E-Safety Policy

Rationale:

Falcon Junior School believes that children should become creative, independent and responsible users of ICT. We recognise the value of access to the Internet to children's developing minds and skills.

Use of ICT is a requirement of the National Curriculum. However, we believe that Internet access is one that carries responsibility. Users should be qualified. This means they must understand the responsibilities and the dangers that they face, as well as having the knowledge and skills needed.

Accessing inappropriate material:

The school uses filtered Internet access that prevents access to all known inappropriate material (see below). However, no system is foolproof and we accept that undesirable material may be accessed accidentally. Users are asked to report this, and the school's Internet service provider would be informed.

As a record of sites visited is kept, it is essential that any known incident of a user accessing unsuitable sites or pornographic material is reported to the Head or ICT coordinator.

Members of staff are responsible for ensuring that pupils in their charge respect the provisions. They must be aware that a breach by a member of staff could result in Disciplinary Action.

Parents will always be informed of any abuse by their child, whether intentional or not. In the event of persistent abuse access may be withheld, and parental supervision of ICT access required. In the event of certain material being viewed or published the police or local authority may be involved.

Material considered offensive:
Pornography (explicit sexual content, provocative nudity)
Explicit sexual swear words
Other swear words
Racist language or ideology
Hate propaganda
Violent propaganda
Explicit violent content, e.g. images, messages
Naturally there is a degree of subjectiveness involved in these selections. The guideline is that if it were inappropriate in a textbook or a school video, then it is inappropriate on the Internet.

Action the school will take to support responsible use of the Internet:

- **Staff will prepare classes annually** before allowing them to use the Internet, providing training and "qualification". Children will sign or have their names checked to show they have received this training. (A list of points is included below.)
- **An information sheet will be sent annually informing parents of what their children will be taught** and how parents could support this.

Publishing on the school web-site:

- Monitoring

A monitoring panel is responsible for checking content of published pages, dealing with complaints, unpublishing and investigating problematic pages. Visitors are asked to report anything they find unsatisfactory.

- Privacy

Parental permission is sought for all children on entry to the school. Children's work will be identified only by their first name and the year group or class name if permission has been given.
Photographs may be published, but no individual may be identified.
No personal e-mail addresses may be published, either as addresses or as links.

- Editors

Editors require usernames and passwords.
Editors are responsible for their passwords, and should not pass it to anyone without the permission of the monitoring panel.
Editors should follow all guidance in the AUP.

Points children need to understand before using the Internet and school ICT resources

Children and other users should be "safe" on the Internet. This means:

☺ Keeping personal information safe from strangers: never giving out phone numbers, full names, addresses, photographs, financial details, passwords and usernames on the Internet.

☺ Keeping others' personal information safe from strangers: photographs and pieces of work published should never give a child's full name, and parental permission should be sought before publication.

☺ Reporting anything that makes them feel uncomfortable, worried or threatened.

☺ Never arranging to meet someone they have contacted through the Internet.

☺ Never downloading any files from the Internet to a computer without checking with parents, teachers and the owner of the computer: this is how most viruses are transmitted and no virus-checker is infallible.

Children and other users should treat each other with dignity and respect. This means:

☝ Avoiding any Internet material that is obscene or offensive;

☝ Reporting any material that they encounter that is obscene of offensive;

☝ Never accessing, printing or sending obscene or offensive material, nor showing it to others.

☝ Respecting other users' privacy. This means accessing only their own files and not interfering with other users work (by keyboard, mouse or other)

☝ Respecting copyright laws.

☝ Using appropriate language in all dealings on computers, including e-mail and chat rooms. It is everyone's responsibility to prevent users viewing inappropriate material.

Children and users should treat equipment with respect. This means:

🔊 Using only what they have permission to use

🔊 Using equipment carefully, and following instructions.

🔊 Using only what is needed, and avoiding waste.

🔊 Never attempting to access or change systems (hacking) not supposed to be available.

🔊 Never damaging either the hardware or the software of the school

🔊 Never put personal disks (Games, homework or anything else) into school computers unless authorised by the ICT coordinator to do so

🔊 Keeping food, drink and dirt away from computers

Children and other users should be safe on the Internet. This means:

☺ Keep personal information safe from strangers.

☺ Keep other people's personal information safe from strangers.

