful when using computers and ICT equipment.
- If I am not careful I will not be able to use the ICT equipment.
- I will tell an adult if something is on the screen that I do not understand or upsets me. Click on Hector the dolphin and he will cover the screen until an adult can help you.
- I will not click on buttons if I do not know what they do.

Signed(child).....

Signed(parent).....

**Appendix 3:**  
**Stonehouse Park Infant School**  
**Year 2**

Our ICT rules help us to enjoy using computers and they keep us safe.

- I will ask my teacher if I want to use the computer.
- I will only use programs or websites that my teacher has told me to use.
- I will ask my teacher if I want to do something new or different on the computer.
- I will take care of the computer and other ICT equipment.
- I will not click on keys or links if I don't know what they do.
- I ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I tell an adult if I see something unexpected or that upsets me on the screen, either at school or at home. Click on Hector the dolphin and he will cover the screen until an adult can help you.
- I will tell an adult about any upsetting or 'cyberbullying' messages sent to me at school or at home, even if it only happens once. I will not 'cyberbully' others.
- I will follow the SMART internet rules: Safe, Meeting, Accepting, Reliable, Tell.

Signed(child):.....

Signed(parent):.....