

Online Policy June 2018

Online safety encompasses Internet technologies and electronic communications such as Ipads, computers, netbooks, mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's Online safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, acceptable use policy, Data Protection and Security.

Roles and responsibilities

Online is an important aspect of strategic leadership within the school, the Head teacher and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored? The named online co-ordinators in our school are Mr Hutchinson and Miss Jones. All members of the school community have been made aware of who holds this post. It is the role of the head teacher to keep abreast of current issues and guidance through organisations such Derbyshire LA, CEOP (Child Exploitation and Online Protection) and Child net.

The Head teacher updates staff and governors on all ICT issues.

These groups should also have an understanding of the issues at our school in relation to local and national guidelines and advice.

1. Good Habits

Online safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of online safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from K Com, Capita and esafety4schools including the effective management of content filtering.
- National Education Network standards and specifications.

2. School online safety Policy

Our Online Policy has been written by the school, building on the Local Authority and Government guidance. It has been agreed by the senior leadership team and staff. In addition, amended and approved by Governors. Children will have an input and the policy will be amended accordingly.

3. **Why is Internet Use Important?**

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

4. **How does Internet Use Benefit Education?**

Benefits of using the Internet in education include:

- access to world-wide educational resources;
- inclusion in the National Education Network which connects all UK schools
- 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 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 Government Departments; access to learning wherever and whenever convenient.

5. **How can Internet Use Enhance Learning?**

- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

6. **Authorised Internet Access**

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.

- Parents will be asked to sign and return a consent form for pupil access.

7. **World Wide Web**

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the ICT co-ordinator and school business manager. The business manager will log onto esaety4schools to block the site.
- The school will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- Pupils, staff and parents are made aware of the CEOP link on the school website.

8. **Email**

- Pupils may only use approved e-mail accounts on the school system.
- Staff must immediately tell the online safety co-ordinator, ICT co-ordinator or School Business Manager if they receive offensive e-mail.
- Access in school to external personal e-mail accounts is blocked.
- The forwarding of chain letters is not permitted.

9. **Social Networking**

The school will block/filter access to social networking sites and newsgroups unless a specific use is approved.

10. **Filtering**

The school will work in partnership with the Local Authority, Becta and the Internet Service Provider to ensure filtering systems are as effective as possible. The school receive weekly reports of any websites staff and children have tried to access such as pornography, social network or extremist sites under the prevent duty.

11. **Video Conferencing**

- IP video conferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Videoconferencing will be appropriately supervised for the pupils' age.

12. **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.

Mobile Technologies (including BYOD/BYOT)

Hasland Junior School does not allow staff and pupils to bring in their own devices to connect to the wireless network.

Mobile technology devices may be school owned/provided or personally owned and might include smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilizing the school's wireless network. The device then has access to the wider internet, which may include cloud based services such as email and data storage.

All users should understand that the primary purpose of the use mobile in a school context is educational. The mobile technologies policy should be consistent with and inter-related to other relevant school policies including but not limited to the Safeguarding Policy, Behavior Policy, Bullying Policy, Acceptable Use Policy, and policies around theft or malicious damage. Teaching about the safe and appropriate use of mobile technologies should be an integral part of the school's Online Safety education program. The school allows:

	School Devices			Personal Devices		
	School owned for single user	School owned for multiple users	Authorised device ¹	Student owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	Yes <i>(kept in office)</i>	Yes	Yes
Full network access	Yes	Yes	Yes	No	No	No
Internet only				No	No	No
No network access				No	No	No

13. **Published Content and the School Web Site**

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The Headteacher or School Business Manager will take overall editorial responsibility and ensure that content is accurate and appropriate.

14. **Publishing Pupils' Images and Work**

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. If individual photos of children are identifiable then the consent of the parents should be sought before publication.
- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Work can only be published with the permission of the pupil and parents.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and students / pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website / social media / local press in the GDPR sheet signed by parents/ carers at the start of the year.
- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the GDPR. To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other *students / pupils* in the digital / video images.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.

- Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Pupil's work can only be published with the permission of the parents or carers.

15. **Information System Security**

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

16. **Protecting Personal Data**

Personal data will be recorded, processed, transferred and made available according to the General Data Protection regulations (GTPR) 2018. Refer to the schools general data protection policy.

17. **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. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- The school should audit ICT use to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate.

18. **Handling Online 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.

