Ynysfach Primary School

Policy For E-Safety

Autumn 2025

Ynysfach Primary School Policy For E Safety

YNYSFACH PRIMARY SCHOOL
Ysgol Gynradd Y Ynysfach

E-Safety Policy

Introduction

Pupils interact with new technologies such as mobile phones and the Internet daily and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial but can occasionally place young people in vulnerable situations.

E-Safety encompasses not only Internet technologies but also electronic communications such as mobile phones and wireless technology.

At Ynysfach Primary School we recognise both the benefits and possible risks of using such technologies and therefore aim to guard against these risks within reason by educating both staff and children at the school.

Aims of e-Safety Policy

E-Safety depends on effective practice in each of the following areas:

- Education for responsible IT use by staff and pupils;
- A comprehensive, agreed and implemented e-Safety Policy;
- Secure, filtered broadband from the Neath Port Talbot Network;
- A school network that complies with the Lifelong Learning Network Wales standards and specifications.

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Teaching and Learning

The internet and digital communications

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.

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

Internet use to benefit education

- Inclusion in the Lifelong Learning Network Wales which connects schools in NPT

- Access to world-wide educational resources including museums and art galleries

- Educational and cultural exchanges between pupils world-wide

- Collaboration across support services and professional associations

- Exchange of curriculum and administration data with the Local Authority and the Welsh Assembly Government.

The internet to enhance learning

- 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.

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

- Pupils will be shown how to publish and present information to a wider audience.

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Evaluating internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Managing Information Systems

Local Area Network security issues include:

- Users must act reasonably – e.g. the downloading of large files during the working day will affect the service that others receive.
- Users must take responsibility for their network use. For Neath Port Talbot staff, flouting electronic use policy is regarded as a matter for disciplinary proceedings, that could ultimately lead to dismissal.
- Workstations should be secured against user mistakes and deliberate actions.
- Servers must be located securely and physical access restricted.
- The server operating system must be secured and kept up to date.
- Virus protection for the whole network must be installed and current.
- Access by wireless devices must be pro-actively managed.

Wide Area Network (WAN) security issues include:

- All Internet connections must be arranged via the Neath Port Talbot County Network to provide an appropriate level of security and safety.

Information systems security

- School IT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.

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Emai

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Whole-class or group e-mail addresses should be used in primary schools under close supervision.
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- The forwarding of chain letters is not permitted.
- Pupils all receive their own email addresses through the Welsh Government HWB website.

Published content and the school web site

- Staff or pupil personal contact information will not be published. The contact details given online should be the school office.
- The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Pupils' full names will not be used anywhere on a school Web site or other on-line space such as twitter, particularly in association with photographs.
- Written permission from parents or carers is obtained before photographs of pupils are published on the school Web site or twitter.
- Work can only be published with the permission of the pupil or parents/carers.

Social networking and personal publishing

- Social Network sites and newsgroups will be filtered unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.

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Managing filtering

- The school will work with the LLAN IT sub group to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL must be reported to the e-safety Coordinator and forwarded to Neath Port Talbot County Council IT service desk immediately.
- The school will work with NPTCBC, considering Becta guidelines, to ensure that systems to protect pupils are reviewed and improved.

Managing videoconferencing and webcam use

- Videoconferencing should use the educational broadband network to ensure quality of service and security.
- Pupils must ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing and webcam use will be appropriately supervised for the pupils' age.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.
  - Mobile phones will are prohibited during school time (any brought into school by pupils will be left in the office). The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018.

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Policy Decisions

Authorising internet access

- All staff must read and sign the Acceptable Use Policy for IT before using any school IT resource. (See appendix)
- The school will maintain a current record of all staff and pupils who are granted access to school IT systems.
  - Parents will be asked to sign and return a consent form. (See appendix)
  - Any person not directly employed by the school will be asked to sign an acceptable use of school IT resources before being allowed to access the internet from the school site.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. Neither the school nor NPTCBC can accept liability for any material accessed, or any consequences of Internet access.
- The school should audit IT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Head Teacher.
  - Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
  - Discussions will be held with the Community Police Officer to establish procedures for handling potentially illegal issues.

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Responding to a complaint

The Child Protection or e-Safety Lead can provide guidance should you be concerned about the Internet use by a child, young person or member of staff. Please refer to the Response to an incident of concern diagram in the appendix.

