Online Safety Policy

Review Programme	
Policy adopted:	**Summer 2019**
Date for next review:	**Summer 2021**
Signed – Headteacher:	**Mrs. P. Campbell**

Background and rationale

Sketchley Hill Primary School recognises that the Internet and other digital technologies provide a vast opportunity for children and young people to learn. The potential that technology has to impact on the lives of all citizens increases year on year. This is probably even truer for children, who are generally much more open to developing technologies than many adults. In many areas technology is transforming the way that schools teach and that children learn. At home, technology is changing the way children live and the activities in which they choose to partake; these trends are set to continue.

More than any other mode of technology, the Internet and digital technologies allow all those involved in the education of young people to promote creativity, stimulate awareness and enhance learning. Hand in hand with our desire for our pupils to access every opportunity for learning, we recognise the need to keep them safe from the Internet, mobile and digital technologies. With this in mind, we have created this Online Safety Policy as while developing technology brings many opportunities, it also brings risks and potential dangers of which these are just a few:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on social and emotional development and learning

This policy sets out how we strive to keep children safe with technology while they are in school. We recognise that children are often more at risk when using technology at home (where we have no control over the technical structures we put in place to keep them safe) and so this policy also sets out how we educate children of the potential risks. We also explain how we attempt to inform those people who work with our children beyond the school environment (parents, friends and the wider community) to be aware and to assist in this process.

Policy and leadership

This section begins with an outline of the **key people responsible** for developing our Online Safety Policy and keeping everyone safe with ICT. It also outlines the core responsibilities of all users of ICT in our school.

It goes on to explain **how we maintain our policy** and then to outline **how we try to remain safe while using different aspects of ICT.**

Responsibilities: Online Safety Coordinator

Our Computing co-ordinator is the person responsible to the head teacher and governors for the day to day issues relating to online safety. The Online Safety Coordinator:

- holds discussions on online safety with the School Council
- takes day to day responsibility for Online Safety issues and has a leading role in establishing and reviewing the school Online Safety policies / documents
- provides training and advice for staff
- liaises with the Local Authority
- liaises with school ICT technical staff
- receives reports of Online Safety incidents and creates a log of incidents to inform future Online Safety developments
- reports regularly to Senior Leadership Team
- receives appropriate training and support to fulfil their role effectively

Responsibilities: Headteacher

- The Headteacher is responsible for ensuring the safety (including Online Safety) of members of the school

community, though the day to day responsibility for Online Safety is delegated to the Online Safety Co-ordinator

- The head teacher and another member of the senior management team should be aware of the procedures to be followed in the event of a serious Online Safety allegation being made against a member of staff.

Responsibilities: Classroom based staff

Teaching and Support Staff are responsible for ensuring that:

- they have an up to date awareness of Online Safety matters and of the current school Online Safety policy and practices
- they have read, understood and signed the school's Acceptable Use Policy for staff
- they report any suspected misuse or problem to the Online Safety Co-ordinator
- digital communications with students (email / Virtual Learning Environment) should be on a professional level and only carried out using official school systems
- Online Safety issues are embedded in the curriculum and other school activities

Responsibilities: ICT technician

The ICT Technician is responsible for ensuring that:

- the school's ICT infrastructure is secure and is not open to misuse or malicious attack
- users may only access the school's networks through a properly enforced password protection policy
- shortcomings in the infrastructure are reported to the ICT coordinator or head teacher so that appropriate action may be taken.

Schedule for development / monitoring / review of this policy

The implementation of this Online Safety policy will be monitored by the:	The Computing Leader
Monitoring will take place at regular intervals:	Bi-Annually
The governing body will receive a report on the implementation of the Online Safety policy generated at regular intervals:	Bi-Annually
The Online Safety policy will be reviewed bi-annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to Online Safety or incidents that have taken place. The next anticipated review date will be:	May 2021

Policy Scope

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

The Education and Inspections Act 2006 empowers head teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other Online Safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate Online Safety behaviour that take place out of school.

Acceptable Use Policies

All members of the school community are responsible for using the school ICT systems in accordance with the appropriate acceptable use policy, which they will be expected to sign before being given access to school systems.

Acceptable use policies are provided for:

- Pupils (EYFS + KS1 / KS2)
- Staff (and volunteers)
- Parents / carers (including permissions to use pupil images / work and to use ICT systems)

- Community users of the school's ICT system

Acceptable use policies are revisited and revised at the start of each school year and amended accordingly in the light of new developments and discussions with the children which take place at the time. Copies are sent home for further discussion with parents.

Parents sign once when their child enters the school. The parents' policy also includes permission for use of their child's image (still or moving) by the school, permission for their child to use the schools ICT resources (including the internet) and permission to publish their work. A copy of the pupil AUP is made available to parents at this stage. Community users sign when they first request access to the school's ICT system. Induction policies for all members of the school community include this guidance.

