

# Online Safety Policy

Type in blue represents sections that describe the 'OUTCOMES' of the policy

Type in green represents 'PROVISION' i.e. how the school goes about it

## Rationale

The statutory national curriculum states that children should be taught to use technology safely, respectfully and responsibly, keeping personal information private; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact and identify where to go for help and support when they have concerns about content or contact on the internet or other online.

The requirement to ensure that children and young people can use online and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. The school Online Safety Policy and procedures will help to ensure safe and appropriate use. The development and implementation of such a strategy will involve all the stakeholders in a child's education from the Head teacher and Governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content;
- Unauthorised access to/loss of/sharing of personal information;
- The risk of being subject to grooming by those with whom they make contact on the internet;
- The risk of being targeted by extremists in order to promote and encourage radicalisation;
- The risk of being targeted by those involved in child sexual exploitation;
- The sharing/distribution of personal images without an individual's consent or knowledge;
- Inappropriate communication/contact with others, including strangers;
- Cyber-bullying;
- Access to unsuitable video/internet games;
- An inability to evaluate the quality, accuracy and relevance of information on the internet;
- Plagiarism and copyright infringement;
- Illegal downloading of music or video files;
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this Online Safety Policy and procedures is used in conjunction with other school Policies including the Overarching

Safeguarding Statement, Child Protection, Data Protection and Whole School Behaviour.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

## Objectives

To give pupils and staff the opportunities to safely :

- access world-wide educational resources;
- participate in new initiatives;
- gather information and have cultural exchanges between appropriate pupils in other schools;
- participate in staff discussions with experts in many fields;
- provide access to educational materials and good curriculum practice;
- communicate with the advisory and support services, professional associations and colleagues;
- exchange curriculum and administration data with the Local Authority (LA) and Department for Education (DFE)

## Guidelines



### Web Site

The headteacher will delegate editorial responsibility of our school website to the Web Site Manager (Wendy Bailey: [wb@beckstone.cumbria.sch.uk](mailto:wb@beckstone.cumbria.sch.uk)) to ensure that content is accurate and quality of presentation is maintained;

- The website will comply with the school's guidelines;
- Pupils will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience;
- Photographs must not identify individual pupils, any close up of faces where recognition is possible will be pixelated;
- Full names will not be used anywhere on the website, particularly alongside photographs;
- Permission from parents will be sought before photographs of pupils are published on the school website (this is included in the GDPR consent agreement).

## Facebook



The school has a live Facebook page – it is called "Beckstone Primary School (Official Facebook Group).

The page is for information only and doesn't accept comments.

The Facebook page has open access and will also contain links to updates on our web site and messages from school – there is no facility to message school. As a result, any photos etc. will only appear from our web site following clicking on a link. It is hoped this will dissuade children who are under 13 using Facebook but will allow adults to receive updates about the school. Indeed, please

note no children should have Facebook accounts under the age of 13 and applications to join the group will be refused/accounts will be deleted.

## Managing Internet Access at School

Parents will be informed that pupils will be provided with supervised internet access;

- Use of personal internet accessing equipment such as mobile phones forbidden in school
- The school's wireless network is WEP protected and is protected by Cumbria County Council's filtering service.
- Personal memory sticks may not be brought into school by pupils.
- Responsibility for handling incidents will be given to the headteacher.
- Rules for internet access will be posted near computer systems.
- All staff, including teachers, supply staff, teaching assistants and support staff will be provided with the 'ICT Code of Conduct' and its importance explained.
- Parents' attention will be drawn to the policy in newsletters, the school brochure and on the school website.
- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non moderated medium);
- When copying materials from the Web, pupils will be taught to observe copyright;
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

## Planning and use of the Internet

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement.
- Pupils will be given clear objectives for internet use.
- Staff will select sites which will support the learning outcomes planned for the pupils' age and maturity, more often than not these will be shortcuts from the desktop.
- Approved sites will have a shortcut in the appropriate folder on the desktop.
- Staff and pupils will not be allowed to access public chat rooms, including social network sites.
- Staff and pupils will not access inappropriate sites that could put others at risk;
- New facilities will be thoroughly tested before pupils are given access.
- Pupils using the Internet will be supervised by an adult.
- If staff or pupils discover unsuitable sites, the URL (address) and content will be immediately reported to the

Internet Service Provider via the headteacher (who in turn will notify the County's filtering team)

### Safeguarding

Our internet access is designed for pupil safety and includes a "firewall" filtering system (managed by the County) intended to prevent access to material inappropriate for children. In addition:

- Pupils receive regular online safety training through planned lessons as part of the computing curriculum and use of CEOP resources (q.v. Internet safety folder in ICT desktop folder) as well as internet safety training from our own fully certified Kidsafe trainers
- The school actively participates in national 'Safer Internet' weeks
- Internet use at home is now commonplace. As a consequence the school newsletter regularly features articles on home online safety and suggests the use of K9 Protection and e-safety resources
- There is an internet safety zone on our school web site for parents
- If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels.
- Responsibility for handling incidents involving children will be taken by the Education Support Manager, who is the designated Safeguarding Officer and the pupil's class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.
- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the headteacher will be informed. Children should be taught to press the **Windows key and 'L'** to lock the desktop
- The Headteacher will report the URL (address) and content to the County in order to establish a block.;
- if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the CEOP and the police

### Social networking and personal publishing

- The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- The newsletter will regularly remind families of the age limits for social media sites such as facebook and Instagram (13 years old)
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

- The school will actively seek trainers, stalls at parents' evenings etc to educate parents on how to keep their children safe online.

### Rules for responsible internet use



### Staff

Staff use of the internet is governed by the 'ICT Code of Conduct' which is ratified by Governors. All staff are required to sign an 'ICT Code of Conduct' and a copy is kept in the School Office.

Governors also have acceptable use clauses contained within the 'Governors' Code of Conduct' document. In addition students must read this policy as part of the induction procedures and a copy is in the staff files folder on the desktop and also on the school's interactive zone.

### Pupils

Pupils must follow the agreed rules for responsible online activity. A copy of the rules, are also displayed around the school near PCs and in the computer suite.

### Handling e-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 Headteacher.
- 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 (via the school prospectus)
- Pupils and parents will be informed of consequences for pupils misusing the Internet.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.



Beckstone Primary School



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