

# Online Safety Policy

This Online Safety Policy has been written by the school using both government and county guidance and with reference to a selection of other policies nationwide. It has been agreed by the Teaching Staff and approved by Governors.

This policy, supported by the school's Acceptable Use Agreement for staff, governors, and pupils, is designed to protect the interests and safety of the whole school community. The online safety Policy will be reviewed annually.

The named Online/E-Safety Lead is : Mrs Karen Bilner/Sam Bassett

## Introduction

In the 21st century, use of the Internet and other forms of ICT is regarded as an essential resource to support learning and teaching. The new programme of study for Computing that replaces the existing ICT component of the national curriculum states that pupils should be taught to:

- evaluate and apply information technology, including new or unfamiliar technologies analytically to solve problems
- be responsible, competent, confident and creative users of information and communication technology

More specifically, pupils in KS1 should be taught to:

- use technology purposefully to create, organise, store, manipulate and retrieve digital content
- recognise common uses of information, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in KS2 should be taught to:

- understand computer networks, including the internet; how they can provide multiple services, such as the World Wide Web, and the opportunities they offer for communication and collaboration
- use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information

In delivering the curriculum, teachers will integrate the use of ICT such as web-based resources, e-mail and internet enabled devices. These skills are vital for life-long learning and future employment. We recognise that information and communication technologies are developing and evolving rapidly and it is important that we keep abreast of these changes. It is also essential that we equip our pupils with the ability to adapt as these technologies change and develop, helping them to embrace newly emerging technologies, seeing and appreciating their potential use.

Information and Communications Technology (ICT) covers a wide range of resources including; web-based and mobile learning. At present, the internet technologies children and young people are using both inside and outside of the school include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and/or web functionality
- Other mobile devices with web functionality (iPads, netbooks)

Our pupils have access to the Internet from many places – home, school, friends' homes, libraries and, in many cases, mobile phones. Schools have a number of services to help ensure that Internet use and the use of other information technologies is safe and appropriate. However, access out of school does not usually have these services and therefore has a range of risks associated with its use. It is our responsibility to help pupils to become e-safe by teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies in and beyond the context of the classroom.

## Why is Internet use an important part of our curriculum provision?

The purpose of Internet use at Stratford St Mary School is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

As shown above, Internet use is a part of the statutory curriculum and a necessary tool for pupils and staff.

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

Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security while using information technologies.

## How will Internet use enhance learning and teaching?

Using the Internet and information/communication technologies provides the following benefits:

Benefits of using the Internet in education include:

- access to worldwide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils worldwide
- vocational, social and leisure use in libraries, clubs and at home
- access to experts in many fields for pupils and staff
- professional development for staff through access to national developments, educational materials and effective curriculum practice
- collaboration across networks of schools, support services and professional associations
- access to learning wherever and whenever convenient

## How will we ensure the safe use of the Internet and other communication and information technologies?

Pupils will be taught:

- About online bullying and its impact and they will learn how to seek help if these issues affect them. Pupils will learn how to seek advice or help if they experience problems when using the Internet and related technologies (speaking to parents/carers, teachers or trusted members of staff or to an organisation such as Childline or CEOP).
- What Internet use is acceptable and what is not and given clear objectives for Internet use. Teachers will plan activities that support the learning outcomes and match the age of the pupils.
- About copyright law and teachers will ensure that these laws are respected when using Internet-derived materials.
- How to use the Internet as a research tool and how to stay safe while engaged in information location, retrieval and evaluation.
- To be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- To use search engines appropriately for their age.
- How to report materials that are unsuitable or cause concern.

School Internet access is designed expressly for pupil use and will include automatic filtering appropriate to the age of the pupils.

The evaluation of online materials is a part of learning and teaching in every subject and will be viewed as a whole-school requirement across the curriculum.

## Online safety Skills Development for Staff

Our staff will receive regular information and training on online safety issues and staff will be encouraged to incorporate online safety activities and awareness into their lessons. Each member of staff is aware of their individual responsibilities relating to the safeguarding of children within the context of online safety and knows what to do in the event of misuse of technology by any member of the school community. In addition to this, all staff will sign the school's Acceptable Use Agreement. New members of staff will receive information on Online safety and Acceptable Use of ICT as part of the induction process. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

## Online safety Information for Parents/Carers and Parental Support for Online safety

Parents/carers will be given a copy of the Acceptable Use Agreement and asked to read and sign it with their child. A copy of this agreement will be kept at school. Parents/carers will also be asked to sign a consent form for their child's use of the Internet in school and the use of digital images of their child.

