



Cross Farm Infant Academy

E-Safety Policy

Last reviewed on: Autumn 2024

Review Period: 2 years

Next review due by: Autumn 2026

Responsibility of: Gina Hylton

1 Introduction

At Cross Farm Infant Academy, we understand the responsibility to educate our pupils on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Our E-Safety Policy has been written by the academy, building on the Surrey and government guidance. It explains the rationale for using the Internet and Digital Technologies in the academy and sets out guidelines for appropriate and safe use of the Internet and other forms of ICT by staff and pupils. It has been agreed by the senior management and approved by the Academy Council (governing body).

2 Aims of the policy

The purpose of Internet and ICT use in Academy is to raise educational standards, to promote pupil achievement, to support the professional work of staff and governors and to enhance the school's management information and business administration systems.

Information and Communications Technology and Computing, including the Internet is an essential element in 21st century life for education, business and social interaction. The Academy has a duty to provide students with quality ICT access as part of their learning experience.

Benefits of using ICT in our Academy include:

- access to information and worldwide educational resources, including museums and art galleries, to enrich and extend learning activities;
- opportunities to communicate with other schools or organisations;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- exchange of curriculum and administration data with the Trust, LA and DfE.

3 LEARNING AND TEACHING

Internet access on curriculum computers in classrooms, tablets and laptops will be designed for pupil use and will include filtering appropriate to the age of the pupils. Staff should guide pupils in on-line activities that will support the learning outcomes planned for their age and maturity. Pupils will be educated in the effective use of the Internet in research, including how to find, retrieve and evaluate information. 'Espresso' gives pupils safe access to regularly up-dated web-based information as well as a vast bank of curriculum-linked material.

4 FILTERING, INTERNET SAFETY, EMAIL AND CHAT

Filtering strategies will be selected by the Academy and maintained by the IT Technician. The Academy will work in partnership with parents, the Kite Trust, LA, DfE, and the Internet Service Provider to ensure systems to protect pupils are in place. If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the IT Subject Leader.

Pupils will not have individual email accounts but should use whole-class addresses.

Pupil emails sent to contacts outside the Academy should be written carefully and checked by staff before sending, in the same way as a letter written on Academy headed paper.

Staff email addresses should only be used for Academy purposes and not for personal messages.

Pupils and staff should report any unsuitable language or content in emails sent or received. Although internet access will always be monitored, pupils should be warned against revealing details of themselves or others, such as address or telephone number, or arranging to meet anyone. Social networking sites are generally banned by Academy filtering systems. Pupils would not be allowed access to public or unregulated sites in any case.

5 The Academy website

The Academy website www.crossfarm.kite.academy is fully operational. It is designed primarily to provide information about the Academy for parents of our pupils and prospective parents.

The point of contact on the website should be the Academy address, Academy email and telephone number. Staff or pupils' home information will not be published. Website photographs that include pupils will be selected carefully. Pupils' full names will not be used anywhere on the website, particularly in association with photographs. Written permission will be obtained from parents or carers before photographs are published on the website. (see also Use of Images Policy)

6 PHOTOGRAPHS TAKEN BY PARENTS/CARERS

Parents and carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The Academy will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, and the Academy website.

Parents and carers will be encouraged to support the Academy in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- Digital and video images taken at Academy events
- Social Media websites, in particular, ensuring that no images of children taken on the Academy premises or whilst on Academy trips or events are uploaded onto any social media sites.

7 INTERNET ACCESS BY PUPILS

Access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials. Parents will be informed that pupils may have supervised Internet access.

Pupils will be taught how to use the Internet responsibly and safely and be made aware of the Academy Rules for Internet Use by pupils (see Appendix 1). These have been circulated to parents and are displayed in classrooms.

8 INTERNET ACCESS BY STAFF, VISITORS AND GUESTS

All teaching, support and administration staff will automatically have Internet access. They should all be aware of the Academy policy and Rules for Internet Use, displayed in classrooms (see Appendix 2). Visitors and guests, including the children of staff, should also be made aware of the Rules for Internet Use for children or adults as appropriate.

Staff will not use social networking sites at Academy and will be careful with the content they write at home.

Academy computers can be used to store planning and resources. tablets or laptop computers. Acceptable use policy for IT should be signed by all teaching staff. The Academy will monitor the use of IT systems, email and other digital communications

Staff must not have mobile phones in learning areas and should leave them at home, in the Academy office or staffroom. Staff in the Academy office are happy to pass on emergency messages should the need arise.

Once a month, the computing subject leader will perform a web-search of Cross Farm Infant Academy to review what is published relating to the school; make a record and report back to the headteacher to satisfy if there are any remedial actions necessary.

USEFUL WEBSITES

See Appendix 3.

Appendix 1

Using the Internet

I will only use the Internet when an adult says I can

If I see anything I am unhappy with I will tell an adult

I will never give my name, address or phone number to anyone on the internet

Be Safe

Appendix 2

RESPONSIBLE COMPUTER AND INTERNET USE IN SCHOOL Rules for staff and guests

The computer system is owned by the Kite Trust. This Responsible Internet Use statement helps to protect pupils, staff and the Academy by clearly stating what use of the computer resources is acceptable and what is not.

- Staff should use the Academy computer system appropriately for professional purposes. Permission may be given by the Headteacher for limited private use.
- Guests should ask permission from the Headteacher or other member of staff before accessing the Academy computer system, using the Internet, sending emails and printing.
- Users are responsible for emails they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms and social networking sites is not allowed.
- Copyright and intellectual property rights must be respected.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- Portable media (memory sticks and tablets) should be used with care and virus checked if necessary.
- Users should report any unsuitable Internet or email content to the Headteacher or ICT Subject Leader.

The Academy may exercise its right to monitor the use of its computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Appendix 3

Some useful websites

www.crossfarm.kite.academy - Information about our Academy for parents and prospective parents

www.naace.co.uk - Naace is the professional association for those concerned with advancing education through the appropriate use of ICT.

www.childnet-int.org - Childnet International, working with others to make the Internet a great and safe place for children

www.safekids.com - Family guide to making the Internet safe, fun and productive

www.thinkuknow.co.uk - Information on Internet safety and safe surfing for young people

Common Sense Media <https://www.commonsensemedia.org/>

Other useful links

<https://www.nspcc.org.uk/what-we-do/about-us/partners/nspcc-o2-online-safety-partnership/>

<https://www.internetmatters.org/>