Sutton St James Community Primary School

E-Safety Policy
Implementation Date: April 2021
Review Date: April 2023

Headteacher: Claire Willows	
Chair of Governors: Vicki Newton	
Date implemented:	
Date for review:	

E-SAFETY POLICY

Implementation Date: April 2021
Review Date: April 2023

1. Introduction

This policy complements the Acceptable Use Policy (AUP) and should be read in conjunction with it.

- The e-Safety Policy and its implementation will be reviewed bi-annually.

- The e-Safety Policy was revised by: Miss Claire Willows

2. Teaching and learning

The following teaching and learning techniques will be utilised when using technology in the lesson:

- ICT will be taught as both a discrete subject and across the curriculum
- teachers will use a range of different teaching styles to be able to deliver the Computer Programming curriculum e.g. small groups, partner work, whole class and individual work
- provision will be made for differentiation to ensure all students have access to the ICT curriculum
- staff will meet regularly to monitor and evaluate the use of technology within the school, to ensure it is meeting the students', curriculum and other school needs and requirements
- the school language for learning strategies should be in place to encourage independent learning and promote the use of relevant vocabulary, according to whole school practice
- the use of mini plenary sessions could be utilised to be able to assess the students' progress in the lesson
- students' work will become increasingly interactive and shared learning will take place with the development of the use of Blackberries/IPads by both teachers and students
- students will have the opportunity to learn and share using a wider variety of technology including apps for control, programming, book creating, movie development, sound recording and image editing.

- In Key Stage One pupils should be taught about:
- Pupils should be taught to:
- understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions
- create and debug a simple program

- use logical reasoning to predict the behaviour of simple programs
- use technology purposefully to create, organise, store, manipulate and retrieve content
- use technology safely and respectfully, keeping personal information private; know where to go for help and support when they have concerns about content or contact on the internet or other online technologies

In Key Stage Two pupils should be taught to:
- design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts
- use sequence, selection, and repetition in programs; work with variables and various forms of input and output
- use logical reasoning to explain how some simple algorithms work and to detect and correct errors in algorithms and programs
- understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration
- use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact

3. Managing Internet Access
- Children may only use the Internet under adult supervision
- The schools Internet access is appropriately filtered (see AUP)
- Virus protection will be updated regularly.

4 E-mail
- Pupils may only use approved e-mail accounts on the school system.
- Home use for pupils is allowed via the Outlook portal, and children to be taught acceptable use.
- 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.

5. The School website
5.1 Published content and the school web site
- The contact details on the Web site 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.

5.2 Publishing pupils' images and work
- Photographs that include pupils will be selected carefully and used sensitively.
- Pupils' full names will not be used anywhere on the Web site or Blog in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site.
- Pupils' work can only be published with the permission of the pupil and parents.

6 Social networking and personal publishing
- The school will not allow access to social networking sites, with the exception of the headteacher for the school's own social networking pages
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

7 Managing emerging technologies
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not used during lessons or formal school time (Children are not permitted to bring mobile phones into school). The sending of abusive or inappropriate text messages is forbidden.

8 Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Lincolnshire CC can accept liability for the material accessed, or any consequences of Internet access.

9 Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.