

Cannon Park Primary School

Encouraging Excellence



School Policy for E-Safety

<i>Review Programme:</i>	
Policy Adopted	March 2014
Policy Review Date	1 st March 2020
Date of Next Review	1 st March 2021
Reviewed by	Mr. James Young – E-Safety Manager
Head Teacher	Mrs. Vanessa MacDonald
Chair of Governors	Dr. Ling Wu

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community

An introduction to e-safety

Use of the internet is an integral part of our learning philosophy at Cannon Park Primary School. Whilst the internet offers many educational benefits across the curriculum, its use necessitates the need for a clear policy on how the internet should be used in order to keep everybody safe. This document sets out clear guidelines to help ensure that children are kept safe whilst using the internet.

What is the aim of the e-safety and acceptable use policy?

Pupils will interact with electronic devices such as iPads, Chromebooks and will access the Internet on them. They will share a wide range of learning opportunities using online platforms such as Scholastic Reading Pro, Times Table Rock stars, Athletics and G Suite - these are a great way of exchanging of work and sharing of ideas but must be used responsibly in order to keep everybody safe.

As a school, we ensure that we educate our children about how to use technology safely. Children are taught to identify potential dangers and how to respond to threats or concerns. The aim of our policy is to ensure that Cannon Park Primary School provides a balance between restricting access whilst still allowing students to benefit from the internet to further their learning in an ever evolving world.

What makes an e-smart child?

They know how to prevent and identify threats:

- Challenge information and consider the integrity of its source.
- Not all sources on the internet are correct or useful.
- Awareness of common social media and internet based scams.
- Some websites may have hidden agendas.
- It is important to remain anonymous online.
- Protect their online image by careful vetting of images and text.
- Recognise that information shared online has a footprint and cannot be undone.
- Misunderstandings can occur when communicating electronically.
- Protect each other.
- Confidently report cyber bullying to a trusted adult.
- Coach and support their peers in making smart online decisions and referring them to a grown up where required.

They are confident in discovering new things:

- Look for ways to use new technologies, to present work, share information and communicate effectively.
- Evaluate new technologies considering the benefits, disadvantages and the safety risks.

They evaluate risks in technology:

- Weigh up possible and likely dangers, particularly applicable for unmoderated chat rooms and social networking sites.
- An understanding of how to reduce the risks involved when using online tools for communication, for example, allowing real world friends only.
- To understand the risk of sharing passwords and usernames.
- Be aware of anti-virus software and its purpose.
- Know that not all emails are trustworthy and that they should only open an email if they trust the source.

Practical guidelines for safe internet use by teachers

Teachers should evaluate any website prior to its use in a lesson before sharing them with pupils. What may be considered a safe site one day might not be on another. Teachers need to pay particular attention to advertisements that feature before and during YouTube videos and prevent children witnessing inappropriate comments.

How will pupils learn to evaluate internet content?

E-Safety lessons are incorporated into the Computing curriculum. Teachers have a responsibility to educate children on both the dangers and restrictions of the internet during Computing, PSHE sessions and where relevant when assessing the needs of the class – during anti-bullying week, for example.

The use of E-mail

Pupils will use a secure email account hosted by Cannon Park Primary School to enable them to access G-Suite, the Google Classroom and its partner apps whilst at school and at home. Children are encouraged not access the email communication system with their school email addresses but are able to comment on their own and others work when using the Google Classroom and whilst under the supervision by the classroom teacher.

Social Networking Sites

The LA currently controls access to social networking sites by using Smoothwall filtering and are therefore not available for pupils use within school. Pupils are advised never to give out personal details of any kind which may identify them, their friends or their location.

How will use of the internet be monitored and managed?

Our broadband internet connection is provided by Coventry City Council and incorporates a filtering system or “firewall” appropriate to the age of our pupils which screens undesirable sites at a proxy server. However, it is impossible to filter all sites and that is why it is important that we incorporate e-safety into the children’s curriculum. Any concerns over a website should be reported to the ICT Manager and the LA will be informed if necessary. ICT used by staff is protected by antivirus software and is monitored regularly by our technician.

How will misuse of the internet at Cannon Park Primary School be addressed?

Misuse of the Internet will not be tolerated at Cannon Park. The class teacher will formally report any misuse, informing parents where necessary and report any incident via CPOMs. The sanctions imposed will reflect the severity of the incident and will follow the school’s behaviour policy. Pupils must report accidental access to inappropriate material immediately to their teacher, who will then inform the ICT manager.