Self Evaluation

Evaluation of Online Safety is an on-going process and links to other self-evaluation tools used in school in particular to pre Ofsted evaluations along the lines of the Self Evaluation Form (SEF). The views and opinions of all stakeholders (pupils, parent, teachers …) are taken into account as a part of this process.

Whole School approach and links to other policies

This policy has strong links to other school policies as follows:

Core Computing policies

COMPUTING Policy	How ICT is used, managed, resourced and supported in our school

Other policies relating to Online Safety

Anti-bullying	How our school strives to illuminate bullying – link to cyber bullying
PSHE	Online Safety has links to this – staying safe
Safeguarding	Safeguarding children electronically is an important aspect of Online Safety. The Online Safety policy forms a part of the school's safeguarding policy
Behaviour	Linking to positive strategies for encouraging Online Safety and sanctions for disregarding it.

Illegal or inappropriate activities and related sanctions

The school believes that the activities listed below are inappropriate in a school context **(those in bold are illegal)** and that users should not engage in these activities when using school equipment or systems (in or out of school).

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- **child sexual abuse images (illegal - The Protection of Children Act 1978)**
- **grooming, incitement, arrangement or facilitation of sexual acts against children (illegal – Sexual Offences Act 2003)**
- **possession of extreme pornographic images (illegal – Criminal Justice and Immigration Act 2008)**
- **criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) (illegal – Public Order Act 1986)**
- pornography
- promotion of any kind of discrimination
- promotion of racial or religious hatred
- threatening behaviour, including promotion of physical violence or mental harm
- any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute

Additionally the following activities are also considered unacceptable on ICT kit provided by the school:

- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files

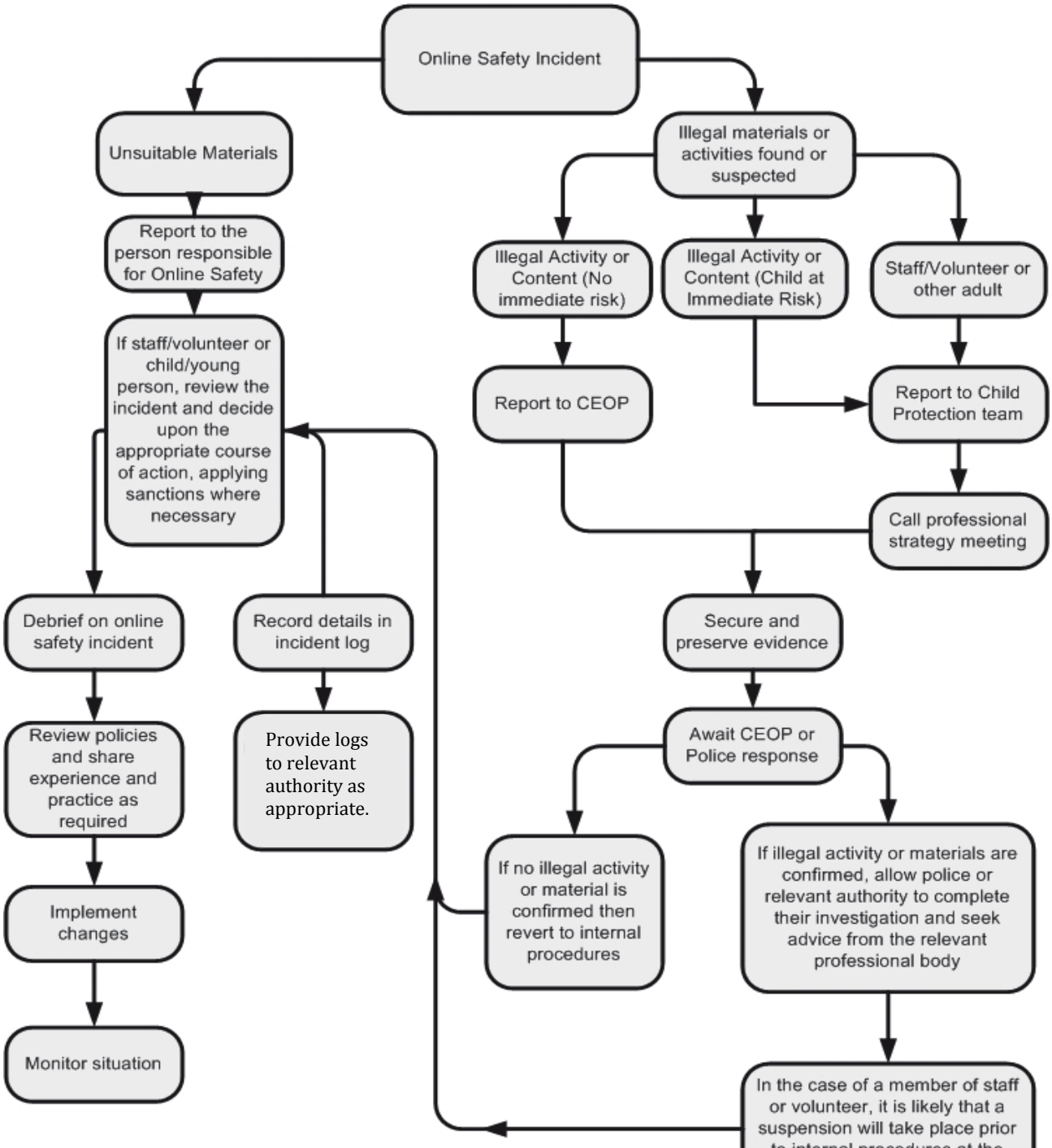
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- On-line gambling and non-educational gaming
- Use of personal social networking sites / profiles for non-educational purposes

If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (see above) it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation.

