

# E-Safety Policy



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**Responsibility:**

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## Statement of Intent

The Governing Body of Ringwood Junior School is committed to equality for everyone across all aspects of school life. We aim to ensure that equality is incorporated into existing and future policies to eliminate unlawful discrimination, harassment and victimisation and to advance equality of opportunity between different groups with particular emphasis towards the “protected characteristics” now enshrined in the Equality Act 2010.

The School Access Action Plan has been incorporated into the Single Equality Policy to incorporate those duties provided in the Disability Discrimination Act 2005, as amended by the SEN and Disability Act 2014 (SENDA). We aim to reduce and eliminate barriers to access to the curriculum and to full participation in the school community for pupils, and prospective pupils, with a disability.

Where specific duties come into force under the Equality Act 2010, these will be incorporated into the individual policies by the Governing Body’s sub-committees to ensure a cohesive framework for the benefit of our school, its staff and visitors to the school. Where appropriate, the committees will have responsibility for publishing equality information and objectives.

## About E-Safety

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience. Schools must decide on the right balance between controlling access, setting rules and educating students for responsible use. Parents, libraries and youth clubs must develop complementary strategies to ensure safe, critical and responsible ICT use wherever the young people may be.

The Internet is an unmanaged, open communications channel. The World Wide Web, e-mail, blogs and social networking all transmit information using the Internet’s communication infrastructure internationally at low cost. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it an invaluable resource used by millions of people every day.

Much of the material on the Internet is published for an adult audience and some is unsuitable for pupils. In addition, there is information on weapons, crime and racism access to which would be more restricted elsewhere. Pupils must also learn that publishing personal information could compromise their safety/security and that of others.

Schools need to protect themselves from legal challenge. Schools can help protect themselves by making it clear to pupils, staff and visitors that the use of school equipment for inappropriate reasons is “unauthorised”. However, schools should be aware that a disclaimer is not sufficient to protect a school from a claim of personal

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injury and the school needs to ensure that all reasonable actions have been taken and measures put in place to protect users.

The school's pupil e-safety policy will operate in conjunction with the staff acceptable use of ICT policy.

## Teaching and Learning

### ***Why is it Important?***

Internet use is a part of the statutory curriculum and a necessary tool for pupils.

*The National Curriculum for computing Sept 2014 states*

*Pupils should be taught to:*

- *understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration*
- *use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content*
- *use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.*

These statements describe how pupils should both understand how the Internet works and be confident, competent, creative and safe users of these technologies.

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

### ***Internet use will Enhance Learning***

Developing effective practice in Internet use for teaching and learning is essential. The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

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## ***Pupils will be Taught How to Evaluate Internet Content***

The quality of information received via radio, newspaper and telephone is variable and everyone needs to develop skills in selection and evaluation. Information received via the Internet, e-mail or text message requires good information handling skills. In particular, it may be difficult to determine origin and accuracy, as the contextual clues present with books or TV may be missing or difficult to read. A whole curriculum approach may be required.

In a perfect world, inappropriate material would not be visible to pupils using the Internet, but this is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example: to close the page and report the incident immediately to the teacher. To encourage self-censorship, the school operates a no blame policy where pupil's first response to materials that make them feel uncomfortable is to report them to their teacher.

More often, pupils will be judging reasonable material but will need to select relevant sections. Pupils should be taught research techniques including the use of subject catalogues and search engines and be encouraged to question the validity, currency and origins of information. Key information handling skills include establishing the author's name, date of revision and whether others link to the site. Pupils should compare web material with other sources. Effective guided use will also reduce the opportunity pupils have for exploring unsavoury areas.

Ringwood Junior School will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

## **Managing Pupil Access**

### ***Managing e-mail use***

E-mail is an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools in neighbouring villages and in different continents can be created. The implications of e-mail use for the school and pupils need to be thought through and appropriate safety measures put in place. Un-regulated e-mail can provide routes to pupils that bypass the traditional school boundaries.

Where pupils have been provided with a school email account: In the school context, e-mail should not be considered private we reserve the right to monitor e-mail.

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- Pupils may only use approved e-mail accounts in school.
  - Pupils must immediately tell a teacher if they receive offensive e-mail Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
  - Access in school to external personal e-mail accounts may be blocked.
  - E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

## ***Published Work and the School Website***

Websites can celebrate pupils' work, promote the school and publish resources for projects. The contact details on the website will be the school address, e-mail and telephone number. Staff or pupils' personal information must not be published. The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

## ***Publishing Pupils' Images***

Still and moving images and sounds add liveliness and interest to a publication, particularly when pupils can be included. Nevertheless the security of staff and pupils is paramount.

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site or School Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

## ***Social Networking***

Parents and teachers need to be aware that the Internet has emerging online spaces and social networks which allow individuals to publish unmediated content. Social networking sites can connect people with similar or even quite different interests. Guests can be invited to view personal spaces and leave comments, over which there may be limited school control.

