St. Joseph's Park Hill School

Online Safety Policy

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 behaviour that take place out of school.

This Policy should be read alongside:
- The Safeguarding policy
- The Online acceptable use agreement – pupils
- The Online acceptable use agreement – staff
- The Facebook acceptable use agreement – staff and parents
- The Staff social media policy (in staff handbook)
- The Remote/ Blended learning policy
- The Antibullying policy
- The Behaviour Management policy
- The Staff Handbook

Aims of the Policy

The purpose of the policy is to:
- o Establish the ground rules we have in school for using the internet
- o Describe how these fit into the wider context of our Safeguarding, Behaviour Management, Antibullying, PSHE and Computing policies
- o Demonstrate the methods used to ensure children know how to stay safe online.

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 online 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
- Access to remote teaching and learning provided by school
- 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.
- By giving pupils access to continued high quality teaching and learning provided by our staff in the event of enforced school closure or self-isolation.

What will pupils be taught?
Pupils will be taught Online safety in the following 8 areas which are taken from the 'Education for a Connected World Framework'. These are:
- Copyright and ownership
- Self-image and identity
- Online relationships
- Online reputation
- Online bullying

- Managing online information
- Health, Well-being and lifestyle.
- Privacy and Security.

Through these we will teach our pupils:
- That online activity should take place in a communal room at home
- That they should always talk to parents about what they are doing online
- That they should never share passwords
- That people they meet online are not always who they say they are
- That they should not make friends with strangers online
- That photographs and information they share online never go away
- That they should never arrange to meet anyone they have met online
- 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 online (social media, gaming etc) can affect their relationships, their mood, their concentration and their achievement.
- That their behaviours during Remote Learning sessions should be of the same high standard as in school.

Pupils are expected to sign an online acceptable use agreement that is explained and discussed with them in class by their class teacher. *(Please see Appendices 1 and 2)*

<u>All teaching and lessons will be age appropriate.</u>

Managing Internet access
Information System Security
NCS Support handles our school IT systems.
- o School IT systems security is reviewed regularly
- o 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/
- o Virus protection is updated regularly- currently Sophos

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

E-mail
  - o All staff have school email addresses. These are shared with parents.
  - o KS2 pupils have school email addresses for the purpose of accessing remote learning on Google Classroom.

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 or 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 Acceptable use Agreement, Staff Code of Conduct and Staff Handbook: Social Media Policy)
  - 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.
Pupils are allowed to wear Fitbits which are not internet connected.

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.

Online Radicalisation

At St Joseph's Park Hill all staff are regularly briefed and aware of online radicalisation. Young people may potentially be vulnerable to online radicalisation through their affinity for the online environment and social media.

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.

The Headteacher is the DSL and therefore holds overall responsibility for Online Safety in school.

Miss Charlotte Grillo is our named Online Safety Ambassador and DDSL.

Communicating this Policy

At St Joseph's Park Hill we teach Online Safety as part of our PSHE and Computing Curriculum. We also have a dedicated Online 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 explained to all pupils. Pupils then sign an Acceptable Use Agreement *(See Appendices 1 and 2). Parents are also asked to sign their child's agreement.*

All staff will read and agree to this policy and sign a staff Acceptable Use Agreement *(See Appendix 3)*

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: September 2021

<u>KS1 Pupil Online Acceptable Use Agreement</u>

St Joseph's Park Hill Primary School

Online Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the Online Safety Rules have been understood and agreed.

Pupil: Class:

Rules for pupils when using the internet:

Key Stage 1

These rules help us to stay safe on the Internet

1. We only use the internet when an adult is with us.
2. We can click on the buttons or links when we know what they do.
3. We can search the Internet with an adult.
4. We always ask if we get lost on the Internet.
5. We can send and open emails together.
6. We can write polite and friendly emails to people we know.

Pupil's Agreement

- I have read and I understand the school Online Safety Rules.
- I have read and understood the rules for using the remote learning platforms at home.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed Pupil: *Date*

Signed Parent: *Date:*

KS2 Pupil Online Acceptable Use Agreement

St Joseph's Park Hill Primary School

Online Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the Online Safety Rules have been understood and agreed.

Pupil: Class:

Rules for pupils when using the internet:

Key Stage 2

These rules help us to stay safe on the Internet

1. We ask permission before using the Internet.
2. We only use apps or websites that an adult has chosen.
3. We tell an adult if we see anything we are uncomfortable with.
4. We immediately close any webpage we are not sure about.
5. We only e-mail people an adult has approved.
6. We send e-mails and attachments that are polite and friendly.
7. We never give out personal information or passwords.
8. We never arrange to meet anyone we don't know.
9. We do not share passwords with other people.
10. We do not open e-mails sent by anyone we don't know.
11. We do not use Internet chat rooms.
12. We make sure we remain polite and considerate when communicating with others online.

Pupil's Agreement

- I have read and I understand the school Online Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.
- I have read and understood the rules for using the remote learning platforms at home.

Signed Pupil: *Date:*

Signed Parent: *Date:*

Appendix 3

Staff Online Acceptable Use Agreement

St Joseph's Park Hill Primary School

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

For my professional and personal safety:

• I understand that the school will monitor my use of the ICT systems, email and other digital communications.

 • I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email etc) out of school.

• I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.

• I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

• I will be professional in my communications and actions when using school ICT systems.
• I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

• I will ensure that when I take and / or publish images of pupils I will first check the Facebook/ school website acceptable use policy. Images taken on school equipment should be downloaded and then deleted from the original device. It will not be possible to identify by name, or other personal information, those who are featured.

• I will only use chat and social networking sites in school for personal use. Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into disrepute. Staff who have genuine concerns about any school matter should follow school current guidelines and policies eg whistle-blowing to resolve issues and not networking sites. Staff should report all contact through networking sites which may concern them. Examples may include: any parent, current pupil or past pupil requesting to be a friend on Facebook or any inappropriate comments by a parent directed to themselves.

• When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. This includes downloading photographs on school computers. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

• I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.

• I will not engage in any online activity that may compromise my professional responsibilities. The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school.

• I will not use personal email addresses on the school ICT systems for pupils' personal data.

• I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

• I will ensure that my data is regularly backed up, in accordance with relevant school policies.

• I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.

• I understand that the data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.

• I will embed the schools online safety curriculum into my teaching.
I understand that I am responsible for my actions in and out of school:

I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.

 I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

Staff's Agreement

I have read and I understand the school Online Safety Rules.

I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times and I agree to abide by all the points made in the Online Acceptable Use Policy Agreement.

Signed: *Date:*

Appendix 4

Useful resources for teachers

Education for a Connected World Framework

BBC Stay Safe
www.bbc.co.uk/cbbc/help/safesurfing/
Becta
http://schools.becta.org.uk/index.php?section=is
Chat Danger
www.chatdanger.com/
Child Exploitation and Online Protection Centre
www.ceop.gov.uk/
Childnet
www.childnet-int.org/
Cyber Café
http://thinkuknow.co.uk/8_10/cybercafe/cafe/base.aspx
Digizen
www.digizen.org/
kidsmart
www.kidsmart.org.uk/
Think U Know
www.thinkuknow.co.uk/
Safer Children in the Digital World
www.dfes.gov.uk/byronreview/

Useful resources for parents

Care for the family
www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf
Family Online Safe Institute
www.fosi.org
Internet Watch Foundation
www.iwf.org.uk
Kent leaflet for parents: Children, ICT Online Safety
www.kented.org.uk/ngfl/ict/safety.htm
Parents Centre
www.parentscentre.gov.uk
Internet Safety Zone
www.internetsafetyzone.com