



**Ysgol Gynradd Llanmartin
Primary School**

E-Safety Policy

Document History

Issue	Date	Author
1.0	Summer 2010	R Williams
2.0	Spring 2013	J. Baxter
3.0	Summer 2015	V. Curtis

Objectives of this Policy

- To inform all governors, teaching and non-teaching staff, pupils and parents of the schools' e-safety policy intend to keep both children and the responsible adult's safe online both in school and outside.
- To inform all governors, teaching and not-teaching staff how to adhere to the schools e-safety policy, what to do when they suspect a breach and the sanction the governing body will apply if a breach is proven.

This policy should be read in conjunction with the Newport City Council "**Keeping Safe Online**" **guidance pack for schools**.

Statement of Intent

We at Llanmartin Primary School are committed to providing a caring, friendly and safe environment for all of our pupils and staff so they can achieve their full potential in a relaxed and secure atmosphere. The internet offers a huge learning and teaching potential but, at the same time, a breach of internet safety guidelines e.g. through the use of Social Networking, external webpages or blog can lead to a breach of trust and even bullying and **bullying of any kind is unacceptable** at our school. If bullying does occur, all pupils and staff should be able to tell and know that incidents will be dealt with promptly and effectively (see school anti-bullying policy). We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell a member of staff immediately.

What Is Social Networking and Blogging?

Social networking has become very much part of life. Many individuals use it on a daily basis. In terms of communication via the internet, the use of social networking websites e.g. Facebook, MySpace and Bebo will probably surpass email use.

Despite the popularity of social networks there are a number of potential risks about their use. It is also important to stress that once something is put onto the internet it can be difficult to remove and there is a possibility that anyone can gain access to it.

The term 'Blog' is short for 'web log'. A blog is an online diary detailing personal insights and experiences, which is shared with an online audience.

Recommendations and Policy:

At Llanmartin Primary School we caution all staff about the lack of privacy and potential for unsavoury content with respect to Social Networking sites and blogs. As such, we actively remind all members of the school community that they must be careful about the information they post due to potential security risks.

Gwent Police have provided the following helpful advice concerning Social Networking sites (Please note that this is advice):

- At the very most use only your name for the profile
- Do not put your date of birth on the profile
- Be wary what pictures you put online of yourself, family and friends
- Make your profile "Invite only" and thus only allow people you trust with certainty to view your information
- Do not discuss political views
- Do not discuss work
- Do not post your occupation

- Be careful what viewpoint you express

The local authority also advise that all staff in school think carefully about any information they post on a personal web space or blog, as this can be added to other peoples' pages and in turn passed on to another and another. The information 'posted' will reflect the kind of person they are, which is why no information relating to staff, children or the wider school community should be shared or published by this means. Staff should also check the privacy settings on their profile and set them to private, checking the contact and friends list from time to time to make sure they still want them to know their personal details.

Furthermore, staff should protect their password at all times and should remember that most social networking sites are for adults only (18 years and over) so should never be shared with any child in the school. All staff working in schools should maintain an appropriate level of professional conduct in their own internet use, both within and outside school.

Additionally at Llanmartin Primary School all members of our school community are advised not to put any photographs of members of the school community onto an external web site unless they have had prior permission. We also ask that in order to further protect the privacy, safety and well-being of our children, staff and school community at large, that at no point should members of the school community engage in dialogue on such sites which relates to the school, children, staff or members of the extended school community. The school has a successful school website where matters relating to the school and its wider community should be published.

The staff and children have written a set of guidelines which we can follow to ensure that we are safe and these will be displayed in all classrooms. (See Appendices)

Procedures

Our procedures aim to do two things; keep all pupils, members of staff and members of the wider school community safe and, if possible, change the behaviour of any person(s) using the internet inappropriately.

Procedures to be followed include:

1. Report any suspected breach of internet e-Safety guidelines to the child protection officer or senior member of staff immediately.
2. In serious cases those involved will be asked to come in to a meeting to discuss the alleged misconduct.
3. If necessary and appropriate governors, LEA representative, and/or the police will be consulted.

All incidences reported must be investigated and the breach action suspended immediately, with all evidence forensically secured for investigation.

Outcomes

- 1) The perpetrator may be asked to genuinely apologise.
- 2) In serious cases, suspension or even exclusion will be considered.
- 3) After the incident(s) have been investigated and dealt with, each case will be monitored to ensure there is no further breach of policy.

A written record of any reported incident will also be kept by the Headteacher, along with a record of our response, follow up actions and the details of outcomes.

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us.



We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.



We always ask if we get lost on the Internet.



We can send and open emails with an adult.



We can write polite and friendly emails to people that we know.

Llanmartin Primary School - April 2016

I have read and understand the e safety rules and agree to follow them.

Signed _____ Class _____

Think then Click

These rules help us to stay safe on the Internet



We ask permission before using the internet.



We only use websites our teacher has chosen.



We tell an adult if we see anything we are uncomfortable with.



We immediately close any webpage we are uncomfortable with.



We only email people an adult has approved.



We send e-mails that are polite and friendly.



We never give out personal information or passwords.



We never arrange to meet anyone we don't know.



We do not open e-mails sent by anyone we don't know.



We do not use Internet chat rooms.

Llanmartin Primary School - April 2016

I have read and understand the e safety rules and agree to follow them.

Signed _____ Class _____