The school operates two strands, which may seem at first to be contradictory, encouraging pupils to observe legal restrictions and educating them to make good choices that will keep them safe if they choose to ignore site age restrictions

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- The school will block access to social networking sites inside school.
  - Pupils are advised by the school not to join social networks until they are legally entitled to do so. Most social networks sites have a 13 year age limit or older. Parents are also encouraged not to allow pupils to sign up underage at home as immature users often make poor decisions that leave them open to the possibility of cyberbullying, loss of security and paedophile grooming.

However the school recognises its responsibility to educate pupils to make safe choices if they choose to ignore age restrictions whilst at home and in light of this pupils are advised to:

- Never give out personal details of any kind which may identify them and / or their location.
- Recognise that any photo shared is beyond the control of the user who has shared it and may be used or adapted for purposes that the user would not wish for. This could include cyberbullying, harvesting details about their home in preparation for burglary electronic manipulation/morphing of the photo.
- Keep a locked down profile which doesn't identify them as a school child
- Recognise that social networks can never be totally safe as the user cannot manage what other members of the network do with information shared.

## **Policy Decisions**

### ***Authorising Internet Access***

Schools should allocate Internet access for staff and pupils on the basis of educational need.

- All pupils will sign an "Acceptable ICT Use Agreement" (see appendix 2).

### ***Assessing Risks***

As the quantity and breadth of information available through the Internet continues to grow it is not possible to guard against every undesirable situation. The school will need to address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system.

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor HCC can accept liability for the material accessed, or any consequences resulting from Internet use.



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- The school will regularly audit Computing/ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

## ***Handling E-Safety Complaints***

A minor transgression of the rules may be dealt with by the teacher. Other situations could potentially be serious and a range of sanctions are required, linked to the disciplinary policy. Potential child protection or illegal issues must be referred to the school Designated Child Protection Coordinator or e-Safety Coordinator. Advice on dealing with illegal use could be discussed with the local Police Youth Crime Reduction Officer.

- Complaints of Internet misuse by pupils will be dealt with by a senior member of staff.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- Sanctions within the school discipline policy include:
  - interview/counselling by the head of year;
  - informing parents or carers;
  - removal of Internet or computer access for a period.

## **Communications Policy**

### ***Introducing the E-Safety Policy to Pupils***

- E-Safety rules will be posted in rooms with Internet access
- Pupils will be informed that network and Internet use will be monitored.

### ***Enlisting Parents' Support***

- Parents' attention will be drawn to the school's e-Safety Policy in newsletters, the school brochure and on the school website.
- Internet issues will be handled sensitively, and parents will be advised accordingly.
- A partnership approach with parents will be encouraged. This could include parent evenings with demonstrations and suggestions for safe home Internet use.

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## Appendix 1

### ***E-Safety Audit***

Has the school an e-Safety Policy that complies with CFE guidance?	Y/N
Date of latest update:	
The Policy was agreed by governors on:	
The Policy is available for staff at:	
And for parents at:	
The Designated Child Protection Coordinator is:	
The e-Safety Coordinator is:	
Has e-safety training been provided for both students and staff?	Y/N
Do parents sign and return an agreement that their child will comply with the School e-Safety Rules?	Y/N
Have school e-Safety Rules been set for students?	Y/N

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## Appendix 2

### ***Acceptable ICT Use Agreement Letter***



Hightown Road  
Ringwood  
Hampshire  
BH24 1NH

Telephone: 01425 473554

Facsimile: 01425 471215

E-mail: [admin.office@ringwood-junior.hants.sch.uk](mailto:admin.office@ringwood-junior.hants.sch.uk)

Headteacher: Mrs S-A Evans  
Bsc Hons, PCGE, NPQH

### ***Responsible Internet Use Agreement***

Dear Parent/Carer

As part of our Computing curriculum, we are pleased to offer pupils access to the Internet. **Before they are allowed to use the Internet, we would like your son/daughter to read through the Responsible Internet Use Agreement with you and for you both to sign and return the attached form to the school office.**

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

The school will work with the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. To guard against access to inappropriate material we use a filtering system provided by Hampshire County Council. In addition, teachers have a duty to research and monitor areas they are intending to cover prior to use with pupils. However unlikely, it is not impossible that children may access inappropriate material. We believe that the benefits to children from using the Internet, in the form of information resources and opportunities for collaboration, far outweigh the disadvantages. If you would like to read a full copy of our E-Safety policy please apply to the school office.

Yours Sincerely

Mrs S A Evans  
Headteacher

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## Appendix 3

### ***Publishing Pupil's Work and Photos on the Website Letter***



Hightown Road  
Ringwood  
Hampshire  
BH24 1NH  
Telephone: 01425 473554  
Facsimile: 01425 471215  
E-mail: [admin.office@ringwood-junior.hants.sch.uk](mailto:admin.office@ringwood-junior.hants.sch.uk)

Headteacher: Mrs S-A Evans  
Bsc Hons, PCGE, NPQH

### ***Publishing Pupil's Work and Photos on the Website/in the Media***

Dear Parent/Carer

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or school blogs.