Communications Policy

E-safety policy and its introduction to the children

- E-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- A programme of training in e-Safety will be developed.
- E-Safety training will be embedded within the IT school.

Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff training in safe and responsible Internet use and on the school e-safety Policy will be provided as required.

Enlisting parents' and carers' support

- Parents' and carers' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.
- The school will maintain a list of e-safety resources for parents/carers.
- A partnership approach with parents will be encouraged. This could include parent evenings with demonstrations and suggestions for safe home Internet use.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

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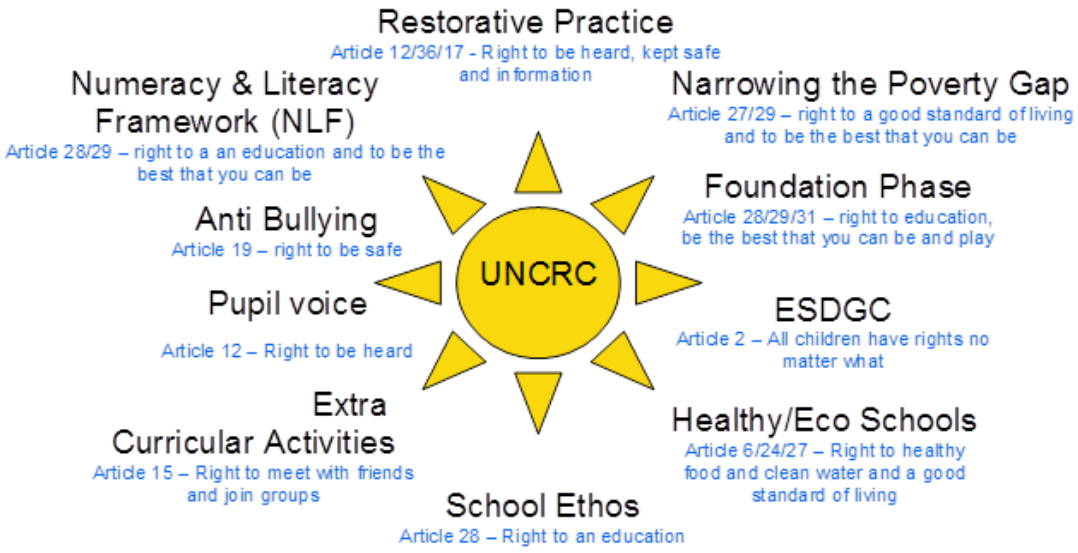
Reviewing the E safety policy

- The school will appoint an e-Safety Lead. This may be the Designated Child Protection Coordinator as the roles overlap. It is not a technical role.

- Our e-Safety Policy has been written by the school, building on the NPTCBC e-Safety Policy and government guidance. It has been agreed by senior management and approved by governors.

Ynysfach Primary School is a Rights Respecting School



MONITORING AND REVIEW

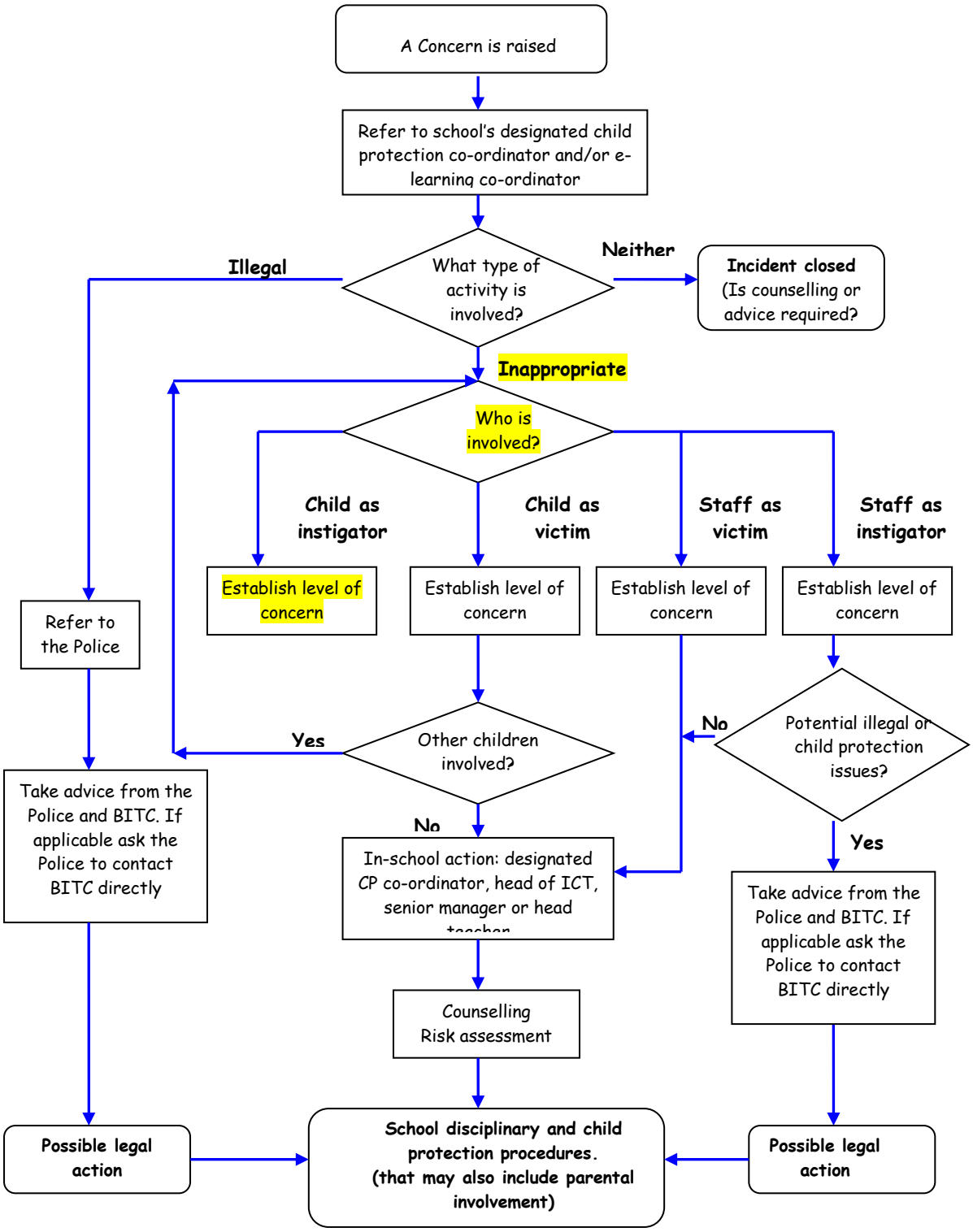
The implementation of this policy will be monitored as part of the school's internal monitoring cycle.

Signed: (Chair of Governors)

Date: Sept 2025

Appendix

Response to an incident of concern diagram



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Staff Acceptable Use Policy for ICT at Ynysfach Primary School

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I appreciate that ICT includes a wide range of systems, including mobile phones; PDAs; digital cameras; email and social networking and that only ICT only authority owned (School) equipment should be used for school business.
- I understand that school information systems may not be used for private purposes without specific permission from the Head Teacher.
- I understand that my use of school information systems, internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone.
- I will not install any software or hardware without permission from the Head Teacher.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property right and adhere to the Data Protection Act 1998.
- I will report any incidents of concern regarding children's safety to the e-Safety Coordinator, the Designated Child Protection Coordinator or Head Teacher.
- I will ensure that electronic communications with pupils including email, instant messaging and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

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The school may exercise its right to monitor the use of the school's information systems and internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information 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.

Breach of this policy will be considered a serious disciplinary matter and will be dealt with in line with the Disciplinary Policy and procedure.

I have read, understood and accept the Staff Acceptable Use Policy for ICT.

Signed:.....

Print Name: .....

Date:.....

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e-Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil:	***Form:***

Pupil's Agreement

- I have read, I understand and will abide by the school e-Safety Rules.
- I will use the computer, network, I-Pads, Internet access and other new technologies in a responsible way at all times.
- I understand that network and Internet access may be monitored.

Signed:	***Date:***

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

If this is not the case please contact the school.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I also acknowledge that the school is not responsible for the content of material which is to be found on the Internet.

Signed:	***Date:***

Please print name: