

Date approved by Trustees: 19/1/17

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Signed: 

Online Safety Policy

Introduction

The Online Safety Policy is part of the schools Safeguarding policy and relates to other policies including those for behaviour, personal, social and health education (PSHE) and for citizenship. Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

The Trust has an appointed online safety co-ordinator (Mrs Anderson) who has been CEOP trained. It also has two appointed online safety Trustees – Chris Nicholls and Mike Marshall.

Our Online Safety Policy has been written by the school, building on the NCC Online Safety Policy and government guidance. It has been agreed by the senior management, staff and approved by governors. The Online Safety Policy and its implementation will be reviewed annually.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings. This Policy document is drawn up to protect all parties: the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community with respect to the use of technologies.
- Safeguard and protect the children and staff.
- Assist school staff working with children to work safely and responsibly with technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of technologies for educational, personal or recreational use for the whole school community.



- Have clear structures to deal with online abuse such as online bullying [noting that these need to be cross referenced with other school policies].
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities
- Online safety teaching is embedded into the school curriculum and schemes of work

The main areas of risk for our school community can be summarised as follows:

Content

- Exposure to inappropriate content
- Lifestyle websites promoting harmful behaviours
- Hate content
- Content validation: how to check authenticity and accuracy of online content

Contact

- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms
- Social or commercial identity theft, including passwords

Conduct

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being (amount of time spent online, gambling, body image)



- Sexting
- Copyright (little care or consideration for intellectual property and ownership)

Communication

The policy will be communicated to staff/pupils/community in the following ways:

- Policy to be posted on the school website and in the staffroom on the Safeguarding wall
- Policy to be part of school induction pack for new staff, including information and guidance where appropriate
- All staff must read and sign the 'Staff Code of Conduct' before using any school technology resource
- Regular updates and training on online safety for all staff, including any revisions to the policy
- ICT code of conduct will be discussed with staff and pupils at the start of each year. It will be issued to whole school community, on entry to the school.

Handling Concerns

- The school will take all reasonable precautions to ensure online safety is in line with current guidance from the Department for Education (DfE)
- Staff and pupils are given information about infringements in use and possible sanctions.
- Designated Safeguarding Lead (DSL) acts as first point of contact for any safeguarding incident whether involving technologies or not
- Any concern about staff misuse is always referred directly to the Headteacher, unless the concern is about the Headteacher in which case the concern is referred to the Chair of Governors

Education and Curriculum

Pupil online safety curriculum

This school:

- has a clear, progressive online safety education programme as part of the Computing Curriculum. This covers a range of skills and behaviours appropriate to their age and experience
- will remind students about their responsibilities through the pupil ICT code of conduct
- ensures staff are aware of their responsibility to model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright



- ensures that staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights

Staff and governor training

This school:

- makes regular up to date training available to staff on online safety issues and the school's online safety education program

Parent/Carer awareness and training

This school:

- provides information for parents/carers for online safety on the school website
- runs a rolling programme of online safety advice, guidance and training for parents

3. Incident management

In this school:

- there is strict monitoring and application of the online safety policy, including the ICT code of conduct and a differentiated and appropriate range of sanctions
- support is actively sought from other agencies as needed (i.e. the local authority, [UK Safer Internet Centre helpline](#), [CEOP](#), Police, [Internet Watch Foundation](#)) in dealing with online safety issues
- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school
- parents/carers are specifically informed of online safety incidents involving young people for whom they are responsible
- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law
- we will immediately refer any suspected illegal material to the appropriate authorities – i.e. Police, Internet Watch Foundation and inform the LA

Managing IT and Communication System

Internet access, security and filtering

In this school:



- we follow guidelines issued by the Department for Education to ensure that we comply with minimum requirements for filtered broadband provision
- **School Internet provision**
- The school uses the standard LA Internet Service Provider.
- **Content filter**
- The LA use a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and
- generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.
- All pupils and staff have been issued with clear guidelines on what to do if this happens, and parents will be informed where necessary.
- Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.

Portable storage media

Staff are allowed to use their own portable media storage (USB Keys etc). If use of such a

device results in an anti-virus message they should remove the device and immediately

report to the ICT Technician. Staff are encouraged to use encrypted USB sticks and have passwords.

Security and virus protection

The school subscribes to an Antivirus software program.

The software is monitored and updated regularly by the school technical staff

Any software messages or pop-up screens reporting evidence of viral infection should

always be reported immediately to the ICT Technician.



Personal use of the Internet and ICT resources

Some equipment (including laptops) is available for loan to staff, with permission from the Executive Headteacher.

All staff must sign the ICT code of conduct. Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this Online Safety Policy.

E-mail

This school

- Provides staff with an email account for their professional use (nsix.org.uk)and makes clear personal email should be through a separate account
- We use anonymous e-mail addresses, for example head@, office@
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date

Pupils email:

- We use school provisioned pupil email accounts that can be audited
- Pupils are taught about the online safety and 'netiquette' of using e-mail both in school and at home.
- Pupils email through the VLE

Staff email:

- Staff will use LA or school provisioned e-mail systems for professional purposes
- Access in school to external personal e mail accounts may be blocked
- Never use email to transfer staff or pupil personal data unless it is protected with secure encryption. 'Protect-level' data should never be transferred by email. If there is no secure file transfer solution available for the situation, then the data / file must be protected with security encryption.