## Managing Internet Access

### Information System Security

The Internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material, which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. To ensure the safe use of the Internet the following measures will be taken:

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- The school will comply with the terms of the data protection act.
- Personal data sent over the Internet or taken off site will be encrypted.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the school's network will be regularly checked.

### E-mail

Email is an essential means of communication for both staff and pupils. Directed email use can bring significant educational benefits; interesting projects between schools in neighbouring villages and in different countries and continents. To ensure the safe use of email by pupils the following measures will be taken:

Pupils will use the approved e-mail accounts. They will be taught to observe the following protocol for email use:

- report offensive e-mails immediately to a member of staff
- refrain from revealing personal details of themselves or others in e-mail
- refrain from communicating with or arranging to meet anyone without specific permission

Staff will use one of the school's designated email accounts including the Headteacher and Bursar. All staff must read and sign the Acceptable Use Agreement which sets out specific measures for the safe use of email.

## Publishing Photographs of Pupils and Uploading Pupil's Work

At Stratford St Mary School we think it is important to recognise the achievements of our pupils and we will take photographs of pupils engaged in learning experiences. To ensure that these images do not compromise the safety of our pupils the following measures will be taken:

- Photographs of pupils will be selected carefully and will not enable individual pupils to be clearly identified i.e. by first name and surname
- Parents/carers will be asked to sign a consent form permitting the use of their child's photographs of their child. This consent form is considered valid for the entire period that the child attends this school unless the parent decides to withdraw their permission which they are entitled to do at any time.
- Pupil's work can only be published by outside agencies with the permission of the pupil and parents.

## Social Networking and Personal Publishing

Pupils and parents will be reminded that sites such as social networking sites are governed by strict age restrictions (usually 13 years of age). We recognise, however, that some pupils will still use social networking sites so to ensure their safety when doing so they will be advised never to give out personal details of any kind, which may identify them or their location. Pupils will also be reminded to establish and maintain maximum privacy settings on their profiles so that access is denied to unknown individuals. Please also see our 'Social Media Policy'.

Any concerns regarding students' use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents/carers, particularly when concerning students' underage use of sites.

## Ofsted Expectations

Summary given by Ofsted of expectations required to ensure online safety is effective. This is a summary of them:

- All teaching and non-teaching staff should be aware and able to recognise online safety issues with high-quality leadership and management to make online safety a priority

- High priority given to training and continuation training to all staff, including the contribution of the wider school community. One member of staff to receive accredited training (for example: to become an online safety officer) The On-Line Safety Lead/Officer for Stratford St Mary Primary School is Mrs Karen Bilner & Sam Bassett. Karen Bilner is also trained to deliver E-safety workshops to adults and children.
- Clear reporting processes
- Rigorous, plain English policies and procedures integrated with other relevant policies
- Progressive online safety curriculum
- Provision of a recognised internet service provider (ISP) with age-related filtering
- Good risk assessment

## Further Information

Online safety websites for contacts and more information

CEOP (Child Exploitation and Online Protection Centre): [www.ceop.police.uk](http://www.ceop.police.uk)

Childline: [www.childline.org.uk](http://www.childline.org.uk)

Childnet: [www.childnet.com](http://www.childnet.com)

Click Clever Click Safe Campaign: [www.nidirect.gov.uk/click-clever-click-safe](http://www.nidirect.gov.uk/click-clever-click-safe)

Think U Know website: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Vodafone have produced a [Digital Parenting Magazine](#) which informs parents about the various technologies children are accessing today.

New online safety Portal for Parents and Schools – Internet Matters [www.internetmatters.org](http://www.internetmatters.org)

Internet Matters is a new online portal designed for parents to access simple, easy and practical advice about online safety for their children, right through from pre-school to teens. It provides tips on protecting children from online grooming, cyberbullying, privacy and identity theft and inappropriate content. Internet Matters is a not-for profit organisation set up by BT, Sky, TalkTalk and Virgin Media.