

Draft agreed March 2020
To be reviewed March 2021

Bishop Pursglove C of E Primary School
Online Safety Policy
(February 2020)

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1. Introduction

Our Online Safety Policy has been written by the school.

It has been discussed with staff, agreed by the senior management and approved by Governors.

It 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.

Created by: Ben Twelves

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2. Context and Background

The technologies

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and the sharing of information.

Current and emerging internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet – World Wide Web
- e-mail
- Apps
- Instant messaging (often using simple web cams) e.g. Instant Messenger)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs and Micro-blogs (e.g. Twitter)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access

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

3. Roles and Responsibilities

Online Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

Leadership team

The SLT ensures that the Policy is implemented across the school via the usual school monitoring procedures

Online Safety Co-ordinator

Our school Online Safety Co-ordinator is Ben Twelves.

He is responsible for keeping up to date on all Online Safety issues and ensuring that staff are updated as necessary.

Governors

The School Governing body is responsible for overseeing and reviewing all school policies, including the Online Safety Policy. Online safety governor is David Griffith.

School Staff

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 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. Staff should ensure they are familiar with the school online safety policy, and ask for clarification where needed.

They should sign the Staff Acceptable Internet Use agreement annually
Class teachers should ensure that pupils are aware of the online safety rules, introducing them at the beginning of each new school year.

Pupils

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with online safety issues, both at home and school. They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school

Parents

Parents are given information about the school's online safety policy at admission. The policy is available on the website and parents are asked to support the pupils rules with their children.

4. Technical and hardware guidance

School Internet provision

The school used the standard LA Internet Service Provider, which is KCOM & KCOM provides an uncontended broadband connection of 10 MB.

Content filter

Our Internet Provider uses 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 parent 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.

Downloading files and applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

- Pupils are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member.

Portable storage media

Staff only use encrypted 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 Administrator.

Security and virus protection

The school uses Windows Defender. The software is monitored and updated regularly.

- Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICT Administrator

5. 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.

a) 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.

Access for all pupils

In line with our inclusion policies across the school, we want to ensure that all our pupils have access to the Internet, particularly where this will directly support their learning.

Out of Hours Provision

There is no out of hours provision at Bishop Purglove C of E Primary School.

b) Using the Internet for learning

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials.

Using the internet for learning is now 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 focused 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 ICT 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 how to carry out simple checks for bias and misinformation
- 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.

c) 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 are now using the 'Educated for a Connected World' framework. We are using the 'Project Evolve' toolkit to teach this.

The main aspects of this approach include the following:

Self-image and identity

This strand explores the differences between online and offline identity beginning with self-awareness, shaping online identities and how media impacts on gender and stereotypes. It identifies effective routes for reporting and support and explores the impact of online technologies on self-image and behaviour.

Online relationships

This strand explores how technology shapes communication styles and identifies strategies for positive relationships in online communities. It offers opportunities to discuss relationships and behaviours that may lead to harm and how positive online interaction can empower and amplify voice.

Online reputation

This strand explores the concept of reputation and how others may use online information to make judgements. It offers opportunities to develop strategies to manage personal digital content effectively and capitalise on technology's capacity to create effective positive profiles.

Online bullying

This strand explores bullying and other online aggression and how technology impacts those issues. It offers strategies for effective reporting and intervention and considers how bullying and other aggressive behaviour relates to legislation.

Managing online information

This strand explores how online information is found, viewed and interpreted. It offers strategies for effective searching, critical evaluation and ethical publishing.

Health, well-being and lifestyle

This strand explores the impact that technology has on health, well-being and lifestyle. It also includes understanding negative behaviours and issues amplified and sustained by online technologies and the strategies for dealing with them.

Privacy and security

This strand explores how personal online information can be used, stored, processed and shared. It offers both behavioural and technical strategies to limit impact on privacy and protect data and systems against compromise.

Copyright and ownership

This strand explores the concept of ownership of online content. It explores strategies for protecting personal content and crediting the rights of others as well as addressing potential consequences of illegal access, download and distribution.

Suitable material

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and 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.

