

**St. Joseph's Park Hill School**



# **On-Line Safety Policy**

## **Mission Statement**

**At St. Joseph's Park Hill we prepare our children for the challenges of the future in a nurturing and stimulating environment built on Catholic foundations.**

January 2018

## **Introduction**

This Policy applies to ALL members of the school community who have access to and are users of the school IT system.

It applies in school but also out of school, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site. This is relevant to incidents such as cyber-bullying which may take place out of school. The school will deal with such incidents and associated behaviour within this policy and other relevant policies and will inform parents / carers of known incidents of inappropriate Online Safety behaviour that takes place out of school.

This Policy should be read alongside the:

- The safeguarding policy
- The acceptable use agreement – pupils
- The acceptable use agreement – staff
- The facebook acceptable use policy
- The social media policy
- The anti-bullying policy
- The behaviour management policy
- The staff handbook

## **Aims of the Policy**

The purpose of the policy is to:

- Establish the ground rules we have in school for using the internet
- Describe how these fit into the wider context of our Safeguarding, Behaviour Management, Anti-Bullying, PSHE and Computing policies
- Demonstrate the methods used to ensure children know how to stay safe on-line.

## **Rationale**

The school believes that the benefits to pupils from access to the resources of the Internet exceed the disadvantages. We have a duty to provide pupils with quality Internet access as part of their learning. Internet use is part of the statutory curriculum and a necessary tool for staff and pupils.

Ultimately the responsibility for setting and conveying the standards that children are expected to follow when using media and information resources, is one the school shares with parents and guardians.

We believe that safe access to the internet can:

- promote pupil achievement
- support the professional work of staff
- enhance the school's management functions.

At St Joseph's Park Hill School we feel that the best recipe for success lies in a combination of site-filtering, of supervision, of specific teaching about on-line safety and by fostering a responsible attitude in our pupils in partnership with parents / carers.

## **Teaching and Learning**

We use the internet for a number of reasons:

- It is part of the statutory curriculum and a necessary tool for learning
- The internet is a part of everyday 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
- Pupils use the internet widely outside school and need to learn how to evaluate internet information and to take care of their own personal safety and security whilst online

## **Benefits of using the internet in education include:**

- Access to worldwide educational resources
- Access to learning wherever and whenever convenient
- 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 networks of schools, 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 the DFE

## **How can internet use enhance learning?**

- Staff will guide pupils to online activities that will support the learning outcomes planned for the pupils' age, maturity and ability.
- Pupils will be taught the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work

## **What will pupils be taught?**

Pupils will be taught:

- That on-line activity should take place in a communal room at home
- That they should always talk to parents about what they are doing on-line
- That they should never share passwords
- That people they meet on-line are not always who they say they are
- That they should not make friends with strangers on-line
- That photographs and information they share on-line never go away
- That they should never arrange to meet anyone they have met on-line
- That there is a difference between internet at home and school (filtered)
- To be aware that the materials they read may not always be true or accurate
- How to validate information before accepting its accuracy
- That the evaluation of online material is part of teaching and learning in every subject
- That the information available on the internet requires skilled handling and digital literacy skills

- That it can be difficult to determine origin, intent and accuracy as the contextual clues may be missing or difficult to read.
- How to report unpleasant, inappropriate internet content
- That too much time on-line (social media, gaming etc) can affect their relationships, their mood, their concentration and their achievement.

**All teaching and lessons will be age appropriate.**

**Managing Internet access**

**Information System Security**

NCS Support handles our school IT systems.

- School IT systems security is reviewed regularly
- Firewalls and safety:
  - SonicWall TZ400 with the full range of security services : <https://www.sonicwall.com/comprehensive-gateway-security-suite/>
  - Full SSL Decryption & Inspection Services : <https://www.sonicwall.com/ssl-decryption-and-inspection/>
  - The UK Safer Internet Centre (<http://www.saferinternet.org.uk/> )
- Virus protection is updated regularly

**Published content and the school website**

- Staff and pupil personal contact information will not be published
- The school office is given as the main point of contact for staff and Governors
- The address of the Trustees is published

**E-mail**

- All staff have internal email addresses. These are NOT shared with parents or pupils
- Pupils do not have personal email addresses in school.

**Managing published content**

- Publication of information should be considered from a personal and school security point of view
- The contact details on the website are the school address, email and telephone number.
- Contact details for the Trustees are published.
- Names of Trustees, Governors and staff are published but no personal information or personal contact details are published.
- Permission is sought from parents to publish photographs and a Facebook Policy and Acceptable Use Agreement is signed by all parents and staff
- When publishing still and moving images, the security of staff and pupils is paramount.
- Pupils' full names will not be used anywhere on the school website

**Social networking, social media and personal publishing**

- Primary age pupils should not use Facebook, Instagram, Snapchat or similar sites.
- Pupils will be taught about the dangers of sharing personal information on-line (see above)

- Staff should not use social networking sites or personal publishing sites to communicate with parents of children in school or with pupils. Communication amongst staff should be reasonable and appropriate.  
(refer to Staff Social Media Policy, Staff Code of Conduct and Staff Handbook)
- School will control access to and content of the school Facebook page and staff are made aware of the importance of careful consideration of any material they are posting.

### **Use of mobile phones in school**

Pupils are not allowed to bring mobile phones (including smart watches) or any personal devices into school.

Staff mobile phones should be kept in cupboards and never used when children are around.

(refer to Safeguarding Policy)

Parents should not use mobile phones when in school.

### **How will Internet access be authorised?**

- Internet access for staff and pupils will be on the basis of educational need.
- Usage for pupils is fully supervised
- All staff will take all reasonable precautions to ensure that users access only appropriate material
- Methods to identify, assess and minimise risks will be reviewed regularly and after every breach of this policy.
- Any complaint about staff misuse should be reported to the Head teacher or DSL where appropriate  
(see Whistle Blowing Policy)

### **Assessing Risk**

The school will take all reasonable precautions to prevent access to inappropriate material however it is not always possible to guarantee that unsuitable material will never appear on a computer linked to the school network.

**Children are encouraged to report any material they feel is inappropriate to their teacher.**

**Any material that staff believe is illegal or inappropriate must be reported immediately to the School Business Manager or Headteacher.**

### **Communicating this Policy**

At St Joseph's Park Hill we teach On-line Safety as part of our PSHE and Computing Curriculum. We also have a dedicated On-line Safety week each year where pupils are taught discreet lessons about how to use the internet safely.

Safe and responsible use of the internet and technology will be reinforced across the curriculum.

Instruction in responsible and safe use should precede all lessons where children are accessing the internet.

Acceptable Use Rules are displayed and all pupils sign an Acceptable Use Agreement.

All staff will read and agree to this policy (signed)

The Policy will be published on the school's website.

Parents will be advised about the Policy and any developments within the curriculum in newsletters and at the Transition evening at the end of the Summer term.

A partnership approach with parents is encouraged which may include parents meetings with visiting speakers, demonstrations and suggestions for safe home Internet use.

**Review: Annually or as appropriate**

**Review date: January 2019**

## Appendix 1

### Useful resources for teachers

BBC Stay Safe

[www.bbc.co.uk/cbbc/help/safesurfing/](http://www.bbc.co.uk/cbbc/help/safesurfing/)

Becta

<http://schools.becta.org.uk/index.php?section=is>

Chat Danger

[www.chatdanger.com/](http://www.chatdanger.com/)

Child Exploitation and Online Protection Centre

[www.ceop.gov.uk/](http://www.ceop.gov.uk/)

Childnet

[www.childnet-int.org/](http://www.childnet-int.org/)

Cyber Café

[http://thinkuknow.co.uk/8\\_10/cybercafe/cafe/base.aspx](http://thinkuknow.co.uk/8_10/cybercafe/cafe/base.aspx)

Digizen

[www.digizen.org/](http://www.digizen.org/)

kidsmart

[www.kidsmart.org.uk/](http://www.kidsmart.org.uk/)

Think U Know

[www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)

Safer Children in the Digital World

[www.dfes.gov.uk/byronreview/](http://www.dfes.gov.uk/byronreview/)

### Useful resources for parents

Care for the family

[www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf](http://www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf)

Family Online Safe Institute

[www.fosi.org](http://www.fosi.org)

Internet Watch Foundation

[www.iwf.org.uk](http://www.iwf.org.uk)

Kent leaflet for parents: Children, ICT Online Safety

[www.kented.org.uk/ngfl/ict/safety.htm](http://www.kented.org.uk/ngfl/ict/safety.htm)

Parents Centre

[www.parentscentre.gov.uk](http://www.parentscentre.gov.uk)

Internet Safety Zone

[www.internetsafetyzone.com](http://www.internetsafetyzone.com)