Online Safety Policy

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General statement

The National Curriculum aims to ensure that all pupils are responsible, competent, confident and creative users of information and communication technology.

At Key Stage 1 pupils are expected to be taught to use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the Internet or other online technologies.

At Key Stage 2 pupils are expected to be taught to use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Our trust encourages any strategies which promotes the responsible use of the Internet in the home and the community. Home and social Internet use is now common place and it has become an important part of learning and communication during leisure time. This brings pupils into contact with a wider range of information, the scope and nature of which may or may not be appropriate for the pupil.

The Internet is managed by a world-wide, non-statutory collaboration of independent agencies that serve mainly an adult audience. Without appropriate measures, access to unsuitable materials would be possible and security compromised. This policy aims to ensure that Internet use supports our trust's educational aims, that responsibilities to pupils are met and that statutory requirements are satisfied.

This Online Safety Policy will be reviewed on a yearly basis by the CEO in direct liaison with the school principals and trustees.

Aim and objectives
The purpose of Internet access across the trust is to raise educational standards, to support the professional work of staff, to inform and support parents, and to enhance the school's management information and business administration systems.

Benefits to our trust
The benefits to trust schools include;
● access to world-wide educational resources including museums and art galleries;
● inclusion in government initiatives; web-conferencing with other schools and educational centres world-wide leading to information and cultural exchanges between pupils world-wide;
● cultural, vocational, social and leisure use in libraries, clubs and at home;

- discussion with experts in many fields for pupils and staff;
- informing and involving parents in their child's learning through the school's website;
- staff professional development - access to educational materials and good curriculum practice;
- communication with the advisory and support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the LA and DfE and across schools in the trust and local collaboration;
- more efficient administrative systems;
- recognition of the responsibility to think responsibly before printing.

The Use and Management of Internet Access
- Internet access will be purchased from a supplier that provides a service designed for pupils. This will include filtering appropriate to the age of pupils;
- Staff will select sites which will support the learning outcomes planned for pupils' age and maturity;
- Pupils will be educated in taking responsibility for internet access.

Internet access
- Internet access is a necessary part of the statutory curriculum. It is an entitlement for pupils based on responsible use;
- At Early Years and Key Stage 1, the majority of the access to the Internet will be by teacher or adult demonstration. However pupils may have supervised access to specific approved on-line materials;
- At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible Internet use;
- Parents will be informed that pupils will be provided with supervised internet access (our letter is included as an appendix);
- Parents will be asked to sign and return a permission form.

Pupil responsibilities
- Pupils will tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Follow the rules as posted by any computer or classroom area, which has access to the Internet.
- Pupils demonstrate their responsibility to report any inappropriate site or use of online technologies.

Teaching and Learning
Pupils will be taught to assess the usefulness / relevance of information found on the web:

- validate information before accepting that it is necessarily accurate;
- acknowledge the source of information, when using Internet material for their own use;
- be aware that the writer of an e-mail or the author of a Web page might not be the person claimed.

Internet Safety

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a device. The school cannot accept liability for the material accessed, or any consequences thereof;

- the use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990;
- staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken.

Designated Safeguarding Lead will ensure that the policy is implemented effectively.

Ensuring safety

- Pupils will be informed that internet use will be supervised and monitored;
- The school will work in partnership with parents, the LEA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the ICT co-ordinator;
- Any material that the school suspects is illegal will be referred to the Internet Watch Foundation (www.iwf.org.uk, see appendix);
- Where minority languages are involved, appropriate measures will be used to ensure the process to select appropriate material is adequate.
- Any incidents of cyber bullying will be logged in the bullying log and dealt with by the Principal.
- Incidents arising around online safety that are not classed as bullying will be recorded in the online safety log, also held by the Principal.
- Any online activity deemed to be exploiting pupils will be reported to the school Designated Safeguarding Lead who will ascertain if further action is required.
- A link on the school websites to the CEOP (Child Exploitation and Online Protection) site so anyone can contact this organisation should there be a concern over a child's safety online.
- Pupils in all classes will experience a balance of discrete online safety lessons, assemblies and learning opportunities covering all aspects of online and online safety underpinned by resources such as the ThinkUKnow materials.

E-mail

E-mail and other forms of electronic messaging within closed educational networks are an essential means of communication within education.

Schools in the trust accept that;

- e-mail must only be used in school for educational purposes; pupils may send e-mail as part of planned lessons but will only be allowed access to closed network email systems;

- in-coming e-mail will be regarded as public and that received e-mail will be examined by the teacher;

- messages sent using the school domain name should be regarded in the same way as messages written on school headed paper;

- the forwarding of chain letters will be banned, as will the use of chat lines.

- pupils must not reveal personal details of themselves in e-mail communications or arrange to meet anyone.

- Any incidents of inappropriate / indecent messages or images must be shared with the Designated Safeguarding Lead immediately.