From time to time our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

We follow guidance issued by the Government and our own common sense judgement in presenting information on our own website. Websites can celebrate pupils' work, promote the school and publish resources for projects. Still and moving images and sounds add liveliness and interest to a publication, particularly when pupils can be included. Nevertheless the security of staff and pupils is paramount.

- Media that include pupils will be selected carefully and pupils will not be named. They will primarily be selected to show the context of the work they are doing.
- Pupils' full names will not be used anywhere on the Web site or Blog, Pupils first names will only be used when work doesn't contain an image of them.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

**Please sign the Publishing Pupil's Work and Photos on the Website/in the Media**

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**consent form to give your consent to the inclusion of photographs of your son/daughter or their work. Please return the form to the office as soon as possible.** If you would like to read a full copy of our E-Safety policy please apply to the school office.

Yours Sincerely

Mrs S A Evans  
Headteacher

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## Appendix 4

### ***Film Consent Form***



Hightown Road  
Ringwood  
Hampshire  
BH24 1NH  
Telephone: 01425 473554  
Facsimile: 01425 471215  
E-mail: [admin.office@ringwood-junior.hants.sch.uk](mailto:admin.office@ringwood-junior.hants.sch.uk)

Headteacher: Mrs S-A Evans  
Bsc Hons, PCGE, NPQH

### ***Film Consent***

Dear Parent/Carer

There are occasions during the school year when we would like to show films classified as PG or 12. These films have been carefully chosen for their potential to stimulate discussion and writing about curriculum related subjects. For example Year 3 children will study life during World War II and we would like to show extracts from "Goodnight Mr Tom" which was given a "12" certificate even though the book is recommended for children younger than this.

**Please sign the Film Consent form to allow your child to be involved in these activities, and return to the school office.**

Yours Sincerely

Mrs S A Evans  
Headteacher

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## **Responsible Internet Use Form**



### **Responsible Internet Use**

Please complete, sign and return to the school office

#### **Pupil's Agreement:**

I have read and understood the school rules for Responsible Internet Use. I will use the computer system, Internet and Wizkid in a responsible way and obey these rules at all times.

*Pupil Name:*

*Class:*

*Signed:*

*Date:*

#### **Parent's Consent for Internet Access:**

I have read and understood the school rules for Responsible Internet Use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

*Signed:*

*Date:*

*Please print name:*

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## **Film Consent**

### **Parent's Consent:**

I agree that my son/daughter may watch PG or 12 films carefully selected for their educational value.

*Signed:*

*Date:*

*Please print name:*



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## ***Publishing Pupil's Work and Photos on the Website/in the Media Consent Form***



### ***Publishing Pupil's Work and Photos on the Website/in the Media***

#### ***Parent's Consent for Web Publication of Work and Photographs:***

Please delete as appropriate, sign and return to the school office.

I agree that photographs that include my son/daughter may be published on the school website/school blogs subject to the school policy. **Yes / No**

I agree that photographs that include my son/daughter may be included in the school prospectus and other printed publications that we produce for promotional purposes. **Yes / No**

I agree that my son/daughters image can be used in the media. **Yes / No**

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Please also note that the conditions for use of these photographs are on the back of this form.

I have read understood the conditions on the back of this form.

*Signed:*

*Date:*

*Please print name:*

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## Appendix 5

### ***Responsible Internet Use Agreement***



### ***Responsible Internet Use Agreement***

Please read and sign the enclosed form(s) and return them to the school office. Internet access will only be allowed once the form is returned to the school.

We expect all children to be responsible for their own behaviour on the Internet, just as they are anywhere else in the school. This includes the materials they choose to access and language they use.

**We use the school computers and the Internet to help our learning. These rules will help us to be fair to others and keep everyone safe:-**

- *I will ask permission before entering any Web Site, unless my teacher has already approved the site.*
- *On a network, I will use only my own login and password, which I will keep secret.*
- *If I am working collaboratively I will only access another desktop with permission.*
- *I will not look at or delete other people's files.*
- *I will not bring floppy discs, CDs or flash drives to school without permission.*
- *I will not download anything without permission.*
- *I will only e-mail people I know or my teacher has approved.*
- *The messages I send will be polite and sensible.*
- *If sending an e-mail to an outside agency or business I will ask my teacher to read it before I send it.*
- *When sending e-mail, I will not give my, or anyone else's, home address or phone number, or arrange to meet someone.*
- *I will ask permission before opening an e-mail or e-mail attachment.*
- *If I see anything I am unhappy with or I receive a message I do not like I will tell my teacher immediately.*
- *I will only use my school e-mail account.*
- *I will not use Internet chat rooms.*
- *I know that the school may check my computer files, read my e-mails and monitor the Internet sites I visit.*

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- *I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.*

*Signed:*

*Date:*

*Please print name:*