19. Students/ pupils:

- are responsible for using the *school* digital technology systems in accordance with the Student / Pupil Acceptable Use Agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on online-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the *school's* Online Safety Policy covers their actions out of school, if related to their membership of the school

Whilst regulation and technical solutions are very important, their use must be balanced by educating *pupils* to take a responsible approach. The education of *pupils* in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited
- Key online safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.
- *Pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school.*
- *Staff should act as good role models in their use of digital technologies, the internet and mobile devices*

- *In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.*
- *Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.*

20. Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The *school* will take every opportunity to help parents understand these issues through *parents' evenings, newsletters, letters, website and information about national / local online safety campaigns / literature*. Parents and carers will be encouraged to support the *school* in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website / Learning Platform and on-line student / pupil records
- *their children's personal devices in the school / academy (where this is allowed)*

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- *Curriculum activities*
- *Letters, newsletters, web site*
- *Parents / Carers evenings / sessions*
- *High profile events / campaigns e.g. Safer Internet Day*
- *Reference to the relevant web sites / publications*

21. **Communication of Policy**

Staff

- All staff will be given 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.

Parents

- Parents' attention will be drawn to the School online safety Policy in newsletters, the school brochure and on the school Web site.

Referral Process

Pupil and Parents Acceptable use policy

Staff Acceptable Use Policy

Appendix A

Appendix B

Appendix C

Hasland Junior School is committed to the safeguarding and promoting the welfare of children

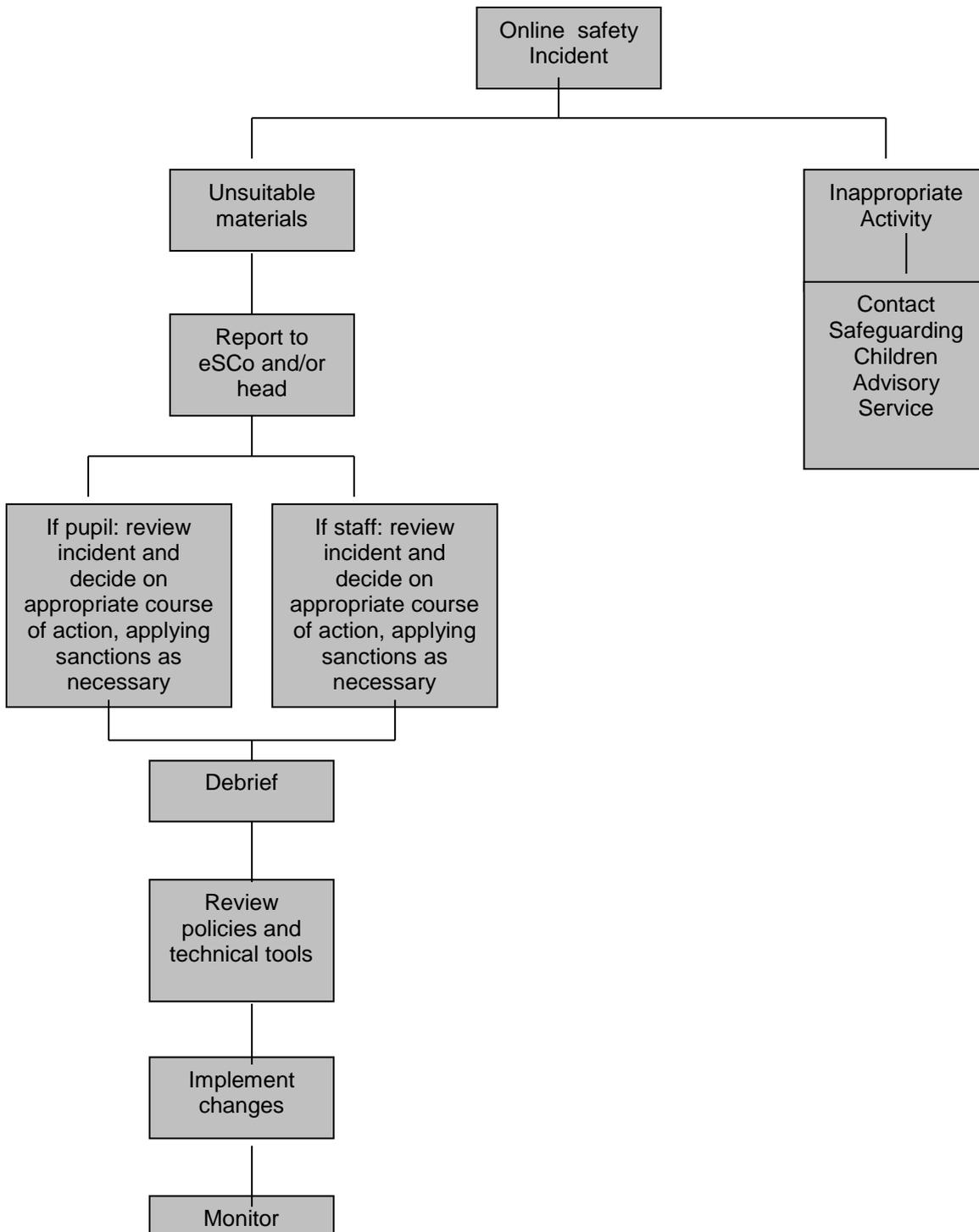
Signed.....
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(Chair of Governors)

Signed.....
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Appendix A

Flowchart for responding to Online safety incidents in school



Appendix B

Acceptable Use Policy – Pupils **Our Charter of Good Online Behaviour**

I Promise - to only use the school ICT for schoolwork that the teacher has asked me to do.

