St Ann's R C Primary School

E-Safety Policy

**'We, the family of St. Ann's, rejoice in our learning; striving for excellence. We challenge ourselves, follow Jesus and empower each other to be the best we can be.**

**Motivate, learn, inspire.'**

The e-safety policy was written in agreement with the Headteacher, governing body, Health and Safety Co-ordinator, Child Protection Officer, e-safety and Computing co-ordinator. It has been shared with all teaching and support staff, and has been made available to parents via the school website.

SECURITY AND FILTERING OF THE SCHOOL NETWORK

- Children all log in under the same class username and password and teachers are given separate passwords to log on to the school system.
- All teacher laptops are password protected with Bitlocker (encryption) to ensure any data held on the laptops are safe should they be stolen or lost.
- The computers in the Infant and Junior offices are password protected. Each computer in the offices has a privacy filter on the screen to stop other people viewing confidential information.
- Any complaints on the misuse of the network will be handled by a senior member of staff and relate to the school's behaviour policy.
- Concerns relating to Safeguarding will be dealt with through the school's Safeguarding policy and procedures.
- Teachers will follow the St Ann's e-safety scheme of work for educating children on when and how to report an incident relating to the network.
- Teachers are expected to keep all data on the shared drive. Any sensitive data on staff laptops are safe with an encrypted drive lock.
- If it is necessary to transport data away from the school, it should be downloaded onto a USB stick. The data should not be transferred from this stick onto any home or public computers. Work should be edited from the USB, and saved onto the USB only.
- Staff use USB encrypted memory sticks that are password protected and do not use personal USB sticks.

USE OF THE INTERNET IN SCHOOL

- All internet use is routed through Trafford central firewall and monitored by Trafford. Websites are pre-blocked depending on their suitability.
- The Bloxx flitering system is currently in place through Trafford. Configurations of the firewall can be changed by either of the school's IT Technicians. Teachers are aware of Bloxx.

- Virus protections are monitored and updated.
- A log of any unsuitable websites will be kept by the Computing co-ordinator. It is the responsibility of teachers to alert the Computing co-ordinator of any inappropriate sites, who in turn will share this information with the rest of the staff.
- Teachers will follow the St Ann's e-safety scheme of work for educating children on the acceptable use of the internet and social networking.
- Teachers will have wider access to internet sites and must not allow children to access their staff accounts.
- Teachers must not share personal social networking information with children or parents, nor should any social networking activity refer in any way to school matters.

USE OF E-MAIL IN SCHOOL:

- If teachers wish to send a formal e-mail on behalf of the school, it should be sent through the administration address in the office, where details of teachers' personal e-mail will be removed before it is sent out to a 3rd party.

THE SCHOOL WEBSITE:

- No personal details of staff or pupils written on the website except names where appropriate.
- The Headteacher will take overall responsibility for the contents of the website.
- Photos, videos and podcasts, as well as pupils' work may be shown.
- Only first names of children may be included in the website content
- Parents' permission is required for a child's clear image to be displayed on the website
- Educational links that have been approved by the Headteacher may be posted on the website
- Parents are discouraged from using photographs taken in school on other websites or on social networking sites.

ADDITIONAL TECHNOLOGY

- No infants should have a mobile phone in school. Upper juniors may bring a phone in to which will be locked away during the school day.
- Children are not allowed additional technology such as ipods, DS, MP3s or digital cameras within school grounds, or on any field trips, (an exception can be made for cameras at the discretion of the teacher).