



Heathside Preparatory School

16 New End Hampstead London NW3 1JA Tel: 020 7794 5857 Fax: 020 7435 6434

E-Safety, Photography and Video Policy

The internet is an important tool for information and learning for children. It can give them opportunities to socialise with other children from other places and teach them many key skills. However, there are also risks, of which children might not always be aware: they may be exposed to inappropriate images or content; they may be tempted to buy things through the internet without their parents' knowledge; they may become victims of cyber-bullying and they may be at risk of being targeted by inappropriate adults posing as children on chat sites.

There are ways in which these risks can be reduced. This policy explains the actions we take at Heathside School, in partnership with parents, to ensure that our pupils are safe when using the internet.

E-safety

Safe systems

- The system used at Heathside has separate accounts with passwords for teachers and students.
- There are Firewalls on Networks, built into the router.
- The K9 Web Protection programme is built into each PC. This enables us to block any websites that are inappropriate for the children to view. If web access is needed to blocked sites by any of the teachers, a password is required.
- Heathside is in the process of transitioning to the recommended Fronter, the London Grid for Learning platform.
- Systems are maintained and monitored by Heathside's IT Manager.

Safety practices and awareness

During IT lessons, or any time a project involves using the internet, we ensure that we inform parents and explain to children how to be responsible and stay safe online.

We also talk to children about chatting on the internet and include ideas about cyber-bullying – where emails or social networking sites are used to hurt or humiliate a child – in our discussions of bullying more generally. If a case of cyber-bullying comes to light, we will refer to our Anti-bullying Policy.

Acceptable Use Agreement

The acceptable use agreement (see below) is signed by parents to ensure they are fully aware of the level of their child's internet use in the school.

In line with guidance from Camden Safeguarding Children Board, any incident involving the internet, for example a child accidentally being exposed to inappropriate material or a worrying chat interaction, will be reported to Melissa Remus Elliot, the designated Child Protection teacher. She will speak to parents about the incident, if necessary.

Any e-safety-related incident will be logged in the E-safety Log Book which is kept in the staff room in the Lower School and in Sarah Fortna's office in the Upper School. At the end of each term, a copy of the logged

incidents, if any have occurred, will be reported to Camden's E-safety officer. The Camden E-safety officer will be informed of any serious incident, for example a suspected attempt of an adult seeming to 'groom' a child via chat rooms, immediately.

Photography and Video

- Photographs and video images of pupils are only taken for educational purposes. For example, photos may be taken on school trips or plays and performances for school use only.
- All photographs and videos are taken with school equipment and stored on the school computer system, which is encrypted.
- Where photographs of pupils are used for publicity purposes (such as on the school website), written permission is obtained from parents.
- Children's names are never published with photographs or videos, except in school newsletters, which are only available to school families.

**Heathside School
Acceptable Use of Internet Agreement**

Name of pupil:

Class:

The internet is used in Heathside for educational purposes, such as research on special topics and for projects, only. Pupils are supervised at all times when online and do not have access to chat or social networking sites on the school system. Please could you read through the following set of rules with your child, make sure they understand them, and sign below.

Pupil:

I want to stay safe while I am using a computer so I will:

- Keep my password a secret
- Only open pages my teacher says are ok
- Tell my teacher if I feel scared or uncomfortable by anything online
- Not give my telephone number or address to anyone who is not a real friend
- Talk to my teacher before using anything on the internet
- Not load photographs of myself on to the computer
- Never agree to meet a stranger.

Parent

- I have read the above rules for responsible internet use and agree that my child may have access to the internet at Heathside. I understand that the school will take all reasonable precautions to ensure pupils do not have access to inappropriate websites and that the school cannot be held responsible if pupils do access inappropriate websites.
- I agree that my child's work can be published on the school website.
- I agree that photographs that include my child might be published on the website but that my child will not be identified.

Parent's signature:

Parent's name:

Date:

Many thanks!