I Promise - not to look for or show other people things that may be upsetting.

I Promise - not to send other people pictures or words that I know are inappropriate.

I Promise - to show respect for the work that other people have done.

I Promise - to search information relevant to the work I am doing.

I will not - use other people's work or pictures without permission to do so.

I will not - damage the ICT equipment, if I accidentally damage something I will tell my teacher.

I will not - share my password with anybody. If I forget my password I will let my teacher know.

I will not - use other people's usernames or passwords.

I will not - share personal information online with anyone. I will not share other people's information with anyone.

I will not - download anything from the internet unless my teacher has asked me to.

I will - let my teacher know if anybody asks me for personal information.

I will - let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

I will - let my teacher know if I accidentally see anything which is unpleasant or upsetting to me.

I will - be respectful to everybody online; I will treat everybody the way that I want to be treated.

I will - correctly use images and not share them where I should not.

I will - not carry out cyber bullying.

I will - properly use ICT outside of school and I am aware my ICT actions out of school can impact me in school.

I understand - that some people on the Internet are not what they say they are, and some people can be nasty. I will tell my teacher if I am ever concerned in school, or my parents if I am at home.

I understand - if I break the rules in this charter there will be consequences to my actions and my parents will be told.

I understand - if I am concerned about another child I will tell my teacher or my parents/ carer if I am at home.

Signed (Parent/ carer):

Signed (Pupil):

Date:

Dear parent/ carer

Please find attached to this letter a copy of our latest online Acceptable Use Policy (AUP). The AUP will be revised annually; this version was created in June 2018 and adopted by the Governing Body.

The aim of the Acceptable Use Policy (AUP) is to ensure that pupils are aware of their responsibilities when they are working online. While pupils can benefit greatly from the learning opportunities offered by the school's Internet resources it is important they are used in a safe and effective manner. Internet and email use is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

Before signing, please carefully read the AUP with your child to ensure that they understand and accept the conditions of use.

Further information about the strategies that the school employs in order to maximise learning opportunities and reduce the risks associated with the Internet are detailed on the reverse of this letter. If, after reading this information, you are willing to allow your child to use the internet while in school then please complete and return the permission slip on the last page.

Please be aware that your child will not be allowed to make use of the internet until we receive both a signed copy of the Pupil Acceptable Use Policy and a completed permission slip.

General

- Internet sessions will always be supervised by a teacher
- Filtering systems are used by our Internet Service Provider, (Kcom/esafety4schools/Capita) in order to minimise the risk of exposure to inappropriate material
- E-safety for schools will monitor internet usage
- Pupils and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted. If anyone tries there are restrictions in place which prevents this happening
- Virus protection software is present on all machines and is updated and checked automatically on a daily basis
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Pupils will not access other people's files.
- Pupils will always treat the computer equipment with care and respect

World Wide Web

- School staff and pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- School staff and pupils will report accidental accessing of inappropriate materials in accordance with school procedures
- Pupils will use the Internet for educational purposes only and seek permission from a member of staff before using the internet
- Pupils will not copy information into work without acknowledging the source (plagiarism and copyright infringement)
- Pupils will **NEVER** disclose or publicise personal information
- Downloading materials or images not relevant to class work and homework is in direct breach of the school's acceptable use policy
- School staff and pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- School staff and pupils will use approved email accounts
- School staff and pupils will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person
- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- Pupils will never send pictures or messages that include material that is inappropriate – e.g. sexual (sexting) or offensive.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school
- Chat room, discussions forms and other electronic communication forums will only be used for educational purposes and will always be supervised
- Usernames will be used to avoid disclosure of identity
- Face-to-face meetings with someone organised via Internet chat will be forbidden

School Website

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff
- The publication of pupil work will be co-ordinated by school staff
- Pupils' work may appear in an educational context on our school website page
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages
- The school website will not publish the names of any pupils
- The school will ensure that the image files are appropriately named – will not use pupils' names in image files if published on the web
- Pupils will continue to own the copyright on any work published

Personal Devices

Pupils are prohibited from bringing personal devices into school

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission to the school.

School Name: Hasland Junior School

Name of Pupil:

Class:

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept that above paragraph
(Please tick as appropriate)

I do not accept the above paragraph

Signature: **Date:**

Parent/carer of: