

ST MARY MAGDALENE CE PRIMARY SCHOOL

Agreed Whole School Policy

Online Safety Policy



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Signed Name Date

As a Church of England School, we recognise that each person is valuable, precious and unique before God. Our school is a community based on trust, honesty and love. We aim to live in peace with each other and to forgive those who have wronged us, as taught and demonstrated in the life of Jesus. We seek to foster in our members wonder in discovery, thankfulness for what we have, compassion for others and hope for the future. We therefore strive to ensure that our delivery of the curriculum meets the needs of each individual and helps foster an environment where the motivation for all to achieve and reach their full potential is at the core of our commitment.

St Mary Magdalene CE Primary School Online Safety Policy

Vision Statement

Building on a foundation of Core Christian Values, we inspire and equip our children to acquire confidence, encouraging a thirst for lifelong learning.

'I can do all things through Christ who strengthens me,' Philippians 4: 13.

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems.

We acknowledge that the increased provision of the Internet inside and outside of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

Online Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

Aim

- To ensure that staff and pupils make use of the internet and other technologies for appropriate professional and educational purposes. This includes use of e-mail, World Wide Web and educational conferencing forums.
- To ensure that Internet and use of related technologies is monitored and managed appropriately.
- To provide a mechanism by which staff and pupils are protected from sites, information, and individuals that could undermine the principles and aims of the school
- To provide rules which are consistent and in agreement with the Data Protection Act and with acceptable procedures commonly used on the internet, including those associated with netiquette.
- To provide a structure for the teaching of an online safety module of work for all users.

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Coordinator for Online Safety;
- delegated powers and responsibilities to the head teacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;

- undertaken training in order to understand Online Safety issues and procedures;
- responsibility for the effective implementation, monitoring and evaluation of this policy
 - To ensure that the school follows all current Online Safety advice to keep the children and staff safe.

Role of the Head Teacher

The Head Teacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work with the Governing Body and the Online Safety Coordinator to create a safe ICT learning environment by having in place:
 - an effective range of technological tools
 - clear roles and responsibilities
 - safe procedures
 - a comprehensive policy for pupils, staff and parents;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy;
- receive regular monitoring reports from the Online Safety Co-ordinator.

Role of the Online Safety Leader

The Leader will:

- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate;
- monitor the implementation of this policy and its effectiveness;
- ensure that all staff are aware of the procedures that need to be followed in the event of an Online Safety incident
- facilitates training and advice for all staff
- is regularly updated in Online Safety issues and legislation, and be aware of the potential for serious child protection for serious protection issues to arise from:
 - sharing of personal data
 - access to illegal / inappropriate materials
 - inappropriate on-line contact with adults / strangers
 - potential or actual incidents of grooming
 - cyber-bullying and use of social media.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Head Teacher and the Co-ordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all the afore mentioned aspects of this policy;
- accept the terms of and sign the staff 'Acceptable Use Agreement'
- be responsible for promoting and supporting safe behaviours with pupils and Online Safety procedures;
- ensure that the use of Internet derived materials complies with copyright law;
- undertake appropriate training
- be aware of Online Safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these policies
- to model safe, responsible and professional behaviours in their own use of technology
- to ensure that any digital communications with pupils should be on a professional level and only through school based systems, never through personal mechanisms, e.g. email, text, mobile phones etc.

Role of Pupils

Pupils will be aware of and comply with this policy and will be taught to:

- read, understand, sign and adhere to the Pupil Acceptable Use Policy;
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations;
- to understand the importance of reporting abuse, misuse or access to inappropriate materials;
- know what action to take if they or someone they know feels worried or vulnerable when using online technology;
- know and understand school policy on the use of mobile phones, digital cameras and hand held devices;
- know and understand school policy on the taking / use of images and on cyber-bullying;
- understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school;
- take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home
- help the school in the creation/ review of online safety policies

Role of Parents/Carers

Parents/carers will:

