

St Bede C of E Primary Academy



Online Safety Policy

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning.

This policy applies to all pupils, teaching staff, support staff, Governors and volunteers, as well as all other St Bede Primary Academy Extended Services.

Aims

Our aims are to ensure that all pupils, including those with special educational needs:

- Will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid inappropriate material;
- will develop a positive attitude to the internet and develop their Computing capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

Internet use will support, extend and enhance learning

- Pupils will be given clear objectives for internet use;
- web content will be subject to age-appropriate filters;
- internet use will be embedded in the curriculum.

Pupils' access to the internet

At St Bede Academy, we only allow children to use the internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed towards the computer screen.

All members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils the expectation we have of them.

Expectations of pupils using the internet:

- All pupils are expected to read and sign the Children's Online Agreement;
- at St Bede, we expect all pupils to be responsible for their own behaviour on the internet, just as they are anywhere else in school. This includes materials they choose to access and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to switch off their screen and report it immediately to a member of staff, so that the service provider can block further access to the site.
- pupils are expected not to use any rude language in any online communications and contact only people they know or those the teacher has approved.

- pupils must ask permission before accessing the internet and have a clear idea why they are using it.
- pupils should not access other people's files unless permission has been given.
- computers should only be used for schoolwork and research unless permission has been granted otherwise.
- no program files may be downloaded to the computer from the internet. This is to prevent corruption of data and avoid viruses.
- No programs on disk or CD Rom should be brought in from home for use in school. This is for both legal and security reasons.
- no personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project;
- pupils consistently choosing not to comply with these expectations will be warned and subsequently, may be denied access to internet resources.

Pupils will use existing technologies safely

- Pupils will be taught about how to stay safe online and what to do if they feel threatened, upset or vulnerable;
- they will be made aware of the risks when using the internet on digital devices, both in school and at home and will be encouraged to share their learning with parents carers in the home environment.

E-mail

- Pupils and staff will only use approved e-mail accounts when using the school network;
- pupils will tell a member of staff if they receive inappropriate e-mail communications;
- pupils will only use e-mail for approved activities.

Internet access and Purple Mash

- Staff will read and sign the St Bede Primary Academy AIU Policy before using any school ICT resource;
- parents will read and sign the Parental Consent for Internet Access form.
- pupils will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

Systems security

- ICT systems security will be regularly monitored and reviewed by the schools ICT technical team and any problems reported to the senior management team.

Communication of the Online Safety policy to pupils

- Pupils will read (or be read) and sign the age-appropriate Children's Online Agreement before using these resources;
- Online Safety rules will be posted in each room where a computer is used and around the school in accessible locations;
- pupils will be informed that internet and Purple Mash use will be monitored;
- Online Safety will be included in the curriculum and regularly revisited.

Communication of the Online policy to staff

- The Online Safety and acceptable use policies will be given to all new members of staff as part of the staff handbook;
- staff will sign the Acceptable Use Policy and it will be kept in their staff file;
- the Online Safety and acceptable use policies will be discussed with staff annually;
- staff will be informed that internet and learning platform use will be monitored.

Communication of the Online Safety policy to parents/carers

- The Online Safety policy will be available on the school website;
- the school website and learning platform (where applicable) will include a list of Online Safety resources and information for parents to access.
- the school will communicate and publicise Online Safety issues as necessary to parents through the school newsletter, website or on a 1 to 1 basis.
- the school will run parental Online Safety sessions.

Online Safety complaints

- Staff will be trained so they are able to deal with Online Safety incidents.
- Instances of pupil internet or Purple Mash misuse should be reported to a senior member of staff or the Online Safety Officer (Karl Denton)
- Reported incidents must be recorded in the Online Safety file located in the computer suite.

Incident log example for reference

<u>Date/Time of Incident</u>	<u>Type of Incident</u>	<u>Name of Pupils/Staff involved.</u>	<u>Location of Incident/Device used.</u>	<u>Details of Incident</u>	<u>Resulting Actions taken and by Whom (signed)</u>
6/1/15 2.20pm	Accessing inappropriate website during lesson.	A.N.Other (pupil) A.N. Teach (staff)	Computer 29 Computer Suite	Pupil observed by teacher deliberately trying to access an adult website.	Pupil given warning for breaching internet safety rules. Site reported to ICT team.

