	Name of School	St Joseph's RC School
	Policy review Date	October 2016
	Date of next Review	October 2017
	Who reviewed this policy?	SLT – Computing Coordinator

Policy: The Acceptable Use of the Internet and related Technologies

Contents (each element is in a separate document)

Policy – e-safety policy overview (this document)

Policy - Managing the Internet safely

Policy – Managing email

Policy – Use of digital and video images

Policy – How will Infringements be handled

AUP (Acceptable Use Policy) – Parents

AUP – Pupils

AUP - Staff

Guidance – What do we do if?

St Joseph's e-Safety Policy has been written by our computing coordinator, building on the London Grid for Learning (LGfL) exemplar policy and Becta guidance. It has been agreed by the senior management and approved by Governors. It will be reviewed annually.

Context:

Harnessing Technology: Transforming learning and children's services [1] sets out the government plans for taking a strategic approach to the future development of ICT.

"The Internet and related technologies are powerful tools, which open up new prospects for communication and collaboration. Education is embracing these new technologies as they bring with them fresh opportunities for both teachers and learners.

To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate and effective use both in and outside of the classroom." DfES, eStrategy 2005

The Green Paper *Every Child Matters*[2] and the provisions of the *Children Act 2004*[3], *Working Together to Safeguard Children*[4] sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

The 'staying safe' outcome includes aims that children and young people are:

- safe from maltreatment, neglect, violence and sexual exploitation
- safe from accidental injury and death
- safe from bullying and discrimination
- safe from crime and anti-social behaviour in and out of school
- secure, stable and cared for.

Much of these aims apply equally to the 'virtual world' that children and young people will encounter whenever they use ICT in its various forms. For example, we know that the internet has been used for grooming children and young people with the ultimate aim of exploiting them sexually; we know that ICT can offer new weapons for bullies, who may torment their victims via websites or text messages; and we know that children and young people have been exposed to inappropriate content when online, which can sometimes lead to their involvement in crime and anti-social behaviour.

It is the duty of the school to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties – the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

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[1] http://www.dfes.gov.uk/publications/e-strategy/

[2] See The Children Act 2004 [http://www.opsi.gov.uk/acts/acts2004/20040031.htm]

[3] See Every Child Matters website [http://www.everychildmatters.gov.uk]

[4] Full title: Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. See Every Child Matters website [http://www.everychildmatters.gov.uk/_files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf]

1. The technologies

Computing in the 21st Century has an all-encompassing role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet
- e-mail
- Instant messaging (http://www.msn.com, http://info.aol.co.uk/aim/) often using simple web cams
- Blogs (an on-line interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites (Popular www.myspace.com / www.piczo.com / www.bebo.com / http://www.hi5.com / http:www.facebook.com)
- Video broadcasting sites (Popular: http://www.youtube.com/)
- Chat Rooms (Popular www.teenchat.com, www.habbohotel.co.uk)
- Gaming Sites (Popular www.neopets.com, http://www.miniclip.com/games/en/, http://www.runescape.com/ / http://www.clubpenguin.com)
- Music download sites (Popular http://www.apple.com/itunes/ http://www.napster.co.uk/ http://www-kazzaa.com/, http://www-livewire.com/)
- Mobile phones with camera and video functionality
- Mobile technology (e.g. games consoles) that are 'internet ready'.
- Smart phones with e-mail, web functionality and cut down 'Office' applications.

2. St Joseph's approach to the safe use of ICT

Creating a safe learning environment includes three main elements at St Joseph's:

- An effective range of technological tools;

- Policies and procedures, with clear roles and responsibilities;

- A comprehensive e-Safety education programme for pupils, staff and parents.

Ref: Becta - E-safety Developing whole-school policies to support effective practice [5]

3. Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in St Joseph's and the Head, with the support of Governors, aims to embed safe practices into the culture of our school. Our headteacher ensures that the Policy is implemented and compliance with the Policy monitored. The responsibility for e-Safety has been designated to a member of the senior management team.

Our school **e-Safety Co-ordinator** is Karen Gerardo

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[5] http://schools.becta.org.uk/index.php?section=is

Our e-Safety Coordinator ensures they keep up to date with e-Safety issues and guidance through liaison with the Local Authority e-Safety Officer and through organisations such as Becta and The Child Exploitation and Online Protection (CEOP)[6]. The school's e-Safety coordinator ensures the Head, senior management and Governors are updated as necessary.

St Joseph's Governors have a broad understanding of e-Safety issues and strategies at our school. We ensure our governors are aware of our local and national guidance [7] on e-Safety and are updated at least annually on policy developments.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

All staff are be familiar with the schools' Policy including:

- Safe use of e-mail;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- publication of pupil information/photographs and use of website;
- eBullying / Cyberbullying procedures;
- their role in providing e-Safety education for pupils;

Staff are reminded / updated about e-Safety matters at least once a year.

St Joseph's include esafety in the curriculum and ensure that every pupil has been educated about safe and responsible use. Pupils need to know how to contrail and minimise online risks and how to report a problem.

We ensure that we engage with parents over e-safety matters and parents/guardians/carers have signed and returned an e-safety/AUP form.

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[6] http://www.ceop.gov.uk/
[7] Safety and ICT - available from Becta, the Government agency at:
http://schools.becta.org.uk/index.php?section=lv&catcode=ss_lv_str_02&rid=10247

4. Communications

How will the policy be introduced to pupils?

We ensure that consideration is given to teaching e-safety. Is it part of our computing curriculum and part of the pastoral programme of our school

How will the policy be discussed with staff?

- Staff are aware that Internet traffic is monitored and can be traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems and who monitor internet and media use are supervised by senior management and have clear procedures for reporting issues.
- Staff training in safe and responsible Internet use and our school e-Safety Policy is provided as required.

How will parents' support be enlisted?

St Joseph's help parents plan appropriate supervised use of the Internet at home.

- Internet issues are handled sensitively, and parents are advised accordingly.
- We encourage a partnership approach with parents. This includes parent evenings with demonstrations and suggestions for safe home Internet use.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet is made available to parents.

5. How will complaints regarding e-Safety be handled?

St Joseph's takes all reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither St Joseph's nor the Local Authority(Islington Council) can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:
- interview/counselling by Class teacher / Phase Leader / e-Safety Coordinator / Headteacher;
- informing parents or carers;
- removal of Internet or computer access for a period,
- referral to LA / Police.

Our e-Safety Coordinator(Karen Gerardo) acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Headteacher.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with St Joseph's School / LA child protection procedures.