Unsuitable material

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet 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. The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT Administrator
3. Logging the incident – ICT Incident Log Book in the school office
4. Discussion with the pupil about the incident, and how to avoid similar experiences in future

d) Using e-mail at school

E-mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail, and how to use it appropriately and effectively.

- We teach the use of e-mail as part of our ICT curriculum, and use appropriate pupil email accounts where necessary
- Pupils are not allowed to access personal e-mail using school Internet facilities

e) Chat, discussion and social networking sites

These forms of electronic communication are used more and more by pupils out of school, and can also contribute to learning across a range of curriculum areas.

Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for young people, and there have been some serious cases highlighted in the media.

We use the resources, guidelines and materials offered by Project Evolve as outlined above in the Safe use of the Internet section to teach children how to use chat rooms safely.

- All commercial Instant Messaging and Social Networking sites are filtered as part of the LA Internet policy.
- Pupils may take part in discussion forums or post messages on bulletin boards that teachers have evaluated as part of specific lesson activities. Individual pupil names or identifying information will never be used.

f) Internet-enabled mobile phones and handheld devices

More and more young people have access to sophisticated new internet-enabled devices such as smart mobile phones, tablets and music players.

It is important that whilst the school recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted to a website or weblog.

Pupils will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites etc and how the data protection and privacy laws apply.

- Pupils are not allowed to have personal mobile phones or other similar devices in school. Parents may request that such devices are kept at the School Office for pupils who may need them on their journey to and from school.

g) 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. Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. These include:

- No access to public chat-rooms, Instant Messaging services and bulletin boards.
- Pupils are taught how to use the Internet safely and responsibly, and are given access to guidance and support resources from a variety of sources.

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.

h) Contact details and privacy

As specified elsewhere in this policy, pupils' 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.

Pupils are taught that sharing this information with others can be dangerous – see Teaching the Safe Use of the Internet.

School and pupil websites – pictures and pupil input

- As part of the ICT and wider curriculum, pupils may be involved in evaluating and designing web pages and web-based resources.
- Any work that is published on a public website and attributed to members of our school community will reflect our school, and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content.
- Pupils may design and create personal web pages. These pages will generally only be made available to other school users, or as part of a password protected network or learning platform.
- Where pupil websites are published on the wider Internet, perhaps as part of a project with another school, organisation etc, then identifying information will be removed, and images restricted.

i) Deliberate misuse of the Internet facilities

All pupils have discussed the rules for using the Internet safely and appropriately. These rules should be displayed in each classroom and the ICT suite.

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, celebrity pictures, music downloads, sport websites etc)

- Initial warning from class teacher
- Banning from school internet facilities
- Report to Headteacher
- Letter to parent/carer

Offensive material

- 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.

j) How will complaints regarding e-Safety be handled?

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.

However, 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:

- All incidents will be recorded
- Interview/counselling by class teacher, Senior Management Team, Online Safety Coordinator and Headteacher;
- informing parents or carers;
- removal of internet or computer access for a period,
- referral to LA / Police.

Our Online Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

k) Online Safety Rules for KS1 and KS2

Teachers and children may write their own versions of these rules or agreements, but excellent examples are available at <https://www.lgfl.net/online-safety/resource-centre?s=24>

6. Use of the Internet and ICT resources by school staff

The Internet

Our school understands that the internet is a valuable resource for school staff. It 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.

Internet Availability

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 sign an acceptable use of ICT document annually.

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 Inclusion and Equal Opportunities policies.

Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the ICT Co-ordinator.

Personal use of the Internet and ICT resources

Some equipment (including laptops) is available for loan to staff, with permission from the ICT coordinator and Headteacher. The appropriate forms and agreements must be signed. However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below.

E-mail

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.

Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

E-mail accounts provided by the school may sometimes need to be accessed, although personal privacy will be respected.

Online discussion groups, bulletin boards and forums, online chat and messaging

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

Social Networking

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements.

7) Data Protection and Copyright

The school has data protection policy in place – please see separate documentation for more details.

Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.

Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support pupils to do the same.

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