



# **Online Safety Policy**

## **September 2018**

**Review Date: September 2020**

## Online Safety Policy and Procedures - The Acceptable Use of the Internet and Related Technologies.

### Contents:

- Overview
- Managing the Internet safely
- Managing e-mail safely
- Using digital images and video safely
- Using the school network, equipment and data safely
- Infringements and possible sanctions

Our Online Safety Policy has been written by the Computing co-ordinator, building on the London Grid for Learning (LGfL) exemplar policy and Becta guidance. It has been agreed by the senior management and approved by Governors.

The Online Safety Policy relates to other policies including those for Computing, anti-bullying and for child protection.

## 1. Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, Wolverton School needs to build in the use of these technologies in order to arm our children with the skills to access life-long learning and employment.

The Computing curriculum covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- The Internet
- E-mail
- Instant messaging (<http://www.msn.com>, <http://info.aol.co.uk/aim/>) often using simple web cams
- Blogs (an on-line interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites
- Video broadcasting sites
- Chat Rooms
- Gaming Sites
- Music download sites
- Mobile phones with camera and video functionality
- Smart phones with e-mail, web functionality and cut down 'Office' applications.

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Wolverton Primary School we have a responsibility to educate our pupils in online safety issues; 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.

This policy is inclusive of both fixed and mobile internet; technologies provided by the school; (such as PCs, laptops, tablet devices, webcams, whiteboards, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, tablet devices, e-readers, mobile phones, camera phones and portable media players, etc).

## **2. 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;
- A comprehensive online safety education programme for pupils, staff and parents.

## **3. Roles and Responsibilities**

As online safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored.

The position of Online Safety Coordinator will be jointly held by the Computing Coordinator, Pam Clinton and the Designated Safeguarding Lead (DSL) for child protection, Marjorie Dean, as the roles overlap.

Our Online Safety Coordinators will ensure that they keep up to date with online safety issues and guidance through liaison with the Local Authority E-Safety Officer and through organisations such as Becca and The Child Exploitation and Online Protection (CEOP). The school's Online Safety coordinator will ensure that the Head teacher, senior leadership team and Governors are updated as necessary.

Governors need to have an overview understanding of online safety issues and strategies at Wolverton. We ensure our governors are aware of our local and national guidance on online safety and are updated at least annually on policy developments.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school online safety procedures. Central to this is fostering a 'Telling School' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

All staff will be made familiar with the schools' Online Safety Policy including:

- Safe use of Internet including use of internet-based communication services, such as e-mail, instant messaging and social networks;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- Publication of pupil information/photographs and use of school website / portal;
- Cyberbullying procedures;
- Their role in providing online safety education for pupils.

#### **4. Handling Online Safety Complaints**

The school will take all reasonable precautions to ensure online safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- Discussion with Online Safety Coordinator / Headteacher;
- Informing parents or carers;
- Removal of Internet or computer access for a period,
- Referral to LA / Police.

Our Online Safety Coordinators act as first point of contact for any complaint. Any complaint about staff misuse is referred to the Headteacher. Any complaint about Headteacher misuse will be referred to the Chair of Governors.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy.

Complaints related to child protection are dealt with in accordance with school / LA child protection procedures.

#### **Teaching Online Safety**

Wolverton fosters a 'Telling School' culture that encourages pupils to tell a teacher / responsible adult immediately if they encounter any material that makes them feel uncomfortable. Online safety is taught throughout the school and ensures pupils know what to do if a cyber-bullying or other online safety incident occurs. The whole school education programme covers online safety of the whole school community, both within and outside the school. We do this by:

- Ensuring pupils and staff know what to do if they find inappropriate web material, i.e. to switch off monitor and report the URL to the teacher who will then inform the online safety co-ordinators.
- Providing opportunities within a range of curriculum areas to teach online safety.
- Educating pupils on the dangers of technologies that may be encountered outside school. This is done informally when opportunities arise and as part of the online safety curriculum.
- Making sure pupils are aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils are also made aware of where to seek advice or help if they experience problems when using the Internet

and related technologies; i.e. parent/carer, teacher/trusted member of staff, or an organisation such as ChildLine/CEOP.

