

COLDFAIR GREEN COMMUNITY **PRIMARY SCHOOL**



ONLINE SAFETY POLICY

Adopted: September 2016

Approved by: Governors

Date of Next Review: September 2017

Signed:

(Chair of Governors/Committee)

COLDFAIR GREEN PRIMARY SCHOOL

ONLINE SAFETY POLICY

Our Online Safety Policy has been written by the school, building on Local Authority online safety and government guidance. It has been agreed by staff and approved by Governors.

The Online Safety Policy will be reviewed annually.

Teaching and learning

- The purpose of Internet use in Coldfair Green Primary 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.
- 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.
- Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide through video-conferencing;
- 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 with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with groups such as the Local Authority and Department for Education;
- access to learning, wherever and whenever convenient.

The Internet enhancing learning

- 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 the 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.

Evaluating Internet content.

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- The school should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- The evaluation of on-line materials is a part of every subject.

Managing Internet Access

- The security of the school's ICT systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed as part of the Health and Safety Governors' Committee.
- The Network Manager will review system capacity regularly.

Use of Email

- Pupils must not reveal personal details of themselves or others in email communication.
- Individual school email addresses can be provided for children in Key Stage 2. These emails can be accessed and monitored by class teachers.
- Whole-class or group email addresses should be used at Key Stage 1 and below.
- Excessive social email use can interfere with learning and may be restricted.
- The forwarding of chain letters is not permitted.

Published Content - Website

- The contact details on the school website should be: the school address, e-mail and telephone number. Staff or pupil personal information will not be published.
- The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the school's guidelines for publications, including respect for intellectual property rights and copyright.
- *Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.*

Social networking and personal publishing

- The school's security systems will block access to social networking sites.
- As part of pupils' lessons in Key Stage 2, information is given to children regarding safe use of social networking sites. All children and parents are reminded that children need to be 13 or above to become a member of the majority of social network sites.
- The school has a duty to report directly to any social networking sites the names of any children it becomes aware of who are operating an account under age. Discussions with parents will also need to take place.
- All staff are reminded about the appropriate use of social networking sites in their own time. Reference to the teacher standards is clearly made.
- Coldfair Green Primary School is aware that bullying can take place through social networking, especially when others are invited to see or make comments.
- The school will work in partnership with parents, the Local Authority, Department for Education 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), time, date and content must be reported to the Internet Service Provider.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation.

Personal data

- Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

Risk Assessment

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Local Authority can accept liability for the material accessed, or any consequences of Internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The head teacher will ensure that the online Safety Policy is implemented and that compliance with the policy monitored.

Online Safety 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 head teacher.

Internet used across the community

- The school will be sensitive to Internet-related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

Communications Policy

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the PSHE, Citizenship or Computing programmes covering both school and home use.
- All pupils read, accept and sign our online Safety school agreement.

Employees

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- 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.
- Staff development in safe and responsible Internet use and on the school online Safety Policy will be provided as required.

Parental Support

- Parents' attention will be drawn to the School Online Safety Policy in newsletters and on the school website.

Please note:

- No reference should be made in social media to school staff.
- Parents should not engage in online discussions on personal matters relating to Coldfair Green Primary School or any members of the school staff.
- Further action will be taken with the necessary authorities should social media references be brought to the attention of the school.

Acceptable use of ICT

- Mobile devices, social networking, wearable technology and gaming platforms are not to be used on the school site, during work hours or in classrooms where children are present.