School website

- The school web site complies with statutory DfE requirements



- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- Photographs of pupils published on the web do not have full names attached. We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website;

Social networking

Staff, Volunteers and Contractors

- Staff are instructed to always keep professional and private communication separate.
- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications (VLE).
- The use of any school approved social networking will adhere to ICT code of conduct

Pupils:

- Are taught about social networking, acceptable behaviours and how to report misuse, intimidation or abuse through our online safety curriculum work.
- Students are required to sign and follow our [age appropriate] pupil ICT code of conduct

Parents/Carers:

- Parents/carers are reminded about social networking risks and protocols through our parental ICT Code of Conduct and additional communications materials when required.

Equipment and Digital Content

See Mobile phone and camera image Policy.

Digital images and video

In this school:



- We gain parental/carer permission for use of digital photographs or video involving their child when their daughter/son joins the school (or annually)
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs
- Staff sign the school's ICT Code of Conduct and this includes a clause on the use of personal mobile phones/personal equipment

Use of the Internet and ICT resources by school staff

E Safety policy and training

All staff will be given the School e-Safety Policy and its importance explained annually as

part of safeguarding training updates. Staff must be informed that network and Internet traffic can be monitored and traced to the individual user. Staff will always use a child friendly safe search engine when accessing the web with pupils. In order to safeguard all stakeholders, the use of mobile phones is restricted. Mobile phones **will not** be used for filming or photography.

The Internet

The Internet provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion. We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning. To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use.

ICT Equipment and Resources

The school also offers staff access to appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software.

Professional use

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils both in school and at home.



Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet, and to

provide pupils with appropriate models to support the school Equal Opportunities policy.

Staff who need support or INSET in using ICT as part of their professional practice are encouraged to ask for support from the ICT subject leader or Headteacher.

Use of the Internet and ICT resources by pupils

Online Safety for Pupils

We believe it is our responsibility to prepare pupils for their lives in the modern world and ICT is

an integral part of that world. At our school we are committed to teaching pupils to use the ICT

effectively and appropriately in all aspects of their education.

Internet access at school

Use of the Internet by pupils

Internet access is carefully controlled by teachers according to the age and experience of the

pupils and the learning objectives being addressed. Pupils are always actively supervised by an

adult when using the Internet and computers with Internet access are carefully located so that

screens can be seen at all times by all who pass by.

Using the Internet for learning

The Internet is now an invaluable resource for learning for all our pupils. We use it across the

curriculum both for researching information and a source of digital learning materials.

Using the Internet for learning is a part of the Computing Curriculum (Sept 2014)



We teach all of our pupils how to find appropriate information on the Internet and how to ensure

as far as possible that they understand who has made this information available, and how

accurate and truthful it is.

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focussed and using appropriate and relevant materials.
- Children are taught how to use search engines and how to evaluate Internet-based information as part of the Computing curriculum, and in other curriculum areas where necessary.
- They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
- They are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

Teaching safe use of the Internet and ICT

We think it is crucial to teach pupils how to use the Internet safely, both at school and at home,

and we use the CEOP Thinkuknow safety code and program and encourage the children to use this with their parents at home. <https://www.thinkuknow.co.uk/>

Suitable material

We encourage pupils to see the Internet as a rich and useful resource, but we also recognise

that it can be difficult to navigate and find appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the



curriculum, and staff always check the suitability of websites before suggesting them to children,

or using them in teaching.

Non-Education materials

As well as Internet material directly related to the curriculum, we encourage children to visit

appropriate entertainment and child-oriented activity sites that have interesting and relevant

activities, games and information, in school and at home.

There is a selection of links to such resources available from on the school website, on our VLE and some links might be sent home as homework.

Unsuitable material

Despite the Internet being filtered, occasionally pupils may come across something that they find offensive, unpleasant or distressing. Pupils are taught to always

report such experiences directly to an adult at the time they occur, so that action can be taken. They are told to switch off the monitor or screen.

The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT Technician and the LA.
3. Discussion with the pupil about the incident, and how to avoid similar experiences in future.
4. Teacher to log incident.



Cyberbullying - Online bullying and harassment

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat

rooms are potential problems that can have a serious effect on pupils.

Pupils are taught how to use the Internet safely and responsibly, mainly using the CEOP Thinkuknow program.. There is no access to public chat-rooms, Instant Messaging services and bulletin boards in school.

We encourage pupils to discuss any concerns or worries they have about online bullying and

harassment with staff, and have a range of materials available to support pupils and their families.

- Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy.
- Complaints related to child protection are dealt with in accordance with school child protection procedures.

Contact details and privacy

Pupils are taught that sharing this information with others can be dangerous. Pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

Deliberate misuse of the Internet facilities

Pupils have discussed the rules for using the Internet safely and appropriately.

Where a pupil is found to be using the Internet inappropriately, for example to download games,

or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse. Sanctions will include:

Unsuitable material (e.g. online games, music downloads etc)

- Initial warning from class teacher
- Report to Headteacher



- Letter to parent/carer

Offensive material (e.g. pornographic images, racist, sexist or hate website or images etc)

- Incident logged and reported to Head teacher
- Initial letter to parent/carer Removal of Internet privileges/username etc
- Meeting with Parent/Carer to re-sign Internet use agreement
- Subsequent incidents will be treated very seriously by the Headteacher, and may result in exclusion and/or police involvement.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the

Data Protection Act 1998.