The school website

Each school within the trust maintains a school website.

The website should;

- inform about and promote our school
- inspire pupils to publish work to a high standard, for a very wide audience;
- publish resources for projects or homework;
- raise standards by informing parents about the curriculum so that they can help and support their child's learning
- increase ICT skills for pupils and staff alike
- embrace technology and its benefits
- provide a partnership with the local community
- publish the CEOP button to report issues relating to online safety on the school website

Management of the Website

The Principal will delegate editorial responsibility to a member of staff (Including Computing Subject Leader / ICT Technician / School Admin Staff) or person(s) he may approve to ensure that content is accurate and quality of presentation is maintained:

The web site will comply with the school's guidelines for publications;

- pupils will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience;
- all material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name;
- the point of contact on the web site should be the school address and telephone number. Home information or individual e-mail identities will not be published;
- photographs must not identify individual pupils. Group shots or pictures taken over the shoulder will be used in preference to individual "passport" style images;
- full names will not be used anywhere on the web site, particularly alongside photographs;
- parents will be asked to give written approval (by signing a school standard letter) before photographs of their child can be published on the school Web site (see appendix)

Social Networking
- Access to social networking sites and newsgroups will be blocked unless a specific use is approved (for example – closed educational platforms such as Edmodo & GoogleDocs).
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils should be advised not to place personal photos on any social network space.

- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.
- Staff will be granted access to social networking sites, within the school network, that promote sharing of best practice and contribute to CPD.
- Use of any such sites by staff for professional or personal means must be conducted in a manner that adheres with the staff code of conduct.

Video Conferencing
- Video conferencing should use the educational broadband network to ensure quality of service and security.
- Use of other video conferencing resources will be granted only after permission is requested from the Principal e.g. Skype
- Pupils should ask permission from the supervising teacher before making or answering a video conference call.
- Video conferencing will be supervised at all times.

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 phones will not be used for personal use during lessons or formal school time.
- The sending of abusive or inappropriate text messages is forbidden.

How will the security of school ICT systems be maintained?
Security strategies will be discussed with the network manager and advice sought. School computer codes will be issued under the express direction of the Principal. The school will adhere to trust data protection protocols as published in the trust's Data Protection Policy.

How will complaints be dealt with?

Pupil misuse
- Responsibility for handling incidents will be first given to the teacher followed by the school's usual complaints procedure.
- Complaints of a safeguarding nature will be dealt with in accordance with the trust's safeguarding and online safeguarding policies and procedures.
- Online Safety Log, held by the DSL, is completed for any online safety issue relating to safeguarding.
- Sanctions for pupil misuse of resources will follow the school's behaviour procedures. Parents will also be informed by the class teacher, or senior teacher as appropriate for the incident.

Staff misuse
- Complaints about staff misuse must be referred to the DSL.
- Complaints of a safeguarding nature will be dealt with in accordance with the trust's safeguarding procedures.
- Complaints relating to a member of staff will be dealt with under the Staff Discipline / Whistleblowing Policy.

Misuse beyond the school
- Complaints made regarding comments on social media or online forums that cause distress or anxiety to pupils or staff will be investigated and appropriate action taken.

- Complaints of a safeguarding nature will be dealt with in accordance with the trust's safeguarding procedures.
- Any issues that arise beyond the school relating to the Prevent Duty will be reported to Channel.

How will parents' support be enlisted?

The school may be able to help parents plan appropriate, supervised use of the internet at home.

- Parents' attention will be drawn to this policy in newsletters and on the trust web site.
- A careful balance between informing and alarming parents will be maintained.
- Joint home / school guidelines on issues such as safe Internet use will be established.
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents including curriculum guidance.
- Parents who do not have access to the school website will be entitled to a 'hard copy' free of charge on request.
- Suitable advice including leaflets from supporting organisations will be maintained.
- Regularly update parents' understanding and awareness of new technologies and the online safety related to these technologies.
- Ensure parents understand the process of raising a concern with the school or through the CEOP button on the website.

How is Internet used across the community?

- Rules for safe online access will be posted near computer systems, and in every classroom. They will also be available for parents on request. Rules are there to protect legitimate use;
- Visits, demonstrations and practical IT sessions for schools may be organised to encourage a partnership approach;
- Parents and the wider community will be kept up to date with relevant information shared through a variety of social media;
- The school will use emergent Internet technologies appropriately to engage the community and promote safe Internet use.

Internet & Acceptable Use Policy Statement for All Staff

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The trust's Internet Access Policy has been drawn up to protect all parties - the pupils, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Access must only be made via the authorised account and password, which must not be made available to any other person.

- All Internet use should be appropriate to staff professional activity or student's education.

- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden.

- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.

- Users are responsible for e-mail they send and for contacts made that may result in e-mail being received.

- Email sent on official school business and containing attachments of a data-sensitive nature should always be sent from an official school email account.

- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.

