



Farnborough Road Infant School

E-Safety Policy

“Learning, Caring and Achieving Together”

At Farnborough Road Infant School are committed to ensuring that our whole school is able to operate with safety and confidence whenever and wherever they use the Internet or mobile technologies.

What is 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 children about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

Children will be taught all of the e-safety rules on the FRIS e-safety posters that are located around school and in the computing suite.

The school's e-safety policy should operate in conjunction with other policies including those for Safeguarding, Behaviour, Anti- Bullying, Computing Curriculum and Data Protection.

Writing and reviewing the e-Safety policy

- The e-Safety Policy is part of the SIP Plan and relates to other policies including those for ICT and child protection.
- The school has a Computing Lead who works closely alongside the senior leadership team and designated Child protection persons to ensure the E-safety of all pupils within the school.

Teaching and learning

Why Internet use is important?

The Internet is an essential element in 21st century life for education, business and social interaction. Our school has a duty to provide children 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 children to enhance their learning and prepare them for the future.

Internet use will enhance learning

The schools Internet access is designed specifically for pupils to use and effective filtering software is used to enable safe internet use within the school. During class computing lessons, the children will be taught what Internet use is acceptable and what is not and given clear objectives for the use of the internet in any given lesson. The use of the internet will be used and integrated into the planning to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of children. Children will have access to the Internet through a variety of hardware options delivered over a wireless system.

Staff should guide children in on-line activities that will support the learning outcomes planned for the children's age and maturity and educate them in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Children will be taught how to evaluate Internet content

If staff or children discover unsuitable sites, the URL (web address), time, date and content must be reported to the Computing Lead, IT Technician and the Headteacher. This information will be passed on to the Local Authority E-safety officer.

Schools should ensure that the use of Internet derived materials by staff and by children complies with copyright law.

Children should be taught at a time appropriate to them to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security

- The security of the school information systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The school uses the Sefton Local Authority approved software for filtering called Smoothwall.

E-mail

- Staff may only use the approved school e-mail accounts on the school system. These will be a dedicated email address for each member of staff and are to be used for school-based communications ONLY.
- Pupils and Staff must not access personal e-mail accounts on the school system.
- E-mail sent to an external organisation should be written carefully, in the same way as a letter written on school headed paper.
- Teachers will not be in email contact with children.
- The forwarding of chain letters is not permitted.

Use of Artificial Intelligence (AI) at Farnborough Road Infant School

The school recognizes the potential of Artificial Intelligence (AI) to enhance teaching and learning through improved planning, resource development, and curriculum design. Staff may use AI tools to support and enrich the delivery of the curriculum, ensuring that their use aligns with the school's values and safeguarding principles. Pupils will **not** have direct access to AI technologies. All applications of AI will be managed by staff and used solely to enhance educational provision and professional efficiency.

Published content and the school website & Publishing staff and pupil's images and work

The school will follow the Local Authority guidance on this. Please refer to Sefton Policy titled Recording and Using Images of Children

Social networking and personal publishing

Social networking sites will be blocked. Children will be taught not to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, e-mail address, names of friends, specific interests and clubs etc.

The school uses Instagram as a marketing tool which posts about activities and events in school. Parental permission is required for all children to be in photographs used for this purpose.

Policy Decisions

Authorising Internet access

The school office will maintain a current record of all staff and children who are granted Internet access. **All members of staff must sign to say they have read, understood and agree to the Acceptable Use Policy for Computing at Farnborough Road Infant School, before using any school IT resource.**

Within our school, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials. Only approved search engines will be used which are accessed directly from the school's website, on the curriculum network, during school hours.

Any person not directly employed by the school will be asked to read a copy of the schools Acceptable Use Policy before being allowed to access the Internet from the school site.

Assessing risks

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for children. The school will take all reasonable precautions to ensure that users access only appropriate 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 school computer. The school can not accept liability for the material accessed, or any consequences of Internet access.

The Headteacher will ensure that the E-Safety Policy is implemented and compliance with the policy monitored.

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.
- Pupils and parents will be informed of the complaint's procedure.
- Please refer to Appendix 1 to see the diagram explaining how an E-safety concern is dealt with.

Community use of the Internet

The school will liaise with local organisations to establish a common approach to e-safety. The school will be sensitive to Internet related issues experienced by children out of school, e.g. social networking sites, and offer appropriate advice.

Communications Policy

Introducing the e-safety policy to children

- Children will use Smarty the penguin in the foundation stage to introduce the key points about e-safety and how to stay safe online. Children in KS1 will use the resources from the ThinkUKnow website directly concerning e-safety for 5-7 year olds. Hectors World and Lee and Kim's Adventures.
- Children in KS1 will complete units of work dedicated to e-safety on purple-mash and to develop an understanding of how to keep themselves safe while online.
- SMART Rules for Internet access are posted in the Computer Suite.
- Enhancement activity linked to e-safety is provided to all children in year 2 during E-safety week.
- Children will be informed that Internet use is only with adult supervision.
- E-Safety training and communications to staff will raise the awareness and importance of safe and responsible internet use.

Staff and the e-Safety policy

All staff will have access to the school's E-Safety Policy on the school website and its importance will be regularly explained. The staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential. Staff should not use personal email or mobile technology to contact pupils. Contact should only be made with the pupil's parents if necessary using the school telephone or school email account.

Enlisting parents' support

This policy will be placed on the school Website. Parents' attention will be drawn to the school's E-Safety Policy in newsletters and the school prospectus. Parents and carers will from time to time be provided with additional information on E-safety.

Updated November 2025.

This policy will be reviewed regularly.

Signed _____ **Date** _____ **Headteacher**

Signed _____ **Date** _____ **Chair of Governors**