

Online Safety policy

Policy development

The online safety policy relates to other policies including those for Anti-bullying and Child Protection.

- Our policy has been agreed by senior managers and approved by governors
- The policy and its implementation will be reviewed annually
- It is available to read or download on our school website or as a hard copy from the school office

Roles and responsibilities

The school has an online safety coordinator (in some cases this will be the Designated Safeguarding Lead as the roles may overlap). Our coordinator is: Louise Ballard.

Teaching and Learning

Why internet and digital communications are important

- The purpose of any technology in school is to raise educational standards, to promote achievement, to support the professional work of staff and to enhance the school's management functions.
- The school has a duty to provide students with quality internet access as part of their learning experience.
- Internet use is part of the statutory curriculum and a necessary tool for staff.
- Pupils will be educated in the safe, effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- They will be encouraged to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be shown how to publish and present information appropriately to a wider audience.
- They will be taught what internet use is acceptable and what is not and be given clear objectives for use. These are also important transferable skills for their life out of school, including using mobile phones and other mobile devices.
- They will be taught how to report unpleasant internet content including cyberbullying or unwanted contact.
- Issues such as cyberbullying and online safety are built into the curriculum to encourage self – efficacy and resilience. Some children who have had problems in the past or those with additional needs may need additional support.

Managing Internet Access

Information security system

- The school ICT system security will be reviewed regularly.
- Virus protection will be updated regularly.

Email

- Pupils and staff may only use approved e-mail accounts on the school system
- Pupils must immediately tell a member of staff if they receive offensive e-mail.
- Staff to pupil e-mail communication must only take place via a school e-mail address or from within a learning platform and will be monitored

- All incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

Published content and the school website

- The contact details on the school's website should be the school address. No staff or pupil's personal details will be published
- The headteacher or their nominee will have overall editorial responsibility to ensure that content is accurate and appropriate.

Publishing pupils' images and work

- Photographs that include children will be selected carefully and will not enable images of individuals to be matched with names.
- Pupil's full names will be avoided on the website and learning platforms including blogs and forums, especially if associated with a photograph.
- Written permission will be obtained from parents and carers as and when children join the school, before photographs are published on the school website
- Parents should be clearly informed of the school policy on image taking and publishing.

Social networking and personal publishing

- The school will control access to social networking sites and consider how to educate pupils in their safe use. This may not mean blocking every site; it may need monitoring and educating students in their use
- The school will encourage parents to support their children when setting up a social networking profile and offer help and guidance. This includes encouraging families to follow the terms and conditions specifying the appropriate age for using sites.
- Pupils will be advised never to give out personal details which may identify them or their location.
- Pupils will be educated about the risks associated with taking, sharing and distributing images.

Managing filtering

- The school will work with the County Council to ensure systems to protect pupils are reviewed and improved.
- Any unsuitable on-line material should be reported to the online safety coordinator
- Regular checks will be made to ensure the filtering methods are appropriate, effective and reasonable.

Managing Emerging Technologies

- The school will examine emerging technologies for their educational benefit
- Mobile phones and associated cameras will not be used in lessons.
- Care will be taken with the use of hand held technologies in school which may not have the level of filtering required.
- Staff will use a school phone where contact with pupils and their families are required on site during the school day. In exceptional circumstances, staff will use their own phones but will withhold their numbers.
- Staff do not use personal mobile phones in school without permission, in accordance with their code of conduct.
- Children in year 6 are permitted, with parental consent, to bring a mobile phone to school. The children do not have access to these whilst on the school premises.

Protecting personal data

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

Policy decisions

Authorising internet access

- All staff must read and sign the 'staff code of conduct' before using any school ICT resource
- The school will maintain a current record of all staff and pupils who are given access to school IT systems
- At key stage 1, access to the internet will be by adult demonstration with directly supervised access to specific on-line materials.
- Teachers must thoroughly plan internet use for pupils in lessons. Individuals must not be allowed to make unplanned Google searches.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material; however it is not possible to guarantee that unsuitable material will never appear on a school computer.
- The school will monitor ICT use to establish if the online safety policy is appropriate and effective.