- Ensuring school Internet access is provided through the LA and is designed expressly for pupil use, including Smoothwall filtering appropriate to the age of pupils.
- Teaching pupils what Internet use is acceptable and what is not and giving clear objectives for Internet use.
- Educating pupils in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Teaching pupils how to evaluate Internet content and to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

## **Managing Internet Access**

### 1. Information system security

Wolverton School:

- Ensures virus protection will be updated regularly.
- Uses class logins for pupils in KS1 and lower KS2 and individual logins for pupils in upper KS2
- Uses individual logins for members of staff

We use the Smoothwall filtering system which blocks sites that fall into categories such as: pornography, race hatred, gaming and sites of an illegal nature. Staff and students must report any failure of the filtering systems directly to the Computing Co-ordinator who then informs our ICTDS system administrator.

Wolverton School:

- Blocks all chat rooms and social networking sites except those that are part of an educational network or approved Learning Platform;
- Only uses approved blogging or discussion sites, such as on the approved Learning Platform and blocks others.
- Only uses approved or checked webcam sites;

### 2. Authorising Internet access

EMAIL

- Pupils maybe introduced to, and use e-mail as part of the ICT scheme of work. This is carried out within the safe environment within the Learning Platform.

STAFF

- Staff can use the school domain e-mail accounts or web-based e-mail for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.

## IMAGES

- Digital images /video of pupils are stored in the teachers' shared images folder on the network.
- We do not use pupils' names in file names when saving images
- We do not include the full names of pupils in the credits of any published school produced video materials / DVDs;
- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils;
- Pupils are taught to publish for a wide range of audiences which might include governors, parents or younger children as part of their ICT scheme of work;
- Pupils are taught about how images can be abused in their online safety education programme;

## USING THE NETWORK AND EQUIPMENT

Wolverton School:

- Ensures staff are set-up with Internet and email access and can be given an individual network log-in username and password;
- Makes it clear that staff must keep their login username and password private and must not leave them where others can find them;
- Makes clear that pupils should never be allowed to logon or use teacher and staff logins – these have far less security restrictions and inappropriate use could damage files or the network;
- Makes clear that no one should log on as another user – if two people log on at the same time this may corrupt personal files and profiles;
- Has set-up the network with a shared work area for pupils and one for staff.
- Requires all users to always log off when they have finished working or are leaving the computer unattended;
- Where a user finds a logged-on machine, we require them to log-off and then log-on again as themselves;
- Makes clear that staff are responsible for ensuring that any computer or laptop loaned to them by the school, is used solely to support their professional responsibilities and that they notify the school of any "significant personal use" as defined by HM Revenue & Customs.

### **Handling Infringements**

Whenever a student or staff member infringes the Online Safety Policy, the final decision on the level of sanction will be at the discretion of the Headteacher or the Governors in the case of infringement by the Headteacher.

Anyone may report any inappropriate or potentially illegal activity or abuse with or towards a child online to the Child Exploitation and Online Protection (CEOP):

[http://www.ceop.gov.uk/reporting\\_abuse.html](http://www.ceop.gov.uk/reporting_abuse.html)

**Informing staff and students of our procedures.**

- They will be fully explained and included within the school's Online Safety / Acceptable Use Policy. All staff will be required to sign the school's online safety policy acceptance form; that is kept in the school office.
- Pupils will be taught about responsible and acceptable use and given strategies to deal with incidents so they can develop 'safe behaviours'. Pupils will sign an age appropriate Online Safety / acceptable use form;
- The school's online safety policy will be made available and explained to parents, who will sign an acceptance form; that is kept in the school office when their child starts at school.
- Information on reporting abuse / bullying etc will be made available by the school for pupils, staff and parents.

This policy will be evaluated and reviewed as part of our in service training.

Policy reviewed: September 2018

Next review due: September 2019