

# Online Safety Policy



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## **The purpose of this policy is to:**

- Set out the key principles expected of all members of the school community at Ranelagh Primary School with respect to the use of IT-based technologies.
- Safeguard and protect the children and staff of Ranelagh Primary School
- Assist school staff working with children to work safely and responsibly with the Internet and other communication technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use.
- Have clear structures to deal with online abuse such as online bullying which are cross referenced with other school policies.
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

## **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 functions.
- Internet use is a necessary tool for learning for pupils and staff.
- The internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction.

## **How does Internet use benefit education?**

- Access to world-wide educational resources including museums and galleries.
- Inclusion in the wider network of schools across the UK.
- Educational and cultural exchanges between pupils world-wide.
- Access to experts in many fields for pupils and staff.
- Professional development for staff through access to educational materials and effective curriculum practice.
- Communication with the LA advisory and support services, professional associations and colleagues.
- Home-school links communication is improved by direct e-mail, website Information and the MLE.

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

- Internet access is filtered appropriate to the age of pupils.
- Pupils will be given clear objectives for internet use.
- Internet use is planned to enrich and extend learning activities. Access levels are reviewed to reflect the curriculum requirements and age of pupils.
- Staff will select sites that will support the learning outcomes planned for the pupils' age and ability.
- Pupils will be educated in taking responsibility for their own internet access.

### **How can pupils learn to evaluate Internet content?**

- The evaluation of on-line content is a part of every subject.
- Pupils will be taught ways to validate information by cross-checking before accepting its accuracy.
- Pupils will be given the opportunity to talk and discuss what they have read/seen online and discuss how it makes them feel allowing them to challenge extremist views. Staff and children will use the News links via the MLE to support this.
- Pupils will be made aware that the author of a web page or an e-mail might not be the person claimed to ensure they are keeping safe online.
- Pupils will be encouraged to inform a member of staff immediately if they witness any content that makes them feel uneasy.

### **How is e-mail managed?**

- E-mail will only be used by pupils for educational purposes and will be taught about online bullying and online safety to ensure they are kept safe at school and home.
- Pupils will learn to e-mail using either an educational program that simulates an email account or the class e-mail provided by LGFL.
- Staff should use the official school email provided by LGFL for all school contacts. Personal e-mail addresses may be used if there any difficulties with the school e-mail addresses.
- All messages should be polite and responsible.
- Pupils must immediately inform a member of staff if they view an offensive or unpleasant e-mail to minimise online bullying.
- Pupils must not reveal any personal details of themselves or others in e-mails, or arrange to meet anyone without specific permission and will learn to keep themselves safe.

### **How is content on our school website managed?**

- The Head teacher has overall editorial responsibility and ensures that content is accurate and appropriate.
- Content such as YouTube is banned by LGFL and can only be accessed by staff if they log in using their LGFL username and password. These websites can only be unblocked by the Head Teacher.
- The contact details on the website are the school address, e-mail and telephone number. Staff or pupils' personal details are not published.
- Parental permission is sought to allow pupils' images and work to be published on the school website. The permission letter is part of the School Information Pack given to parents when their child attends Ranelagh Primary School.
- Photographs will not identify specific pupils by their full name and group shots will be used in preference to individuals' images.

### **How is Internet access authorised?**

- Internet access is a necessary part of the National Curriculum. It is an entitlement for pupils based on responsible use.
- During the Foundation Phase (EYFS) the access to the internet will be by adult demonstration. Pupils may have supervised access to specific, approved on-line materials.
- During KS1 and KS2, Internet access will be granted to classes, groups and individuals as part of the curriculum. Pupils will have been informed of responsible internet use.

### **How are risks assessed?**

- Ranelagh Primary School will take all reasonable precautions to ensure that users can only access appropriate content. Many sites such as Facebook/Hotmail have been banned in school so children cannot have access to this in school. However, due to the global and connected nature of Internet content, it is not possible to guarantee that unsuitable material will never occur via a school computer. Ranelagh Primary School cannot accept liability for the material accessed, or any consequences resulting from Internet use.
- Methods to identify, access and minimise risks will be revised regularly.
- Staff, parents, governors, LA advisors will work together to ensure that every reasonable measure is being taken.

### **How will the school ensure that Internet access is safe?**

- Pupils will be informed that Internet use will be supervised and monitored.
- All Internet access is filtered by NPW to ensure that children are safe from terrorist and extremist material when accessing the internet at Ranelagh Primary School.
- If staff or pupils encounter unsuitable content or sites then these sites will be reported to NPW service via the Computing coordinator or school-based technician.
- Staff should be aware that online bullying can take place through social networking out of school and the problems associated with this can come into school.
- Staff will ensure online safety is covered in all lessons involving the use of technology at Ranelagh Primary School.
- Parents will be invited into school to ensure they are aware of dangers to using the internet at home and how to keep their children safe at home.

### **How will the security of the school ICT systems be maintained?**

- The security of the school information systems will be reviewed regularly.
- Virus protection is supplied by NPW
- Portable media (USB drives) may not be used by pupils without specific permission.
- Portable media used by staff needs to be checked for viruses. Staff should not be permanently storing any sensitive data outside the school environment. Relevant files need to be deleted after use.
- Technical advice is to be sought before any downloads of programs/macros unless they come from specific known and named sources.

### **How will complaints regarding Internet use be handled?**

- Responsibility for handling incidents will be dealt with by the Head Teacher or Leadership Team.
- Pupils and parents will be informed of the complaints procedure in writing and through the school website.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- Actions within school may include one or more of the following:-
  - Discussion with teacher or Head teacher
  - Parents informed
  - Removal of Internet or computer access for a period of time.

### **How are staff and pupils consulted?**

- Online Safety rules will be explained and discussed with classes by teachers at a level appropriate to the age of the pupils.

- Online Safety training will be developed, possibly based on CEOP (Child Exploitation and Online Protection Centre) materials and these will be embedded within the curriculum.
- Parents complete the Using the Internet Responsibly Agreement Form on behalf of their child.
- Rules for Internet and Online Safety posters are posted near computers with Internet access
- All staff will have signed an Online Safety policy and the Acceptable Use Policy.

#### **How is parents' support enlisted?**

- A partnership approach with parents will be encouraged.
- Parents' attention will be drawn to the Online Safety policy when the child starts school and on the school website.
- Advice for parents will be available on the school website from agencies such as, BECTA, NCH Action for Children, BBC and CEOPS (Child Exploitation and Online Protection Centre).
- All parents will be asked to sign the parent/pupil agreement when they register the child with the school.

#### **How are emerging technologies managed?**

- These will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils are not allowed to use mobile devices during school hours. The sending of abusive or inappropriate messages is forbidden.
- Any resource preparation, completed by staff at home, which involves the use of pupil images, must not be stored on home ICT equipment.
- Digital imaging systems e.g. Videoconferencing and web cam, will be appropriately supervised according to the pupils' age.
- Ipads and laptops will be monitored and updated regularly to maintain performance. Pupils will only be able to use these during learning time and teacher will monitor the use.

#### **How is personal data protected?**

- Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998. This data is backed up by according to Local Authority (LA) guidelines.
- Access to personal data is restricted to named personnel only.
- Data is only kept for the time needed and then it will be disposed of.
- This will be reviewed and updated following LA advice.