

Woodcroft's *E-safety policy* relates to other Woodcroft School policies (such as the *Anti-bullying policy* and *Safeguarding children policy*), but specifically needs to be read in conjunction with the *Electronic information and communication systems policy*.

All staff are made aware of the this policy and its importance explained. A copy is available from the school office.

## Internet use for children and young people with SEN

Children with SEN are potentially more at risk and vulnerable than others when using ICT:

- Those children on the Autism Spectrum (AS) may make literal interpretations of content, which will affect how they respond.
- They may not understand some of the terminology used.
- Those with more complex needs do not always understand the concept of friendship and therefore trust everyone implicitly. They do not know how to make judgements about what information is safe to share. This leads to confusion about why you should not trust others on the internet.
- Some children may be vulnerable to being bullied through the internet, or not recognize they are being bullied.
- Some children may not appreciate how their own online behaviour may be seen by someone else as bullying.

## Teaching and learning

The internet is an essential element in twenty first century life for education, business and social interaction. The school has a duty to provide pupils with quality internet access as part of their learning experience. It is also part of the statutory curriculum and a necessary tool for staff and pupils.

Woodcroft School works to ensure that:

- School internet access is designed expressly for pupils use and includes filtering, which is appropriate to the needs of our pupils.
- Pupils are educated in the effective use of the internet, through being taught what use is acceptable and what is not, and by being given clear objectives. E-safety rules are displayed in each classroom and discussed with pupils as part of their learning. Pupils are also informed that network and internet use is monitored.
- Pupils are taught how to report unpleasant internet content to their teacher or parents.
- The school ICT systems, capacity and security are reviewed, and virus protection is updated regularly; and there are regular ICT audits to establish if the *E-safety policy* is adequate and that its implementation is effective.
- The use of internet derived materials by staff and pupils complies with copyright law; and personal data is recorded, processed, transferred and made available according to the data protection legislation.
- E-safety training should be embedded within the ICT teaching and learning document and the Personal, Social and Health Education (PSHE) curriculum.

Notes:

- *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.*
- *Woodcroft staff must not use personal email accounts or social networking applications to communicate with Woodcroft pupils or parents. Staff may be provided with a school email address.*

## Enlisting parent support

Parents co-operation will be sought right from the start of their child's enrolment at Woodcroft via an E-safety contract. This will stand alongside the *E-safety policy*, which is included in the *Parent handbook*. Parents will also be supported by being given further information on the safe use of the internet for their family and a website link to useful resources on E-safety. Parents' attention will be regularly drawn to the school *E-safety policy* via Parent newsletters. Updated training and advice will be made available to all parents.

## Mobile phones

Personal mobile phones are not used during lessons or formal school time, but mobile devices such as iPads can be sent into school with their child on transport. (It is the responsibility of the pupils' parent to fit the correct filters on these personal devices.) Personal mobile phones **must not** be used to take photographs of pupils. The sending of abusive or inappropriate messages is forbidden either by text, Bluetooth or any other means. Visitors that have access to the classrooms may be asked to hand in their phones to the secretary in the school office. There are dedicated school mobile phones for all off-site activities.

## Games machines

The school has a wii console which is used for rewards and social communication with some pupils. Games consoles with internet access are subject to the same filters as all computing devices within the school.

## Email

Pupils are not given their own email accounts on the school system, but where appropriate, an approved email address for their use will be set up for curriculum purposes, which is monitored at all times by the class staff. Pupils will be taught not to reveal their personal details or those of others, or to arrange to meet anyone without specific permission.

## Social networking and personal publishing

The school will block or filter access to social networking sites using appropriate filtering software. Pupils are advised never to give out personal details of any kind which may identify them or their location. Pupils and parents are advised that the use of social network spaces outside school brings a range of dangers for our pupils.

## Managing filtering

If staff or pupils discover an unsuitable site, it must be reported to the head teacher. The ICT coordinator and technician will make regular checks and ensure that the filtering methods selected are appropriate, effective and reasonable.

## Managing emerging technologies

Emerging technologies will be examined for their educational benefits and a risk assessment will be carried out before use in school is allowed. Staff should note that technologies, such as mobile phones with wireless internet access, can bypass school filtering systems and present a new route to undesirable material and communications.

## **Published content and the Woodcroft School website**

Contact details on the school website include the school address, email and telephone number. Staff, parents' or pupils' personal information will not be published. The managing director takes overall editorial responsibility and ensures that content is accurate and appropriate.

Photographs that include pupils will be selected carefully and will not enable individual pupils to be identified. Pupils' names will not be used anywhere on the website. Written permission from parents for the use of photographs on the website is sought prior to use.

## **Handling E-safety complaints**

Incidents of inappropriate internet content will be reported to the head teacher, who will liaise with the E-safety coordinator. These incidents will be logged by the head teacher. Incidents of a safeguarding nature must be dealt with in accordance with the school's *Safeguarding children policy*.

# Internet and computer rules

Woodcroft School 28.11.19

It is the responsibility of all staff to ensure that these rules are followed in order to protect pupils, staff and the school as a whole. These rules are taken from the school's *Electronic information & communication systems policy*, which is available from the school office.

- Pupils must never use the internet unsupervised.
- Pupil internet sessions must be planned for alongside the individual pupils' learning goals and risk assessments must be carried out.
- Only pre-checked and/or 'walled garden' sites may be used during pupil sessions.
- Pupils are not permitted to use email or chat rooms.
- School computer and internet use must be for pupil education or staff professional activity only, subject to the *Electronic information & communication systems policy*. The school computer systems may not be used for private purposes, unless the head teacher has given special permission for that use.
- Internet and network access must be made via the user's authorised account and password, which must not be given to any other person.
- Staff emails should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers. Staff are responsible for emails they send.
- Copyright and intellectual property rights must be respected.
- Chat rooms, anonymous messages and chain letters are not permitted.
- Irresponsible use may result in the loss of internet access or disciplinary action.
- Computer security must be respected; it is a criminal offence to use a computer for a purpose not permitted by Woodcroft School.
- The school may monitor the use of the school's computer systems including but not limited to: monitoring access to web-sites; intercepting email; and viewing files stored on computer. Monitoring may be carried out to enforce these rules; and in cases where it believes unauthorised use of the school's computer system is/may be taking place, or the system is/may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.