



Trinity Primary E-Safety Policy

The E-Safety Policy covers devices that have access to the internet including iPads, mobile phones, laptops and PCs.

The E-Safety Policy will ensure children are made aware of the benefits and dangers when using these technologies. It will safeguard children by educating them on ways to protect themselves while online.

The e-Safety Policy will be reviewed bi-annually. This policy will next be reviewed September 2018.

Accessing the internet

The internet is an important tool for learning, as well as in itself being a necessary part of the curriculum. The school's duty is to ensure the pupils are provided with quality internet access. Pupils are also likely to access the internet outside school and need to be taught to ensure their own safety and security.

The school will maintain a record of all staff and pupils who are given internet access. All staff will sign an agreement of acceptable use before using the school's ICT resources. Parents will be informed that children will receive supervised access to the internet. Parents will be requested to sign and give consent on the Home-School Agreement as of September 2017.

Staff will always supervise pupils when they are accessing the internet. If any unsuitable pages or content are visited the incident will be reported to Senior Management and the Online Safety Incident Protocol will be followed (see flow chart).

The Prevent Duty

The school has a duty to ensure that children are safe from terrorist and extremist material when accessing the internet in school. The school has a duty to take action if they believe the wellbeing of any pupil is being compromised.

Social Networking

The school will block/filter access to social networking sites. Pupils will be advised never to give out personal details of any kind. Although the pupils will not be permitted to access social networking sites they will be educated on security issues surrounding their use. For example pupils should be encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to deny access to all but known friends.

Filtering and Virus protection

The school will have in place a filtering system that helps to reduce access to unsafe sites and prevent age inappropriate and unwanted content from appearing in search results. Malware and virus protection will be installed and updated regularly.

Email

Pupils will not be permitted to access email accounts on the school system. If management decides that children should use email as part of teaching and learning, then the risks will be assessed and the E-Safety Policy will be updated accordingly.

New technologies

Any new technologies will be assessed for educational benefit and a risk assessment will be carried out before use in school is allowed.



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Mobile Phones

Staff should only use school iPads to take videos and pictures of pupils, not mobile phones.

Staff should not use mobile phones around the children. They may be used in the staff room and office. Only during school trips are staff permitted to use mobile phones.

Children who bring mobile phones to school are required to hand them in to the school office staff every morning and devices are collected at home time.

Children in Key Stage 2 will be taught E-Safety lessons specifically regarding the use of mobile phones. They will learn about cyber-bullying and given a procedure to follow if they think themselves or someone they knows is a victim.

Published Content and the School Web Site

Parents or carers will give written permission on the Home School Agreement before photos of their children are published on the school website. Children's full names will not be published.

E- Safety Week and Raising the Profile of E-Safety

Each year we hold an E-Safety week where children learn about e safety at their own level. Activities include: making posters for e safety, safety quizzes online, watching e safety videos and holding class discussions on website safety, cyber bullying and mobile technologies.

Information will be sent home for parents, alongside information on our school website, explaining how to reinforce staying safe online at home. A competition will also be held for the best safety posters designed, as well as a special assembly led by the computing lead. Winning posters will be displayed in every class and in our ICT suite.



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Appendices:

- I. Key Stage 1 E-Safety Rules
- II. Key Stage 2 E-Safety Rules
- III. Flow Chart for Reporting of E-Safety Incidents
- IV. Children's poster of rules and displays concerning E-Safety.



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Appendix I

Key Stage 1 E-SAFETY RULES

- I only use my own username and password and I don't share them with others.
- I only use the internet when an adult is with me.
- I only click on links or buttons if I know what they do.
- I always search the Internet with an adult.
- I always ask if I get lost on the Internet.
- I don't give information about myself to anyone over the Internet.
- When using the iPads during Golden Time I am only allowed to access the CBBC site or apps on the iPad.





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Appendix II

Key Stage 2 E-SAFETY RULES

- I only use my own username and password and I don't share them with others.
- I only use websites that an adult has chosen.
- I tell an adult if I see anything I am uncomfortable with.
- I close any webpage I am not sure about straight away.
- I never give out personal information or passwords.
- I never arrange to meet anyone over the internet.
- I do not use internet chat rooms.
- I do not upload or download files onto the school system without permission.
- When using the iPads during Golden Time I am only allowed to access the CBBC site or apps on the iPad.





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Appendix III

Flow Chart for the Reporting of E-Safety Incidents