- pupils and parents will be informed of the consequences of internet and/or learning platform misuse.

Roles and Responsibilities.

Senior Management Team

- Support the Online officer and all staff in dealing with Online Safety issues as they arise.
- deal with any breaches of policy by staff members in line with the school Online Safety and Acceptable Use Policies.

Online Safety officer

- Primary responsibility: establish and maintain a safe ICT learning environment;
- ensure that Online Safety sessions are delivered to all pupils and revisited regularly;
- respond to Online Safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and maintain an incident log;
- ensure that all staff have an awareness of Online Safety issues and are able to share these with the children as appropriate;
- be responsible for maintaining professional development needs in this area.

Network Manager/Technical Support Staff

- Provide a technical infrastructure to support Online Safety practices.
- Ensure that appropriate processes and procedures are in place for responding to the discovery of illegal materials, or suspicion that such materials are, on the school's network.
- Ensure that appropriate processes and procedures are in place for responding to the discovery of inappropriate but legal materials on the school's network.
- Report network breaches of acceptable use of ICT facilities to the Headteacher and/or the Online Safety officer.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.

Teaching and Support Staff

- Contribute to the development of Online Safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of Online Safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Include Online Safety regularly in the curriculum.
- Deal with Online Safety issues they become aware of and know when and how to escalate incidents.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.

Wider School Community

- This group includes: non-teaching staff; volunteers; student teachers; other adults using school internet, Learning Platform or other technologies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of Online Safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.

Parents and Carers

- Read Online Safety policy and children's Online Safety agreement, encouraging their children to adhere to them.
- Sign Parental Consent for Internet Access
- Discuss Online Safety issues with their children, support the school in its Online Safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liase with the school if they suspect, or have identified, that their child is conducting risky behaviour online.



Children's Online Safety Agreement

Key Stage 1

'Think then Click'

- I only use the internet when an adult is with me.
- I will ask a teacher if I am not sure what to do or I think I have done something wrong.
- I will look after the school's computing equipment.
- I will only go on websites that my teacher has allowed.
- I will tell my teacher if I go on a website by mistake.
- I will always use what I have learned about online safety to keep myself safe.
- I will tell a teacher if I see something that upsets me on screen.
- At home I will tell a trusted adult if something upsets me online.

Key Stage 2

'Think then Click'

We encourage pupils in KS2 to be more responsible for their own behavior online. This includes materials they choose to access and language they choose to use.

- I will only use the internet with an adults permission.
- I will tell an adult if I see anything I am uncomfortable with.
- I will only use websites that a teacher has allowed.
- I will ask a teacher if I am not sure what to do or I think I have done something wrong.
- I will look after the school's computing equipment and tell a teacher if something is broken or not working.
- When logging on using my own username and password, I will keep it safe and secret.
- I will save only school work on the school computer and will check with my teacher before printing.
- I will log off or shut down a computer when I have finished using it.
- I will report anything inappropriate to a trusted adult or an online agency EG CEOP, Childnet etc.
- I will not take or distribute images of anyone without their permission.
- I will not share personal information online.
- I will be polite and responsible when communicating online.
- I understand that certain sites/games have age restrictions to keep me safe and if I access these I may be putting myself at risk.

Pupil's Agreement

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

I will use the computer, network, Internet access and other new technologies in a responsible way at all times.

I know that network and Internet access may be monitored.

Name:

Signed:

Date:



Parental Consent for Internet Access

I know that my son/daughter has signed an Online Safety Agreement (acceptable use agreement) and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT system. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and mobile technologies.

I understand that my son's/daughter's activity on the ICT systems will be monitored and the school will contact me if they have concerns about any possible breaches of the Online Safety Policy.

I have read and understood the school Online Safety Policy.

Name of child:

Class:

Signed:

Date:

Please print name:

Please complete, sign and return to the school office as soon as possible.