Handling online safety complaints

- Complaints of internet misuse will be dealt with by a senior member of staff.
- Complaints of misuse by staff will be referred to the headteacher
- Any complaints of a child protection nature must be dealt with in accordance to child protection procedures.
- Pupils and parents will be informed of the consequences and sanctions for pupils misusing the internet and this will be in line with the school's behaviour policy.

Communicating the policy

Pupils

- Appropriate elements of the online safety policy will be shared with pupils
- Online safety rules will be posted in all networked rooms
- Pupils will be informed that network and internet use will be monitored.
- Age appropriate curriculum opportunities will be used to ensure all pupils gain an awareness of online safety. These will be addressed on a regular basis and modified as newer risks are identified.
- The children are educated in accordance with our computing and PSHE curriculums on how to stay safe online and to take responsibility for their own behaviour in addition to building their own resilience during lessons, assemblies and through national initiatives such as Anti-Bullying Week and Safer Internet Day.

Staff

- The online safety policy is accessible within all classrooms.
- Staff should be aware that the system is monitored and that professional standards are expected.
- Staff monitoring the system will be supervised by senior management and have a clear procedure for reporting

Parents

- Parents will be notified of the policy on the school website

- All parents will be asked to sign the Home School Agreement when they register their children.
- Follow guidelines for the use of their own digital devices when on the school premises or supporting school events.
- Information and advice on how to stay safe and encourage responsible behaviour online is provided on the school website with links to external agencies such as the NSPCC.

Addendum: Remote Learning During the Coronavirus (COVID-19) Pandemic

If local restrictions apply, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy appendix outlines additional measures that will be implemented for delivering remote learning during the pandemic.

1. Legal framework

- 1.1 This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
 - DfE (2020) 'Adapting teaching practice for remote education'
 - DfE (2020) 'Guidance for full opening: schools'
 - DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
 - DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
 - DfE (2020) 'How schools can plan for tier 2 local restrictions'
 - DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'
 - Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'
 - DfE (2020) 'Remote education good practice'

2. Contingency planning

- 2.1 The school will work closely with the LA to ensure the premises are COVID-secure, and will complete all necessary risk assessments.
- 2.2 The school will work closely with the local health protection team when local restrictions apply and implement the provisions set within their contingency plan.
- 2.3 The school will communicate its contingency plans for local restrictions with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.
- 2.4 The school will ensure that remote learning training is regularly refreshed for teachers, and that appropriate trouble-shooting support is available when needed, so the transition from in-person to remote teaching can be as seamless as possible if required.
- 2.5 If local restrictions are **not** applied, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

- 2.6 The level of remote learning provision required will be based on the government's four tiers of local restrictions. Where there are no local restrictions in place, the school will continue to remain fully open to all, and these tiers will not apply.

3. Teaching and learning

- 3.1 All pupils will have access to high-quality education when remote working. Our main learning platform will be Microsoft Teams supported by Microsoft OneNote.
- 3.2 The school will use a range of teaching methods to cater for all different learning styles, including online learning resources (such as BBC Bitesize, Topmarks, DK Find Out, White Rose Maths), Teams meetings, quizzes as well as resources posted via Microsoft OneNote on the school website.
- 3.3 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.
- 3.4 The school will remain cognisant of families who do not have access to the resources required for remote education, and will ensure that a record of which pupils do not have appropriate devices or internet access is maintained.
- 3.5 The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme. School will also organise the provision of donated technology.
- 3.6 Before distributing devices, the school will ensure:
- The devices are set up to access remote education.
 - Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.
 - Access to the school's WiFi has been removed.
- 3.7 Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.
- 3.8 Where live lessons are recorded, the school will ensure all recording procedures have due regard for the relevant data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation.
- 3.9 The school will maintain good communication with parents to ensure that parents are aided in
- 3.10 This policy annex will be reviewed in line with any updates to government guidance.

All changes to the policy will be communicated to relevant members of the school community.

This online safety policy was revised by: Jamie Jones

On: January 4th, 2021

Review: September 2021