☺ Report anything that makes you feel uncomfortable, worried or threatened.

☺ Never arrange to meet someone you have contacted through the Internet.

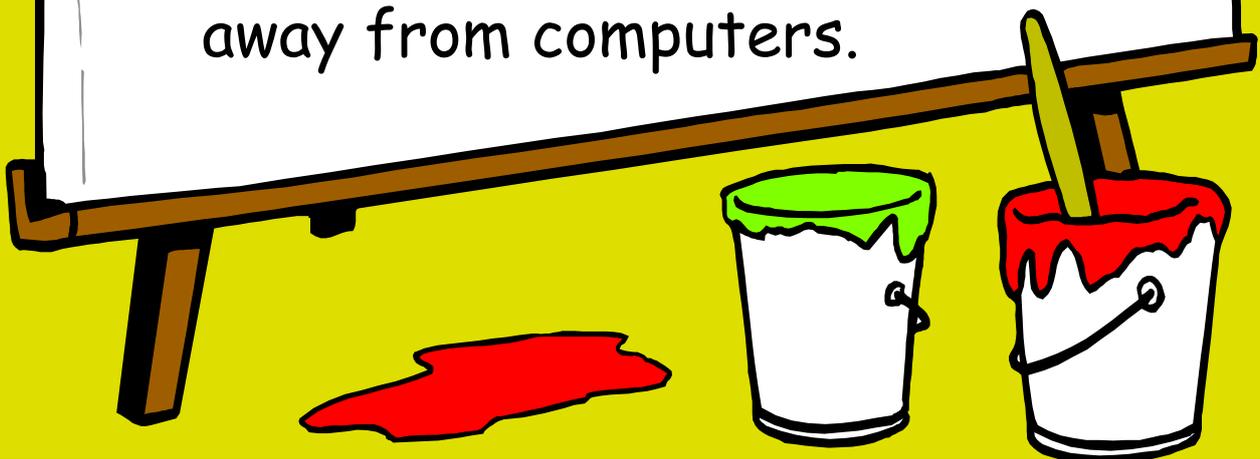☺ Never download any files from the Internet to a computer without permission.

Children and other users should treat each other with dignity and respect. This means:

👍 Avoid any Internet material that is rude, nasty or unkind.

👍 Report any material that you see that is rude, nasty or unkind.

👍 Do not use rude, nasty or unkind language on computers.

👍 Never open, save, print or send rude, nasty or unkind material, and do not show it to others.

👍 Only open your own files. Do not interfere with other people's work.

👍 Only use passwords you have permission for.

Children and users should treat equipment with respect. This means:

- 📢 Only use what your teacher says you can use. If you are not sure, then ask.

- 📢 Use equipment carefully, and always follow instructions.

- 📢 Use only what is needed. Do not waste!

- 📢 Never put your own disks (Games, homework or anything else) into school computers.

- 📢 Keep food, drink and dirt away from computers.

The school web-site

Falcon Junior publishes on the Internet. We believe that the Internet provides a unique means to reach a varied audience.

We make a range of information available: news, events, brochure summaries, extra-curricular activities, e-mail links to school, copies of letters.

In addition we wish to allow children's work to be published. This will mean it can be experienced by:
- ☺ parents and family at home
- ☺ family and friends, even in other countries
- ☺ other children in other classes and schools
- ☺ teachers in other schools, including high schools
- ☺ the children themselves from home.

These may be new audiences. We wish to invite other schools to respond to work, and for our children to view and respond to their work. It is both motivating and rewarding for children to have an audience, especially one beyond the school, and most especially one that can respond.

Naturally there is a much wider potential audience than this (though in practice most websites are only visited by friends, often out of duty) and we are aware of issues of privacy. Consequently we intend carefully to limit personal information released.
- Family and friends will be able to identify work by children's first name and their class (eg "Alex 4M").
- We will not use children's full names, nor give their ages or any other identifying information.
- Photographs may be published but individuals will not be named.
- E-mail addresses for children will not be published.

In order to ensure the success of this policy our web-site will be monitored by a small panel (consisting of parents, governors and teachers). In the unlikely event that any page is found to contain inaccuracies, inappropriate content or personal information it will be unpublished and investigated. All visitors to the site will be asked to inform us of any such problem at once.