- support the school in promoting online safety and endorse the Parents' Acceptable Use Agreement which includes the pupils' use of the internet and the school's use of photographic and video images
- read, understand and promote the school Pupil Acceptable Use Agreement with their children
- access the school website in accordance with the relevant school Acceptable Use Agreement.
- consult with the school if they have any concerns about their children's use of technology

Role of the WOW team

The WOW team members will:

- Be elected members from Key Stage 2.
- Meet regularly to discuss issues around online safety.
- To help to complete surveys about the school's internet use and awareness of online safety.
- To be advocates of online safety in school and in their homes.
- To be on hand to help children with any problems they could have around computing and online safety.
- To be involved in spreading the message of online safety through collective worships and online safety day.
- To help identify and solve any areas of need for education around online safety in the school.

Internet Use

The school Internet access will:

- be designed for pupil use;
- include filtering provided by the Local Authority;
- include filtering appropriate to the age of pupils;
- be reviewed and improved

Authorising Internet Access

- Before using any school ICT resource, all pupils and staff must read and sign the 'Acceptable ICT Use Agreement'.
- Parents must sign a consent form before their child has access to the Internet.
- An up to date record will be kept of all pupils and school personnel who have Internet access.

E-mail

Pupils must:

- only use approved e-mail accounts;
- report receiving any offensive e-mails;
- not divulge their or others personal details;
- not arrange to meet anyone via the e-mail;
- seek authorisation to send a formal e-mail to an external organization

KS2 Pupils must read, understand and sign the 'Pupil Acceptable Use Agreement'.

KS1 Pupils will be made aware of the 'Think before You Click Poster' which will be displayed in all KS1 classrooms.

School Website

Contact details on the website will be:

- the school address
- e-mail address
- telephone number

The school website will not publish:

- staff or pupils contact details;
- the pictures of children without the written consent of the parent/carer;
- the names of any pupils who are shown;
- children's work without the permission of the pupil or the parent/carer

Social Networking and Personal Publishing

Pupils will not be allowed access:

- to social networking sites except those that are part of an educational network or approved Learning Platform;
- to newsgroups unless an identified need has been approved.

Social Media

Social Media is an important aspect of online safety. Users are encouraged to be responsible users both inside and outside of school. Appropriate Social Media such as blogging and Twitter, are encouraged within lessons where appropriate and are always monitored closely.

Netiquette

Netiquette is a term referring to good behaviour while connected to the Internet. Netiquette is mainly referring to behaviour while using Internet facilities such as individual websites, emails, newsgroups, message boards, chat rooms or Web communities.

The following rules, for pupils, will ensure that we are well mannered when communicating electronically:

- Do not use someone else's name and pretend to be them.
- Do not try to obtain someone else's password.
- Do not call anyone names or threaten them with personal violence.
- Never forget that the person reading your mail is, indeed, a person, with feelings that can be hurt.
- Do not send anonymous messages.
- Do not forward e-mails where you do not know the sender or what the content is about.
- Do not use capital letters in messages (this is considered shouting).
- Always ask permission before clicking on any links/adverts.
- Always ask permission before consenting to personalised adverts.
- Make sure you report and block anyone who makes you feel uncomfortable online.
- Do not give out any personal information online.
- Make sure you are only accessing and using age appropriate content online.

These rules also apply to staff but with these further additions:

- Check your emails regularly.
- Acknowledge that you have read and received an important email.
- Proof read before you send.

- Keep potentially sensitive information encrypted.

Adult Code of Conduct for Safe Use of technology

Protect yourself

Mobile phone use:

- Only use your phone during school breaks in designated areas.
- Switch off your phone if it is with you in class
- Never phone parents or school agencies from your own phone unless you use 141 followed by their number.
- Never take photos of children with your phone
- Never give your phone number to children or parents
- Never send text messages about children or their parents on your phone

Computer safety:

- Never tell children your personal e-mail address
- Never communicate with children on social networking sites
- Never upload photos of children on the internet without explicit permission.
- Always send confidential information (i.e. with children's names) on the school's secure e-mailing encryption system and only if absolutely necessary.
- Never keep photos or films of children on your memory stick
- Do not keep confidential information on your memory stick
- Do not allow children in your care to have unsupervised access to computers
- Do not take confidential information out of school.

