



Online Safety Policy

Date Approved: 20th November 2015

To be Reviewed Annually

Our e-safety policy has been written by the school, building on the LGFL and NPW guidance. It is linked to the school's Safeguarding policies and will be reviewed annually. The school has acceptable user and permission policies in place. Parents' attention will be drawn to the e-safety policy via parent meetings, newsletter and the school's website.

The e-safety officers are Shazia Hussain, Rhian Walstone and Sadaf Mirza.

The internet is part of everyday life for education, business and social interaction and the school has a duty to provide students with quality internet access as part of their learning. Pupils use the internet widely outside school and need to learn to evaluate internet information and to take care of their own safety and security. The values of internet use include access to world-wide educational resources, museums and art galleries, access to learning whenever and wherever convenient and extended means of communication.

- The school will address e-safety/online issues with staff through staff meetings and training sessions and awareness of this policy. The issue will be discussed with children through assemblies and during class lessons and through guidance on the website.
- Safe and responsible use of the internet and technology will be reinforced across the curriculum. Particular attention will be given where pupils are considered vulnerable
- Pupil instruction in responsible use should precede internet use. Rules for responsible use will be reinforced at the start of any lesson where pupils will have access to the internet.
- Pupils need to learn digital literacy skills to refine their own publishing and communications with others via the internet. Respect for copyright and intellectual property rights, and correct use of published material will be taught.
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use. They will be informed as to how unacceptable abuse can be reported.
- Staff should guide pupils to on-line activities that will support the learning outcomes planned for 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.

Information received by the internet, email or text requires careful handling and digital literacy skills. It may be difficult to determine origin, intent and accuracy.

- The evaluation of online materials is part of teaching / learning in every subject.

The security of the whole system from user to internet is an important responsibility which includes delivery of essential learning services but also the safety of staff and pupils.

- The security of school information systems and users will be reviewed regularly.
- Virus protection will update regularly in line with borough guidance.
- Portable media may not be used without a virus check. Any such devices provided by the school will not be used with devices outside of the school network.
- Unapproved software will not be allowed in pupils' work area or attached to email.
- The SBT will review system capacity regularly.

E-mail is an essential means of communication for both staff and pupils which can bring significant educational benefits. The implications of email use for the school and pupils will be considered and appropriate e-safety measure put in place.

- Pupils may only use approved e-mail accounts.
- 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 communications, or arrange to meet anyone.
- Whole class or group e-mail addresses will be used for communication outside of school.
- The school has a dedicated e-mail for reporting well-being and pastoral issues. This is monitored by the Safeguarding Lead.
- Staff should not use personal e-mail accounts during school hours or for professional purposes.

The school website inspires children to publish work of a high standard and celebrates children's work and activities as well as providing an information service to parents / carers and children alike.

- The contact details on the website are the school's address, e-mail and telephone number. Staff contact details will not be published.
- The website will comply with the school's guidelines for publication including respect of intellectual property rights and copyright.
- Images that include children will be carefully selected.
- Pupils' full names will not be used on the website, especially in association with photographic images.
- Written permission from parents/carers will be obtained before images of pupils are electronically published.

The school are aware of the emerging social networks which staff and pupils will want to use. Social networking can connect people with similar interests and provide a platform for sharing and discussion. It is important to raise awareness of the possible risks associated with use of these sites to both pupils and staff professional integrity.

- Pupils will be advised never to give out personal details of any kind which may identify them and /or their location.
- Pupils will be advised not to place personal photos on public social networking space and the importance and ability to use private areas.
- Pupils will be advised on security aspects and the need to set passwords, deny access to unknown individuals and block unwanted communications.
- Pupils will be advised not to publish detailed and private thoughts, especially those that may be considered threatening, hurtful or defamatory.
- Staff will be advised, re use of mobile phones, how to protect their professional integrity when social networking and mobile devices.
- The school will be sensitive to internet related issues experienced by pupils out of school and offer appropriate advice.

Prevent Duty:

The statutory guidance makes clear the need for schools to ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place. More generally, schools have an important role to play in equipping children and young people to stay safe online, both in school and outside. Internet safety will usually be integral to a school's ICT curriculum. (Prevent Duty June 2015).

The school's broadband access includes filtering appropriate to the age and maturity of pupils as provided by the borough. The school will monitor the effectiveness of this filter by

- Advising pupils and staff to report any unsuitable sites by providing the URL to the e-safety officer immediately.
- Reporting any illegal material directly to the borough and CEOP.

IT moves on and develops continuously; emerging technologies offer potential to develop new teaching and learning tools. The school will consider emerging technologies and the educational benefit and potential risk prior to use by children.

- Mobile phones will not be used in lessons or formal school time. Children will be advised about the sending of inappropriate or abusive messages or pictures.
- Use of personal internet-enabled devices will not be permitted by pupils within school hours.
- The use of other mobile devices, for example hand-held consoles will be carefully considered and children advised of the appropriate and acceptable use of these.

Internet access for staff and pupils is provided on the basis of educational need. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global nature of internet content it is not possible to guarantee that access to unsuitable material will ever occur. The school cannot accept liability for material accessed or the consequences resulting from internet use.

- Parents will be asked to sign a permission form for pupil access.
- Parents will be advised that children will only have access to the internet with adult supervision.
- Staff and pupils will be made aware that internet traffic can be monitored and traced to individual user. Staff will be advised to maintain discretion and uphold professional conduct which using the internet.
- Any on-line content to be used in class will be fully vetted by teachers before use to ensure suitability of content. Teachers will mute sound and minimise windows in which advertisements can be used (for example, at the start of *You Tube* videos)

The school take the responsibility of e-safety very seriously and any misconduct will be dealt with immediately. Online bullying will not be tolerated, as set out in the schools anti-bullying policy. All incidents of online bullying will be recorded by the school and clear procedures are in place to investigate incidents.

Any complaint about staff misuse of will be referred to and dealt with by SLT. The school will follow all legislative guidelines regarding the use of the internet.

Monitoring and evaluation

This policy needs to have regular evaluation and monitoring to ensure it is being implemented and is effective.

The senior management team will monitor the policy.