



La Petite Ecole Française

73 Saint Charles Square

London W10 6EJ

Tel: 0208 960 1278

E-mail: LaPetiteEcoleFrancaise@gmail.com

Directrice Pédagogique: Marjorie Lacassagne

Directrice Administrative: Flavie Fleuti

E-Safety and Acceptable Use Policy

Introduction

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the Curriculum and is a necessary tool for staff and pupils. It is a requirement that pupils from CE2 to CM2 will have access to the internet and digital technologies at school, in order to enrich their learning. La Petite Ecole Française has 20 iPads in use to allow pupils to develop digital skills such as coding or to support learning skills. Internet access at school is allowed only from CE2 to CM2 classes under the supervision of the class teacher. Learning platform such as Voicethread or the School blog can be accessed at home with the supervision of the parents.

Scope

This policy applies to all pupils and all teaching staff.

Aims

Our aim is to ensure all pupils, including those with special educational needs:

- Use the internet and other digital technologies to support, extend and enhance their learning;
- Develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- Develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- Use technologies safely.

Internet use will support, extend and enhance learning

- Pupils from CE2 to CM2 are given clear objectives for internet use.
- Web content is subject to age-appropriate filters.
- Internet use is embedded within the curriculum.
- Pupils using Internet at school will always be under the supervision of a teacher.

Pupils will develop an understanding of the uses, importance and limitations of the internet as part of the Curriculum from CE2 to CM2 pupils

- Pupils are taught how to effectively use the internet for research purposes.
- Pupils are taught to evaluate information on the internet.
- Pupils are encouraged to report inappropriate web content to teachers or parents.
- Our aim is for pupils to develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
- Pupils use the internet to enhance their learning experience.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

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Reviewed: ML/DM/FF 18/04/17

Pupils use existing technologies safely

Pupils are taught about e-Safety as part of the curriculum using French videos such as 'Hygiène mentale', which relates to the use of Internet safety, discussions around books such as 'Lilly se fait piéger sur Internet' and the support of the website CEOPS and 'Think you know.co.uk'.

Data Protection

Some of our school records are stored digitally. Please refer to the separate 'Data Protection policy'.

E-mail

- Pupils from CE2 to CM2 create an email account at school for learning activities and access to Voicethread.
- Pupils from CE2 to CM2 and staff only use approved e-mail accounts when using the school network.
- Pupils from CE2 to CM2 are aware they must tell a member of staff if they receive inappropriate e-mail communications.
- Pupils from CE2 to CM2 only use e-mail at school for approved activities.
- When an email address is set up for the pupils, the parents are given the email address and password.

Internet Access, School Blog and Voicethread

- Staff should read and sign this policy before using any school ICT resource.
- Pupils are taught to use the internet responsibly and to report any inappropriate content to a responsible adult.
- Parents are informed about the use of the blog and sign a form to authorise the school to put pictures of their child and articles about their activities during school time on to the blog. The School blog is secured with a password which is only given to parents of the school. Each year, the password is changed.
- Parents are informed of the use of Voicethread as a learning platform. They receive a password from the teacher to access the platform which relates to their child's class only.
- Pupils from CE2 to CM2 have access to Voicethread via their email address.
- The Headteacher and teachers are responsible for the content of the blog. The Headteacher ensures that the content from teachers and comments from the pupils or parents are appropriate. The Headteacher receives notifications of comments and can check all content.
- All staff who edit website content must read and sign this policy.
- Pupils are not permitted to bring mobile phones to school. Please see 'Mobile phone policy'

Web Filtering

- Teachers supervise every session on the Internet choosing an appropriate website or learning platform. Internet filters and restrictions are in place.
- Pupils are expected to report any inappropriate content accessed to the teacher.
- The Wifi is disconnected from the iPad for other classes (from PS to CE1) to prevent the access to Internet.

Communication of the E-Safety policy to pupils

- Pupils in CE2/CM1 and CM2 are expected to read (or be read) and sign the age-appropriate Internet and Learning Platform Acceptable Use Policy before using these resources.
- E-Safety rules are posted in CE2/CM1 and CM2 classrooms.
- Pupils are informed that internet and Voicethread use will be monitored.
- E-Safety is included in the curriculum and regularly reviewed.

Communication of the e-safety policy to staff

- The e-Safety and acceptable use policies is given to all new members of staff .
- All staff are asked to sign the the e-Safety and acceptable use policy and it is discussed with them annually.

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- Staff are informed that School Blog and VoiceThread use is monitored.

Communication of the e-safety policy to parents/carers

- The E-Safety and acceptable use policies is available on the school website.
- Parents are asked to sign a home-school agreement when their children join the school. This includes acceptable use policies relating to the Internet, learning platforms and other digital technologies.
- The school communicates and publicises e-Safety issues to parents through the school newsletter, and/or the website.

E-safety Complaints

- Instances of internet or VoiceThread misuse by pupils should be reported to a member of staff.
- Staff must report any misuse or e-Safety concerns to the Heateacher.
- Instances of staff internet or Learning Platform misuse should be reported to, and will be dealt with by, the Headteacher.
- Pupils and parents are informed of the consequences of Internet and/or VoiceThread misuse.

Whole-School Responsibility for Internet Safety, the Headteacher:

- Primary responsibility: establish and maintain a safe ICT learning environment with the help of the iPad technical manager.
- Responsible for e-Safety issues within the school.
- Ensure that the Owner of the school Devika Malik is informed of e-Safety issues and policies.
- Work with teachers to develop, and review, e-Safety policies and procedures.
- Develop an understanding of relevant legislation and take responsibility for their professional development in this area.

Owner of the School, Devika Malik should:

- Appoint the Headteacher to ensure that e-Safety is included as part of the regular review of child protection and health and safety policies.
- Support the Headteacher in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for e-Safety solutions, training and other activities as recommended by the Headteacher.

Teaching and Support Staff should:

- Contribute to the development of e-Safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-Safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Include e-Safety regularly in the curriculum.
- Deal with e-Safety issues they become aware off and know when and how to escalate incidents.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Parents and Carers should:

- Contribute to the development of e-Safety policies.
- Read acceptable use policies and encourage their children to adhere to them.
- Adhere to acceptable use policies when using the school internet and/or Learning Platform.

- Discuss e-Safety issues with their children, support the school in its e-Safety approaches and reinforce appropriate behaviors at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the school if they suspect, or have identified, that their child is conducting risky behavior online.