<u>Online Safety Policy 2019/20</u>

<u>Shaftesbury School</u>

Why is Internet Use Important?

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 and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in the 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access.

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

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:
- Access to world-wide educational resources including museums and art galleries;
- Inclusion in the National Education Network which connects all UK schools;
- Educational and cultural exchanges between pupils world-wide;

- 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 support services and professional associations;
- Improved access to technical support including remote management of
    networks and automatic system updates;
- Exchange of curriculum and administration data with the Local Authority and DCSF; access to learning wherever and whenever convenient.

How can Internet Use Enhance Learning?

- The school's Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Authorised Internet Access

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the e-safety co-ordinator or network manager and to LGFL.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Email

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher/adult if they receive offensive e-mail.

- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Whole class or group e-mail addresses should be used in school
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Use of mobile technology

Adults

Adults at Shaftesbury understand that they should only use their personal mobile phones during break times and lunch times in appropriate and approved areas. Areas in which they can be used at break times and lunchtimes include the staff room, offices and classrooms, **provided children are not present at these times**. Mobile phones should not be used in classrooms, corridors or communal areas in the presence of children. Mobile phones are not permitted in certain areas of the school site e.g. toilets and changing rooms. Mobile phones should not be used during lessons or formal school time. They should be switched off or on silent at all times.

Staff are advised that mobile phones should be kept locked in lockers for security. Staff understand that if they are expecting an emergency call they must seek specific permission to use their phone at a time other than their break time or lunch time.

All visitors are expected to keep phones on silent and to

follow this policy.

No images or videos should be taken on mobile devices without the prior consent of the person or people concerned.

Children

The school accepts that some parents may wish for their child to have a mobile phone for their own safety. Pupils in Year 4, Year 5 and 6 understand that they are permitted to bring a phone to school provided the parents/carers have informed the school of this and the reason in which they require them to do so i.e travelling to and from school alone. The child's mobile phone must be brought to the school's reception and given to a member of staff where it is kept safely and securely until the end of the day. Pupils can then collect their device after school. Children understand that under **no circumstances** should mobile phones be used during the school day, this breaches the school policy. If a child needs to contact their parents, they will be allowed to use a school phone.

Social media

All staff understand that they are role models and should promote positive online safety and model safe, responsible and positive behaviours in their own use of technology. All staff understand that they should not share other's images or details without permission and should refrain from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers. Staff should ensure they do not engage in online discussion on personal matters relating to members of the school community.

All staff at Shaftesbury Primary School understand they cannot add or be friends with pupils or ex-pupils on social media. Staff should have their settings on private so pupils/ex pupils and parents cannot access their accounts.

All staff understand that personal opinions should not be attributed to the school/academy and personal opinions must not compromise the professional role of the staff member, nor bring the school into disrepute. All staff understand the importance of maintaining professional conduct and upholding their online reputation, that of the school and of the teaching profession.

Youtube
You tube will only be used as a teaching tool at Shaftesbury. Children will not have access to Youtube and if seen accessing Youtube, a member of staff will ask the pupil to close the page. YouTube at no time should be accessed in front of pupils, and the teacher teaching that lesson must, watch all materials shown to pupils prior to the lesson. All links to the videos shown must be on plans prior to teaching the lesson.

Filtering

The school will work in partnership with the Local Authority, LGFL and the Internet Service Provider to ensure filtering systems are as effective as possible.

Video Conferencing

- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

- Staff will be issued with a school phone where contact with pupils is required.

Published Content and the School Web Site

- The contact details on the web site should be the school address, e-mail and telephone number.
- The Online Safety Co-ordinator will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupils' Images and Work

- Parents are asked to sign a photography policy indicating if they allow their children's images to be taken and used in the school environment, the school website, school publications and local press. Class teachers are then informed of children who do not have permission for their images to be taken.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

- The school should audit ICT use to establish if the Online Safety policy is adequate and that the implementation of the Online Safety policy is appropriate.

Handling online safety Complaints

- The head teacher will deal with complaints of Internet misuse.
- 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.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Communication of Policy

Pupils

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.

Staff

- 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.

Parents

Parents' attention will be drawn to the School Online Safety Policy in newsletters, parental workshops, the school brochure and on the school website.

Photography, Videos and other Creative Arts

To promote safer use of ICT, it is essential that when work with children involves the taking or recording of images this should safeguard the privacy, dignity and well-being of children.

School activities may involve recording images. These may be undertaken as part of the curriculum, extra school activities, to celebrate achievement or for publicity, such as the local newspaper, website, and promotional literature. Parents are asked to sign a photography policy to give the school permission to take photographs or video children. We always write to the parents to inform them if images are to be used for external purposes like a local or national newspaper or for YouTube etc. We give parents the opportunity to opt out of this by putting it in writing by a certain date.

Staff need to be aware of the importance of only using the schools equipment when photographing or videoing children. Staff should not use their own personal cameras or phones to record or take pictures of children.

Adults should:-
- Use equipment provided or authorised by the organisation.

- Report any concerns about inappropriate or intrusive images found.
- Ensure the school has parental permission to take and/or display photographs.
- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.
- Ensure that all images are available for scrutiny in order to screen for acceptability.
- Be able to justify images of children in their possession.
- Avoid making images in one to one situations.

Adults should not:-
- Display or distribute images without consent.
- Use mobile phones to take images.
- Take, display or distribute images of children unless they have consent to do so.
- Take or store images of children on personal cameras or mobile phones.
- Take images in secret or images in situations that could be construed as being secretive.

Any images of children will be saved on the school server for one term and then will be deleted.

<u>Concerning images</u>

Adults who are made aware of any incidents of inappropriate images of children on devices will need to follow the schools safeguarding reporting procedure <u>immediately</u>. This could include children's own mobile phones.

Adults should ensure they <u>**do not**</u> look at the image <u>or make a copy</u>. They should confiscate the device and give it to the

safeguarding lead along with the referral. The safeguarding lead will then make the necessary referrals to the police or local MASH team.

If the safeguarding lead is not available the deputy safeguarding lead should be informed. In their absence, the referral should be given along with the device to the head teacher.

There are no circumstances that will justify adults possessing indecent images of children. Accessing, making and storing indecent images of children is illegal. Adults who are involved in this activity will be viewed as a threat to children and will be subject to a criminal investigation that if proven will result in them being barred from working with children.

Adults <u>should not</u> use equipment belonging to the setting to access pornography, nor should personal images containing such images be brought into the workplace.

Adults should ensure children are not exposed to inappropriate images or websites. Appropriate controls should be in place to prevent this, through filtering and passwords.

Where indecent images are found, this must be reported immediately to the DSL and Head Teacher who will then alert the Police and/or the Local Authority Designated Officer (LADO).

<u>The Prevent Duty</u>

Protecting pupils from the risk of Radicalisation is part of Shaftesbury's safeguarding duties. We build pupils resilience to radicalisation by promoting fundamental British Values which are: Care, Courtesy, Commitment, Co-operation and Consideration. We teach children how to stay safe online through Online Safety lessons, PSHCE lessons, assemblies and special weeks (Safer Internet Week). We explain to children that they should tell a trusted adult if someone is trying to encourage them to do dangerous things when online.

If a member of staff has a concern about a particular pupil they should follow the school's normal safeguarding procedure and make an internal referral.

The Child Protection Officer will make the referral to the Channel Police Practitioner.