



## **Forton Primary School - Online Safety Policy**

### **Introduction**

This policy applies to all members of the school (including staff, pupils, volunteers, parents / carers and visitors) who have access to and are users of school ICT systems, both in and out of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate Online Safety behaviour that take place out of school.

### **Our Vision for Online Safety**

We believe that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying these standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

At Forton School, we feel that a combination of site filtering, supervision and education will enable safer access to the internet. Parents and pupils are sent an explanatory letter and the rules which form our pupil agreement.

### **Why the Internet and emergent technology are 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 business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet access is an entitlement for students who show a responsible and mature approach to its use. The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

### **Online Safety Roles**

#### **Online Safety Governor - Mrs Briggs**

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring reports. A member of the Governing Body has taken on the role of Online Safety.



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The role of the Online Safety Governor will include:

- regular meetings with the Online Safety Co-ordinator
- attendance at Online Safety Group meetings and training
- regular monitoring of online safety incident logs
- regular monitoring of filtering / change control logs
- reporting to relevant Governors

### **Headteacher - Mrs Boase**

The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety will be delegated to the Online Safety Co-ordinator. The Headteacher and Deputy Headteacher should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.

They are responsible for ensuring that the Online Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant. They will also ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

### **Online Safety Co-ordinator - Mrs Simpson**

- leads the Online Safety Group
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies and documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff
- liaises with school technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments



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- meets regularly with Online Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- reports regularly to staff

### **Computing Co-ordinator - Mrs Simpson**

Computing Co-ordinator is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required online safety technical requirements and any Local Authority Guidance that may apply
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- that they keep up to date with online safety technical information and filtering updates in order to effectively carry out their online safety role and to inform and update others as relevant
- that the use of the internet and email is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteacher and Online Safety Coordinator for further investigation

### **Teaching and Support Staff**

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current school Online Safety Policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy
- they report any suspected misuse or problem to the Headteacher Online Safety Coordinator / Officer for further investigation.
- all digital communications with pupils, parents or carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- Pupils understand and follow the Online Safety Policy and acceptable use policies
- Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations



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- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned, 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

### **Designated Safeguarding Lead - Mrs Boase**

Should be trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- Cyberbullying

### **Online Safety Council**

The Online Safety Council is made up of pupils from Y3-Y6 along with the Online Safety Lead and the Online Safety Governor. The council meet once a term to discuss and to raise the profile of Online Safety within school.

### **Pupils**

- are responsible for using the school digital technology systems in accordance with 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 rules on the use of mobile devices and digital cameras. They should also know and understand policies on the taking and use of images and on cyber-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school



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### **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 and local online safety campaign.

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 (See Image consent form)

### **Education**

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 and PHSE and should be regularly revisited
- Key online safety messages should be reinforced as part of a planned programme of assemblies and class activities
- Rules for Internet access will be posted near all computer systems and pupils will be informed that Internet use will be monitored.
- Pupils should be taught in all lessons to be critically aware of the materials and 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.



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- 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.

### Assessing Risk:

Methods to identify, assess and minimise risks will be reviewed regularly. The following table outlines some of the potential risks:

<u>Area of Risk</u>	<u>Examples of Risk</u>
<b>Commerce:</b> Pupils need to be taught to identify potential risks when using commercial sites.	Advertising Privacy of information (phishing, identity fraud) Invasive software (e.g. virus, trojan, spyware) Online gambling Premium rate sites
<b>Content:</b> Pupils need to be taught that not all content is appropriate or from a reliable source.	Illegal materials Inaccurate / bias materials Inappropriate materials Copyright and plagiarism User generated content (e.g. YouTube, sexting)
<b>Contact:</b> Pupils need to be taught that contact may be made using digital technologies and that appropriate conduct is necessary when engaging with these technologies.	Grooming Cyberbullying Contact inappropriate emails / blogs / instant messaging Encouraging inappropriate contact

### Education - Parents / Carers

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 of the children's on-line behaviours.



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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:

- Letters, newsletters and website
- Parents / Carers evenings
- Training and High profile events e.g. Safer Internet Day

### **Education - The Wider Community**

The school will provide opportunities for members of the community to gain from the school's online safety knowledge and experience.

This is offered through the following:

- Invitations to Internet safety evenings run by Lancashire Consultants.
- Online safety messages targeted towards other relatives as well as parents.
- The school website will provide online safety information for the wider community

### **Education - Staff and Volunteers**

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy.

Training will be offered as follows:

- A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school Online Safety Policy and Acceptable Use Agreements.
- The Online Safety will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.
- This Online Safety Policy and its updates will be presented to and discussed by staff in staff meetings / INSET days.
- The Online Safety Coordinator / Officer (or other nominated person) will provide guidance and training to individuals as required.



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### **Education - Governors**

Governors should take part in online safety training with particular importance for those who are members of any subcommittee involved in online safety, health and safety and safeguarding.

This may be offered in a number of ways:

- Attendance at training provided by the Local Authority
- Participation in school information sessions for staff or parents

### **Internet filtering and Infrastructure**

The school will work in partnership with parents, Lancashire LEA, and the DfES guidelines to ensure systems to protect pupils are reviewed and improved. If staff or pupils discover unsuitable sites, the URL (address) and content must be immediately reported to the Internet Service Provider via the Computing co-ordinator. Any material that the school believes is illegal must be referred to the Local Education Authority. All internet devices belonging to school use Internet Content Filtering provided by Lancashire LEA.

**IMPORTANT NOTE:** It should be noted that the main aim of content filtering is to **MINIMISE THE RISK OF USERS ACCESSING INAPPROPRIATE MATERIAL ON THE INTERNET**. Whilst the content filtering provision will significantly contribute towards this, it should **NOT** be viewed as a complete solution that will block all inappropriate material and therefore should be underpinned with good practice at home and at school.

Lancashire LEA operate a devolved filtering system where schools can unblock certain sites at a local level without having to refer the request to Lancashire. This can be useful when sites with good educational content are blocked erroneously. Unblocking a site can only be done with the Headteacher's specific permission. It must also be noted that once a site is unblocked it is unblocked across the entire school, not just on the machine that is being used. A record of staff who unblock websites is kept by the filtering software and it is imperative that the address is blocked once again after it has been used. It is envisaged that this feature of the filtering system will be used sparingly.

School technical systems will be managed in ways that ensure that the school meets recommended technical requirements. There will be regular reviews and audits of the safety and security of school technical systems with servers, wireless systems and cabling securely



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located and physical access restricted. All users will have clearly defined access rights to school systems and devices.

### **Managing e-mail**

Communication is part of the Computing curriculum therefore pupils will have access to '2Email' through PurpleMash with settings adjusted accordingly. This includes allowing e-mails to other pupils/ staff member with the option of staff monitoring and approving e-mails before they are sent.

### **Managing School Website and Facebook page**

Forton Primary School has its own website and Facebook page. Staff or pupils' home information will not be published on either website. They will not mention any pupils by their full name and photographs will be selected carefully so that individual pupils are not named. Written permission from parents or carers will be obtained through the annual Image Consent Form before photographs of pupils are published on the school website and Facebook. The Headteacher will take overall editorial responsibility and ensure content is accurate and appropriate.

The copyright of all material that appears on the website and Facebook must be held by the school, or be attributed to the owner where permission to reproduce has been obtained. It is the responsibility of each class teacher to appropriately update their individual sections of the school website.