

YGG Parc y Tywyn : e-Safety Policy



This policy applies to all members of the school community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and use the ICT systems, in the school and outside.

Introduction:

The e-Safety Policy is part of the School's Development Plan and relates to other policies such as those for ICT, bullying and child protection.

The school has an e-Safety co-ordinator/officer, who is responsible for any issues that arise as a result of misuse of the web or any general problems that arise as a result of the latest technology. The policy will be monitored/reviewed regularly.

Use of the internet:

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

Access to the Internet is one of the rights of the pupils who show a responsible and mature attitude towards using the medium. Use of the Internet is part of the statutory curriculum and is a necessary tool for the staff and pupils.

Pupils make extensive use of the Internet outside of school and they will need to learn how to evaluate the information on the web and take care of their own safety.

How does using the Internet benefit education?:

- Access to global educational resources including museums and art galleries;
- included in the Wales Lifelong Learning Network which connects all schools in Wales;
- educational and cultural exchanges between pupils across the world;
- occupational, social and recreational use in libraries, clubs and at home;
- access for pupils and staff to expertise in many areas;
- professional development for the staff through access to national developments, educational materials and effective practices in curriculum delivery;
- collaboration across the supporting services and professional associations;
- better access to technical support including remote network management and automatic system updates;
- exchanging data on the curriculum and on administration with the Authority and the Assembly;
- access to learning wherever and whenever that is convenient.

Use of the web:

Annually we ask the parents to sign an **Acceptable Use Agreement for Parents / Carers** so that the pupils can use the internet at school. Each teacher must keep a record of the children who have received permission to use the web and only those children will have access to the web during lessons. The pupils will also sign an **Acceptable Use Agreement** to ensure that our pupils are responsible users and stay safe when using the internet and other digital technologies for educational, personal and recreational purposes.

Lessons:

With e-safety as part of the ICT curriculum, e-safety lessons are taught throughout the school year. We will celebrate web safety day annually. In the e-Safety lessons, the children are taught to accept responsibility for their use of the web and to make them aware of the dangers on the web.

Internet Access Control:

The school works with Carmarthenshire County Council's IT Services to ensure that the filtering systems for protecting pupils are robust and are regularly reviewed. If the staff or pupils come across an unsuitable site, they must report that to the e-Safety officer. Any inappropriate incident is recorded in a manual which is kept securely by the e-security officer. If there is a complaint about child protection, action must be taken in accordance with the school's child protection policy (see Child Protection policy). The County is also responsible for managing protection systems against viruses and they are constantly updated.

School website:

The school's website is a key link between the school and our pupils' homes. We update the website regularly in order to share the latest information, successes. We receive parental consent annually before placing the pupils' photos on our website. A list is kept of the children who do not have permission to appear on the school's website, or any of the school's social networks.

Email:

Pupils can only use e-mail accounts that have been approved within the school. Pupils must tell a teacher without delay if they receive an offending email. Pupils must not reveal personal details about themselves or others in an email message, or arrange to meet anyone without specific permission. Whole class or group email addresses, moderated by a teacher, should be used in primary schools.

Video conferencing and webcam:

If any part is taken in video conferencing lessons or lessons with a web camera, there is a close monitor from the class teachers. A child has no right to use this equipment without permission or without the presence of a member of staff.

Mobile phone:

If a pupil needs to bring a mobile phone into school, the pupil must give the phone to the teacher to keep it safe until the end of the day. It is not allowed to take pictures, video of the pupils on staff's personal mobile phone. Pictures/videos of the pupils can only be taken on school equipment for educational purposes only.

Staff:

All members of staff receive a copy of the School's Policy on e-Security and understand its importance. Professional behavior within and outside the school is expected. All members of staff will sign a **Staff and Volunteer Acceptable Use Agreement**. A copy of the agreements is kept with the e-Security officer.

Ensuring the support of parents and carers:

Parents' attention is drawn to the school's e-Safety policy at the beginning of each year. A copy of the annual pack and policy can be found in the school's prospectus and on the school's website.

	Name	Signature	Date
Chair of Governors	Mr M Davies	<i>MDavies</i>	27/01/24
Headteacher	Mrs A Williams	<i>AWilliams</i>	16.07.25

Date of Review	Mai 2026
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