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures.

Reporting of Online Safety breaches

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:



CEOP = Child Exploitation and Online Protection Centre found at http://ceop.police.uk/

Use of hand held technology (personal phones and hand held devices)

We recognise that the area of mobile technology is rapidly advancing and it is our school's policy to review its stance on such technology on a regular basis. Currently our policy is this:

- Members of staff are permitted to bring their personal mobile devices into school. They are required to use their own professional judgement as to when it is appropriate to use them. Broadly speaking this is:
    - Personal hand held devices will be used in lesson time only in an emergency or extreme circumstances
    - Members of staff are free to use these devices in school, outside teaching time.
- Upper Key Stage pupils are currently permitted to bring their personal hand held devices into school, however, these must be handed in and kept securely until the end of their school day.

A number of such devices are available in school and are used by children as considered appropriate by members of staff.

Use of communication technologies

Email

Staff are advised to use their school email address for work related correspondence. These official school email services may be regarded as safe and secure and are monitored.

- Staff and pupils should use only the school email services to communicate with others when in school, or on school systems (eg by remote access)
- Users need to be aware that email communications may be monitored
- Pupils are to be aware of the dangers of and good practices associated with the use of email
- Users must immediately report, to their class teacher / Online Safety coordinator – in accordance with the school policy the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.

Use of digital and video images

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Members of staff are allowed to take digital still and video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be captured using school equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that pupils are appropriately dressed.
- Pupils must not take, use, share, publish or distribute images of others without their permission.

Education / training / awareness

Pupils are made aware of the importance of filtering systems through the school's Online Safety education programme.

Staff users will be made aware of the filtering systems through:

- signing the AUP (a part of their induction process)
- briefing in staff meetings, training days, memos etc. (from time to time and on-going).

Parents will be informed of the school's filtering policy through the Acceptable Use agreement and through Online Safety awareness sessions / newsletter etc.

Monitoring

- No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment.

Online Safety education

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in Online Safety is therefore an essential part of the school's Online Safety provision. Children and young people need the help and support of the school to recognise and avoid Online Safety risks and build their resilience. This is particularly important for helping children to stay safe out of school where technical support and filtering may not be available to them.

Online Safety education will be provided in the following ways:

- A planned Online Safety programme should be provided as part of Computing, PHSE and other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school
- A Progression in Online Safety Activities scheme will be followed by staff
- We use the resources on CEOP's Think U Know site as a basis for our Online Safety education http://www.thinkuknow.co.uk/teachers/resources/ (Hector's World at KS1 and Cyber Café at KS2)
- Key Online Safety messages should be reinforced through further input via assemblies linked to the school's ethos and aims and pastoral activities as well as informal conversations when the opportunity arises
- Pupils should be helped to understand the need for the pupil Acceptable Use Policy and encouraged to adopt safe and responsible use of ICT both within and outside school
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- Where pupils are allowed to freely search the internet, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.

Information literacy

- Pupils should be taught in all lessons to be critically aware of the content they access on-line and be guided to validate the accuracy of information by employing techniques such as:
    - Checking the likely validity of the URL (web address)
    - Cross checking references (can they find the same information on other sites)
    - Checking the pedigree of the compilers / owners of the website
    - Lesson 5 of the Cyber Café Think U Know materials below
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils are taught how to make best use of internet search engines to arrive at the information they require
- We use the resources on CEOP's Think U Know site as a basis for our Online Safety education http://www.thinkuknow.co.uk/teachers/resources/ (Hector's World at KS1 and Cyber Café at KS2)

The contribution of the children to e-learning strategy

It is our general school policy to require children to play a leading role in shaping the way our school operates and this is very much the case with our e-learning strategy. Children often use technology out of school in ways that we do not in school and members of staff are always keen to hear of children's experiences and how they feel the technology, especially rapidly developing technology (such as mobile devices) could be helpful in their learning.

Parent and carer awareness raising

Many parents and carers have only a limited understanding of Online Safety risks and issues, yet they play an essential role in the education of their children and in the monitoring and regulation of the children's on-line experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report).

The school will therefore seek to provide information and awareness to parents and carers through:

- Letters, newsletters, web site
- Information sessions/ informal coffee mornings
- Reference to the parents materials on the Think U Know website (www.thinkuknow.co.uk) or others