Camera use:

- Always use a school camera/school mobile phone to take photos of children
- Never take a school camera home
- Always remove past photos from a school camera before taking it on a trip
- Do not allow non staff access to our photos without express permission from the parents, in writing and through the Head Teacher
- Do not allow non staff to photograph our children without written permission from parents given through the Head Teacher

How complaints regarding Online Safety will be handled

The school will take all reasonable precautions to ensure online safety. However, owing to the size and nature of the internet, the availability of mobile technologies and the speed at which technologies change, it is not possible to guarantee that unsuitable material will never appear on a school website. Neither the school nor the authority can accept liability for material assessed in school, nor any consequences of Internet access.

Our Online Safety Co-ordinator and the Head Teacher acts as first point of contact for any complaint

The Head Teacher will deal with all complaints of Internet misuse by school personnel.

Sanctions will include:

- Internet use only allowed with an adult's supervision
- Ban from using the internet for a time
- E-mail account withdrawn
- Discussion with Head Teacher
- Informing parents or carers
- Referral to LA/police.

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 procedures.

Online Safety Education

Units of work focusing on online safety are taught in KS1 and KS2 to raise the awareness and importance of safe and responsible use of the internet and related technologies. The children will be taught rules that will help to protect them when using the internet at school home at home online safety rules will be on display in the computer suite.

Online safety is taught within each unit alongside the curriculum work.

Online Safety Day will be an annual event for the entire school to raise awareness.

Inappropriate Material

Any inappropriate websites or material found by pupils or school personnel will be reported to the Online Safety Coordinator who in turn will report to the Internet Service Provider.

Internet System Security

- New programs will be installed onto the network or stand alone machines by Turn IT on technicians.
- Personal CD's, DVS's and other data record devices may not be used in school.
- Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

Complaints

- The Head Teacher will deal with all complaints of Internet misuse by school personnel or pupils.
- Parents will be informed if their child has misused the Internet

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel

- communications with home such as weekly newsletters

Monitoring the Effectiveness of the Policy

The online safety policy is referenced from within other school policies: Computing Policy, Safeguarding Policy, Anti-Bullying Policy and in the School Improvement Plan, Behaviour Policy, Personal, Social and Health Education and for Citizenship policies.

- The school has an online safety coordinator who will be responsible for document ownership, review and updates.
- The online safety policy will be reviewed biannually or when any significant changes occur with regard to the technologies in use within the school
- The online safety policy has been written by the school online safety Coordinator and is current and appropriate for its intended audience and purpose.

Parental consent form – Use of ICT in school

Parent/Guardian name: _____

Pupil name(s): _____

As the parent or legal guardian of the above named pupil(s), I grant permission for my daughter or son to have access to use the internet, e-mail and other ICT facilities at school.

I know my daughter or son has signed an online safety agreement form and that they have access to, and are taught, the 'rules' for responsible ICT use.

I accept that ultimately the school cannot be held responsible for the nature and content of the materials accessed through the internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access e-mail, employing appropriate teaching practice and teaching online safety skills to pupils.

I understand that the school can check my child's computer files, and the internet sites they visit, and that if they have concerns about my child's online safety or online behaviour that they will contact me.

I will support the school by promoting safe use of the internet and digital technology at home and will inform the school if I have any concerns over my child's online safety.

Parent / guardian signature: _____

Date; ____/____/____

St. Mary Magdalene C of E School

Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any school business.
- I will only use the approved school email, school MLE or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will use the school's Learning Platform in accordance with school / and London Grid for Learning advice.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.

Name _____

St Mary Magdalene KS2 Pupil Acceptable Use Agreement

These rules will keep me safe and help me to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

I have read and understand these rules and agree to them.

Signed:

Date:

Think before you click

S

I will only use the Internet and email with an adult.

A

I will only click on icons and links when I know they are safe.

F

I will only send friendly and polite messages.

E

If I see something I don't like, I will switch off the screen and tell an adult.

My Name:

My Signature: