



# **Snaith Primary School** **e-Safety Policy**

## **The aims of the policy**

At Snaith Primary School we recognise the importance and benefit of a technical world. The learning opportunities that ICT brings are huge. Being part of the internet world can involve risks – including contact with strangers and cyber bullying. Our school aims to ensure these risks are minimised and that children are equipped with the knowledge, skills and attitude necessary to become safe and positive on-line users.

### **1 How will information systems security be maintained?**

- Access to all ICT systems shall be via login and a strong password.
- Information storage shall be restricted to only necessary users.
- Servers must be located securely and physical access restricted.
- Access by wireless devices must be pro-actively managed and must be password protected.
- Files held on the schools network will be regularly checked.
- The person in charge of network management will review system capacity regularly, or at least annually.

### **2 How will filtering be managed?**

Levels of Internet access and supervision will vary according to the child's age and experience. Access profiles must be appropriate for all members of the school.

- LA mediated filtering systems will be used to protect children from inappropriate content. These are regularly reviewed and improved by the local authority.
- Requests for filtering changes from staff can be made via the Headteacher or the e-safety co-ordinator.

### **3 How should personal data be protected?**

All confidential information stored on the server and devices are protected by strong passwords. These passwords are only known by the members of staff that require access to them.

### **4 Password Security**

Members of staff with access to ICT systems are responsible for taking the appropriate steps to select and secure their passwords. These steps should include:

- Keeping their password secure from others.
- Using a different password for accessing school systems to that used for personal purposes.
- Changing passwords regularly.
- Choosing a password that is difficult to guess, or difficult for others to obtain by watching them login. Adding numbers or capital letters can help.
- Staff should try not to write down their password, unless absolutely necessary and then in a location that cannot be accessed by anyone else.
- In addition, when leaving a computer for any length of time, all staff members/volunteers shall log off or lock the computer, using CTRL+ATL+DELETE or other system command.

### **5 How will published content be managed?**

- Staff will take editorial responsibility and ensure that content is accurate and appropriate.

### **6 Can pupil images and work be published?**

- Written permission from parents or carers will be obtained before images of children are electronically published.
- Children's work can be published.
- Children's names will not be used anywhere on the website.

### **7 How will complaints be handled?**

- Any complaint about staff misuse must be referred to the E-safety Co-ordinator or the Headteacher.
- Any issues will be dealt with according to the schools disciplinary procedures.

### **8 How will the policy be introduced to children and young people?**

- The children are to be informed that network and Internet use will be monitored.
- Safe and responsible use of the internet and technology is reinforced across the curriculum.
- The children are to be made aware how to report incidents.

### **9 How will the policy be discussed with staff?**

- The e-safety Policy will be formally provided to and discussed with all members of staff.
- Safe and responsible Internet use both professionally and personally will be discussed.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user.

### **10 How will parents' support be enlisted?**

Internet use by children at home is increasing rapidly. Unless parents/carers are aware of the dangers, children may have unrestricted and unsupervised access to the Internet in the home. The school aims to help educate them on the risks.

- Information and guidance on e–safety will be made available to parents/carers through newsletters and by offering parent awareness sessions.