



All Saints Carshalton, Church of England Primary School

Online Safety Policy

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School Online Safety Policy:

We are committed to protecting the wellbeing and safety of all children and young people as well as staff, governors and volunteers. Potential risks are recognised as

- Inappropriate access to the Internet via Internet enabled devices
- Sexual abuse of children through accessing, collecting, storing or sending inappropriate material
- Cyber-bullying using mobile technology and the Internet
- Adults not fulfilling their professional responsibilities by using the Internet inappropriately, both inside and outside of school.

This online safety policy considers the use of both fixed and mobile internet, PCs, laptops, chrome books, mobile phones and portable media players. It will be revised to incorporate new and emerging technologies. These will be examined for educational benefit and a risk assessment will be carried out by the ICT/computing leader before their use in school is allowed.

The school will ensure that all members of the school community are aware of the online safety policy and acceptable use policy, recognising their implications for the individual. Online safety depends on staff, governors, parents, and where appropriate, the pupils themselves taking responsibility for the use of the Internet and other communication technologies.

Instruction in responsible and safe use by pupils will precede Internet access. As part of the curriculum, pupils will be made aware of the guidelines for the acceptable use of the Internet and what is not acceptable. These guidelines for acceptable use will be clearly on display in all areas of the school where Internet access is available. All pupils will be given clear objectives when using the Internet.

Why Internet use is important:

New technologies have become integral to the lives of children and young people in today's society, both within and outside of school. The internet and other digital information and communications technologies (mobile phones, tablets and Internet enabled devices) are powerful tools which open up opportunities in education, business and social interaction for everyone. The internet is part of the statutory curriculum and a necessary tool for learning. Therefore, the school sees it as its duty to provide pupils with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. The purpose of Internet use in 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 systems.

Internet use will enhance learning:

Where Internet activities are part of the curriculum, they will be planned so that they enrich and extend the children's learning. Staff will guide pupils through on-line activities that will support the learning outcomes planned for the age and maturity of the pupils. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. Activities that involve the use of the Internet for gathering information and resources will develop pupil skills in locating and evaluating materials effectively. Pupils will be taught to be critically aware of the

materials they read and shown how to validate information before accepting its accuracy. Pupils will regularly learn about online safety across the computing curriculum, on how to make the best and safest use of modern technologies. All websites used for specific activities will have been approved by the school. The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Managing Internet Access:

Internet access in the school is provided via a broadband link through the Cygnet intranet. Filtering appropriate to the age of the pupils is provided as part of this link. An agreement for the provision of a suitable virus protection system has been implemented through the services of Cygnet, who monitor and service the school network. This virus protection system is installed on all computers in school and automatically updated regularly. Laptops will only be updated for viruses when they are connected to the network. All staff, governors, volunteers and pupils will be required to read, sign and abide by the terms laid out in the acceptable use policy. Children are not permitted to bring or use personal tablets, digital cameras, camera phones or any other electronic device in school. Pupil access to the Internet will be by adult demonstration or directly supervised access to specific, approved on-line materials.

Children in Year 6 are permitted to bring mobile phones to school, but they are to be handed to the office at the beginning of the school day and collected at home time. The use of mobile phones will not be permitted during lessons or the school day. Other year groups may only bring in their phones by individual consent from the headteacher and for exceptional circumstances stated clearly in writing by parents.

Online communication:

Curriculum activities that involve the use of e-mail or online communication will be through the use of individual Google accounts that are controlled by Cygnet which will only send and receive messages sent internally. All e-mail communications sent by members of staff that relate to the school will be through authorised, Cygnet webmail or Google accounts, except in exceptional circumstances. The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.

- Pupils must immediately tell a teacher if they receive an offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- Pupils must not allow anyone else to use their Google account.
- Online chat rooms and instant messaging services are blocked by the intranet filtering.

Published content and the school web site:

- The contact details on the web site should be the school address, e-mail and telephone number.
- Staff or pupils' personal information will not be published.

Publishing pupil's images and work:

- Photographs that include pupils will be selected carefully and will only feature pupils with parental permission.
- Only first names of pupils will be published and these will never be published in conjunction with photographs.

- School newsletters are published monthly on the school website, but full names are never published alongside photographs of the relevant children.

Social networking and personal publishing:

- The school will block access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering:

- If staff or pupils discover an unsuitable site, it must be reported to the online safety leader immediately.

Authorising Internet access:

- A consent form, which covers permission to access the Internet, will be issued to parents and carers of each year group during the summer term to cover the forthcoming academic year. This will contain the acceptable use guidelines and details of the school's online safety policy. Parents and carers will be required to sign the consent form and pupils will also be required to sign an acceptance of the acceptable use policy.
- Parents of children who arrive mid-year will also be asked to sign this as part of their induction routine. The signed consent form must be returned to the school for pupil access to the Internet to be permitted.
- Pupils will be informed that Internet use will be monitored. Pupil access may be withdrawn if the acceptable use guidelines are not adhered to.
- All members of staff and governors will be provided with access to a copy of the school online safety policy.
- All staff, governors and volunteers will need to sign a copy of the Adult Acceptable Use Policy before using any Internet resource in school. They will be made aware that Internet traffic can be monitored and traced to the individual user and professional conduct is essential.
- At EYFS, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Assessing risks:

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school device. The school cannot accept liability for the material accessed, or any consequences of Internet access. Any pupil who discovers such material must immediately report it to a member of staff.
- The school will audit ICT provision to establish if the Online Safety Policy is adequate and that its implementation is effective.

Handling online safety complaints:

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the head teacher.

- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Communicating Online Safety

Introducing the Online Safety Policy to pupils:

- Online Safety rules will be posted in all rooms with internet access and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.

Staff and the Online Safety Policy:

- All staff will be given the school's Online Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support:

- Parents' attention will be drawn to the school's Online Safety Policy in newsletters, the school brochure and on the school web site.

Failure to comply:

- Where incidents occur due to non-compliance with the school's Online Safety Policy, these will be reported to a delegated senior member of staff. Any issues relating to staff misuse must be referred to the head teacher.
- Should it become necessary to prohibit the use of internet resources for a pupil then parents or carers will be involved so that a partnership approach can be used to resolve any issues.
- This could include practical sessions and suggestions for safe Internet use at home.