



St. Columba's Catholic Primary School

E-Safety Policy

(Drawn up in accordance with DfES guidelines)

A Introduction

1. At St. Columba's Catholic Primary School we recognise the enormously positive potential of the use of the World Wide Web and Internet in an educational and recreational context for both pupils and staff.
2. Notwithstanding the above the Governors and staff recognise that there are issues relating to Internet usage that require reflection, monitoring, and restriction.

B General Guidelines for all Users

1. The School Network Software, operated by Knowsley LA, keeps a log of all web-sites visited, the time and date of www usage, as well as the user's log-in name for monitoring purposes. This protection deters illegal usage of the Internet, as well as protecting those who comply with this policy.
2. The School Internet connection is through KMBC Proxy Server which acts as a screen and firewall to protect pupils, staff, hardware and software at St. Columba's.
3. All those using machines at St. Columba's to access the Internet undertake to do so in accordance with this policy.
4. The WWW shall not be used to access illegal or inappropriate sites and accidental violation of this rule shall be reported immediately to the ICT Co-ordinator in the first instance. The ICT Co-ordinator shall then report violations with evidence from the Logs to the Headteacher who may then decide whether further involvement by the Police or other legal authorities is necessary.
5. The WWW shall not be used to plagiarise others' work.
6. Any user wishing to download *files* and *programs* should first seek assurances from the ICT Co-ordinator that the files are compatible with the School network in terms on content and application type. This is to ensure protection for the network as well in terms of software and licence conflict.
7. Staff at St. Columba's reserve the right to check all disks brought onto the premises with the intention of usage in school machines and to prevent usage where there is a conflict with this policy.



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C Guidelines for pupils

1. No pupil may access the Internet or WWW without the permission and supervision of a member of staff.
2. Pupils shall not take part in unsupervised chat, or web-conferencing with those outside the school.
3. Any pupil found violating this policy will face the following procedures:
 - The Headteacher and the child's parents to be informed of misuse.
 - The child's Internet rights to be reviewed.
 - Where applicable other agencies may be informed of the violation.

D Guidelines for staff

1. Staff may use the Internet for school and personal interests where these do not conflict with the ethos and interests of the school or the provisions of section B of this policy.
2. Staff may not use the School's Internet facility for financial gain.
3. All staff should recognise their duty to protect the safety of pupils in the use of the Internet and encourage the children in such safe working methods.
4. Staff who discover a violation of this policy should make notes and report these to the Headteacher and ICT Co-ordinator.
5. All web-site updates are to be checked by staff with the ICT Co-ordinator for content.
6. The ICT Co-ordinator has been CEOP Ambassador trained.

E Guidelines for parents

1. School provides e-safety sessions for parents
2. The Parent Mentor regularly engages parents on E-safety issues
3. Computers at home should be in a 'public' place.
4. Parents should regularly check on the websites visited and chat-logs of their children. Software can help them with this. They should also check all of their child's devices that connect to the www (e.g. games consoles, mobile telephones et cetera).



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5. Parents should talk to their children regularly about their internet use. They should cover topics such as inappropriate media, websites that promote hate crime or terrorism, inappropriate texting, and use of social networking sites.
6. Facebook should not be used by under-13s.
7. MSN keeps chat logs as a record of conversations. These can be Accessed and printed out if required.
8. Government and Ofsted guidance says that it is better to teach children to manage the risks they will face rather than block them from accessing material.

F Future Use

1. As the WWW and Internet are in a constant state of development and change, circumstances may arise which are not covered by this policy. In recognition of this the Headteacher is responsible for making day-to-day amendments in consultation with the ICT Co-ordinator.

G School Website

1. The school website is an extremely valuable learning resource, providing content and activities to support the learning of knowledge and skills of our children. We strive to develop it as a Personal Learning Environment (PLE) and provide another arm to our school community.
2. Use of the school website will be promoted by staff wherever possible.
3. The Bulletin Board shall be available to all members of our school community and those whom we seek to engage in order to enhance the experiences of our children. A range of Forums shall exist, whereby all users can interact on a variety of subjects related to our school, or of benefit in a wider way. The Bulletin Board shall be monitored and moderated to ensure that content is free from abuse of any



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kind, and matches the ethos of the school and its Equal Opportunities Policy. New users shall have to be approved by the webmaster before being allowed site rites.

4. The school recognises the educational value of many activities on the site that are not traditionally viewed as educational activities (such as posting on forums or game-playing). At St. Columba's we recognise that the children we teach are *'Digital Natives' and as such experience technology in a vastly different way than their predecessors.

* <http://www.marcprensky.com/>

5. Violations of use of the school website shall be dealt with in the first instance by the ICT Co-ordinator, or in a serious case, as outlined in section C3 of this policy.