

Welton St. Mary's Church of England Primary Academy



Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.' Romans 15:13

Wisdom Hope Community Dignity

E-Safety Policy (Pupils)

Approve March 2021
Review every 2 years
Next Review Term 1 2022/23

**Welton St Mary's Church of England Primary Academy
E-safety Policy (Pupils)**

Designated E-safety Officer: Nicola Gough

E-safety Lead and support – Mrs Nicola Gough, Mr James Durkan and Ark

Safeguarding Governor –Mrs Sarah Lawford

E-Safety

The use of ICT within school has enormous benefits to your education; however there are reasons why the school must put some restrictions in place. We need to make sure that you are safe and that you do not see things that you shouldn't see. If there is a website that you think you should have access to, to help with your learning, please talk to a member of staff.

PLEASE NOTE THAT INTERNET AND EMAIL USE WILL BE MONITORED.

Use of the internet – the internet is provided to help you with learning activities such as research, online activities and many other things. Before going onto the internet all teachers will remind everyone about what to do if you see something inappropriate. The internet is not to be used for anything which is illegal or that someone might find offensive or upsetting. If you are unsure, or if you come across something you think is inappropriate, you should close down the document and don't reopen it until an adult asks you to. Always let the adult who is working with you know. There is security on the computers, so never try to get around this as internet use is checked.

Logins and passwords – every person has a different computer login and password. You should never allow anyone else to use your details unless you are asked to share it by your teacher. If you think that someone else may have your details you need to tell an adult and have your password changed.

User areas- your user area is provided for you to save your school work. It is not to be used to save music or other files you have brought in from home.

Social Networking – social networking (for example Instagram, Facebook, Twitter) is not allowed for children in our school. Remember you need to be 13 to have a Facebook account.

If you do use social networking sites out of school, remember

- Do not upload pictures or videos of yourself.
- Never make nasty remarks about the school or anyone in the school.
- Always keep your personal information private.
- Never put in your full name, date of birth, address, school, phone number etc.

- Beware of fake profiles and people pretending to be someone else. If something doesn't feel right, TELL AN ADULT.
- Never chat to anyone online you do not know or do not recognise.

Security - Never try to get past any security that is in place. Security is there to keep you safe online.

Copyright- Never take information from the internet and use it as your own. A lot of information is copyright which means that it is owned by someone else and it is illegal to use this information without permission from the owner. If you are unsure, ask the adult who is working with you.

Behaviour – When sending messages out of school, remember to always be polite and never swear. Consider what you are saying, and how it might be read by somebody else. Without emoji it is difficult to show emotions in things like messages and some things you write may be read and interpreted differently by someone else. Remember what you find funny, other people may not. Do the 'grandma test' before you post something online – what would your grandma say if she saw what you have put? If you would not want your grandparents to see it then you should not be writing it!

Mobile phones – These are not allowed in school. If you have a mobile phone, the same rules apply as when you are using the computer. Never send nasty texts.

Digital leaders – We have a group of year 5/6 Digital Leaders who meet weekly with Mr Durkan. One of their main aims is to ensure our children are safe online, both in school and outside of school. The Digital Leaders will pass on any important messages during assemblies throughout the year, particularly on online safety day. If you have any ideas, worries or questions to do with staying safe online then please speak to one of the Digital Leaders who you will find wearing their badges. There is also a box in the computer suite that you can use to tell, ask or suggest something to the Digital Leaders. This means you can tell us something of importance that needs to be checked or fixed; ask us a question about anything regarding the computers or online safety; or suggest an idea to the Digital Leaders. This will be checked weekly but if you feel something needs sorting immediately then please speak to your class teacher.

E-safety: What should I do and what should I not do?

Never give out personal details to online friends if you don't know them offline or in the real world.

Understand what information is personal: ie email address, mobile number, school name, sports clubs, pictures or videos of yourself, friends and family. Small pieces of information can be pieced together to give an 'online friend' information as to who you are.

It is easy to forget that the internet is not a private space and as a result many people can see what you put on the internet. Do not put anything on you would not want your parents / carers to see.

Don't open files / emails from people you don't know. It could contain a virus.

Understand that some people lie online and that it is best to keep online mates online. Never meet up with strangers without an adult you can trust.

DON'T FORGET, IT IS NEVER TOO LATE TO TELL SOMEONE IF SOMETHING OR SOMEONE MAKES YOU FEEL UNCOMFORTABLE.