

# Palatine Primary School

# Online Safety Policy



**Reviewed: April 2015**

**Ratified by the Management Committee: 1<sup>st</sup> July 2015**

**Date of next Review: April 2018**

## Palatine Primary School: Online Safety Policy

### Writing and Reviewing the Online Safety Policy

This Online Safety Policy is one of several 'ICT and Computing' policies. For example; Data Protection and Network Security. In addition, this Online Safety policy relates to the Child Protection policy and supports our curriculum and other school development policies.

- The school has an identified member staff who has overall responsibility for the Online Safety policy but there is a dedicated 'ICT and Computing Team', that includes expert technical staff, who work together to ensure that we keep abreast of legislation and provide safety for all of our Internet users.
  - This Online Safety Policy builds on best practice and government guidance. It has been agreed by our senior leaders and approved by school governors. It will be reviewed annually.
- 

### Teaching and Learning

#### Why Internet and digital communications are important

- The Internet is an essential element in 21st century life for education, business and social interaction.
- The school has a duty to provide pupils with quality Internet access as part of their learning experience and to support the professional work of staff.
- Internet use often forms part of our curriculum and is therefore a necessary tool for staff and pupils.
- The school Internet access includes strict web filtering appropriate to the age of pupils.
- Where appropriate, some of our pupils will:-
  - *be taught which Internet use is acceptable and what is not and they will be given clear but simple objectives for Internet use.*
  - *be educated in the effective use of the Internet*
  - *be shown how to publish and present information appropriately to a wider audience.*
- Sometimes pupil's access to the Internet is incidental and will take the form of accessing visual or auditory resources, or Internet educational games, through their staff members.

#### Some pupils will need to be taught how to evaluate Internet content

- The school will seek to ensure that the use of any Internet derived materials, for staff or pupils, complies with copyright law.
- Some of our pupils will need to be taught how to report unpleasant Internet content and for those pupils it will be carefully planned for as part of their curriculum.

## **Managing Internet Access**

### **Information system security**

- School ICT systems and network security will be reviewed regularly
- Virus protection will be updated regularly
- Local Authority security guidelines will be followed if appropriate

### **E-mail**

- Pupils (where applicable), and staff may only use approved e-mail accounts on the school system.
- Staff and applicable pupils will tell a designated adult if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication. However, all of our pupils will be closely supervised and monitored and their online communication will be managed by staff members.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will monitor incoming and outgoing mail messages from pupils.

### **Published content, the school web site or social media pages**

- The contact details on the school Facebook, Twitter page, Learning Environment or Website is closely scrutinised. Staff or pupils personal information should not be published.
- A designated member of the ICT and Computing Team has overall editorial responsibility to ensure that content is accurate and appropriate.

### **Publishing photographs, images and work**

- Written permission from parents or carers will be obtained before photographs or images of pupils are published.
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified unless permission has first been sought by parents or carers.
- The school will always look to seek to use group photographs rather than full-face photos of individual children where possible.

- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.
- Pupils' full names will be avoided on the Website, Twitter or Facebook page, as appropriate, including in blogs or forums, particularly in association with photographs.

### **Social networking and personal publishing on the school website/Facebook/Twitter pages**

- The school will control access to social networking sites, and consider how to educate pupils in their safe use where necessary to do so: E.g. use of passwords and family accounts.
- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.
- The school's online Learning Environment is a secure area. It is managed by members of the ICT and Computing Team and is closely monitored by senior staff. Family accounts are provided on a one-per-pupil basis.
- Parents and carers are encouraged to report anything they are concerned about.

### **Managing filtering**

- The school will work in partnership with our approved technical support team to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials the site must be reported to a senior member of the ICT and Computing Team.
- YouTube can only be accessed by staff and is also filtered through the Smoothwall.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **Managing videoconferencing**

- Videoconferencing will use an educational broadband network to ensure quality of service and security rather than through the broad use of the Internet
- 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.

### **Other devices**

- Mobile phones will not be used during lessons or formal school time except as part of an educational activity.
- Taking photographs at any time without the subject's consent will be discouraged unless it is for professional purposes, such as assessment and recording.

- The sending of abusive, offensive or inappropriate material is forbidden.
- Staff should not share personal telephone numbers with pupils and are encouraged not to share with parents or carers either.

### **Protecting personal data**

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act and all staff are subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation.

### **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. Therefore, the school cannot accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish if the Online Safety policy is adequate and that the implementation of 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 from within the ICT and Computing Team, which includes and the business manager.
- Any complaint about staff misuse must be referred to the head teacher.
- Concerns of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Parents will be informed of the consequences for any pupil's misuse of the Internet.

### **Community use of the Internet**

- All use of the school Internet connection by any community or other organisation shall be in accordance with the school Online Safety policy.

### **Introducing the Online Safety policy to pupils**

- Appropriate elements of the Online Safety policy will be shared with pupils wherever appropriate
- Online Safety rules will be posted in all networked rooms.
- Pupils will be informed that network and Internet use will be monitored.

- Curriculum opportunities to gain awareness of Online Safety issues and how best to deal with them will be provided for pupils

### **Staff and the Online Safety policy**

- All staff will be alerted to the School 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' and carers attention will be drawn to the School Online Safety Policy in newsletters and from within the school website or Learning Environment pages.
- Parents and carers will be provided with additional information on Online Safety should they request it.