- Posting anonymous messages and forwarding chain letters is forbidden.

- Copyright of materials and intellectual property rights must be respected.

- Legitimate private interests may be followed, providing school use is not compromised.

- Use for personal financial gain, gambling, political purposes or advertising is forbidden.

All school staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the Principal.

Full name: Post:

Signed: Date:

Access granted: Date:

The school has installed computers with Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

● I will ask permission from a member of staff before using the Internet;

● I will not access the Internet on any device unless a member of staff is in the room;

● I will not attempt to access filtered sites;

● I will not access, or attempt to access, other people's files;

● I will use the devices only for directed tasks and homework;

● I will not bring external storage media or devices into school unless I have permission;

● I will only E-mail people I know, or my teacher has approved;

● The messages I send will be polite and sensible;

● I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;

● To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;

● I understand that the school may check my computer files, including those in cloud services provided by the school and will monitor the Internet sites I visit;

● I will not use email, instant messaging programs or social networking sites unless directly instructed to do so by a teacher;

● I will not download or install programs or software onto any computer or device that I am using;

● I will not upload photographs of myself, my family or friends to any Internet based resource provided by the school;

● I have read and talked about these rules with my parents/carers;

● I always tell an adult/teacher if something online makes me feel unhappy or worried;

● I can visit www.thinkuknow.co.uk to learn more about keeping safe online.

Parent/Carers Acceptable Use Policy Statements

- I have read and discussed the Acceptable Use Policy (attached) with my child.

- I know that my child 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 am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.

- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the Internet and the school is not liable for any damages arising from use of the Internet facilities.

- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.

- I understand that if my child does not abide by the school Internet & Acceptable Use Policy then sanctions will be applied in line with the schools behaviour and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.

- I, together with my child, will support the school's approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community to any online space.

- I know that I can speak to the school Designated Safeguarding Lead, my child's teacher or the Principal if I have any concerns about online safety.

- I will visit the school website for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.

- I will visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/onlinesafety, www.internetmatters.org www.saferinternet.org.uk and www.childnet.com for more information about keeping my child(ren) safe online.

- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

I have read the Parent Acceptable Use Policy.

Child's Name………………………………………………… Class…………………………….

Parents Name…………………………………………. Parents Signature………………………….

Date…………….

Dear Parent/Carer

Responsible Internet Use

You will be aware that as part of your child's curriculum and the development of ICT skills, our school is providing supervised access to the Internet. We believe that the use of the Internet and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. It is a requirement that parents are aware of and have agreed to the use of the Internet including the use of secure online resources such as Google for Education by their child at our school. Every area, which has potential access to the Internet through a computer, has the attached rules placed nearby and you are therefore asked to read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and you should ensure that you have a suitable filtering system in place on your computer system to which your child has access.

Whilst we endeavour to ensure that suitable restrictions are in place to avoid pupils inadvertently accessing inappropriate materials, our school will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use please telephone me to discuss the matter or arrange an appointment to see me.

Yours faithfully

Principal

_____

Internet Permission slip

I give permission for access to the Internet on the terms set out in the above letter and the attached Rules for responsible use of the Internet and Acceptable Use Policy.

Child's name: _____

Signed: _____Parent/Carer _____

Please print name: _____

Date: _____

Visitor/Volunteer Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of their responsibilities and read and sign this Acceptable Use Policy. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998. Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
2. I understood the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces, in line with the school's online safety policy.
3. I will follow the trust's policy regarding confidentially, data protection and use of images and will abide with copyright and intellectual property rights, safeguarding legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the Senior Leadership Team and/or Principal.
5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school, the Trust Online Safety Policy and the Law.
6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or Veritas Multi Academy Trust, into disrepute.
7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
8. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead.
9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead.

I have read and understood and agree to comply with the Visitor /Volunteer Acceptable Use Policy.

Signed: …………………….... Print Name: ……………………… Date: ………

Accepted by:……………………………. ………… Date: …………….

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- Users are responsible for e-mail they send and for contacts made that may result in e-mail being received.

- Email sent on official school business and containing attachments of a data-sensitive nature should always be sent from an official school email account, confidential or sensitive files should be password protected.

- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.

- Posting anonymous messages and forwarding chain letters is forbidden.

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Signed: Date:

Access granted: Date:

School: _____

Online-Safety Log

Date:	Time:	Location:	
Reported by:		Parent aware: Yes / No	

Students involved

Name	Nature of involvement	Class

Nature of concern:

[ ] Inappropriate Website use

[ ] Photographing or storage of inappropriate images

[ ] Use of Social Networks sites – potential grooming risk

[ ] Use of Social Networking sites – non-grooming risks

[ ] Cyber Bullying (log in Bullying Log or Racial Incident Log)

[ ] Other

Incident Description:

Action Taken:

Safeguarding concern? Y / N

Form completed by:

Staff / Adults informed: