Online Safety Policy

Approval: Full Governing Body

Review Frequency: Annually

Last Reviewed: March 2017

Date of next Review: September 2017 (alongside the Child Protection Policy)

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APPROVAL: Full Governing Body – alongside Child Protection Policy

REVIEW FREQUENCY: Annually **LAST REVIEWED: 7.3.17**

Our online safety policy has been written by the school, building on the Herts e-safety template policy and government guidance. It has been agreed by the staff and approved by governors. Going forward, it will be reviewed annually, alongside the Child Protection policy, and updated whenever legislation changes.

Use of the Internet

- The purpose of internet use in school is to raise educational standards, to promote pupil achievement, wellbeing and 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.

How will internet use enhance learning?

- The school internet access will be designed expressly for educational use and will include filtering appropriate to the age of pupils.

- Pupils will learn appropriate and effective internet use and be given clear objectives for internet use.

How will internet access be authorised?

- HGfL proactively monitors internet usage for illegal websites (attempted access of child abuse and incitement for racial hatred) and will notify the local police and Local Authority in these instances.

- The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date; for instance when a member of staff leaves or a pupil's access is withdrawn.

- The home-school agreement will include the Internet Safety Code to be signed by parents and pupils.

- Primary pupils will not be issued individual email accounts, but will be authorised to use a group/class email address under supervision.

How will filtering be managed?

- Herts LA in conjunction with the HGfL has implemented a filter. This service filters internet access by cross-referencing all website requests against a banned list which is continually updated.
- A log of any staff with unfiltered access to the internet will be kept by Hertfordshire County Council.
- The school will work in partnership with parents, Herts County Council and the HGfL to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the internet Service Provider (HGfL) via the Computing Subject Leader.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

How will the risks be assessed and monitored?

- 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 Herts County Council can accept liability for the material accessed, or any consequences of internet access.
- All teachers have a duty to be vigilant about material accessed by their pupils.
- Pupils will not be allowed unsupervised access to the internet.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Headteacher will ensure that the internet policy is implemented and compliance with the policy monitored.
- HGfL have an electronic monitoring and logging system for inappropriate (including extremist) use and will provide details, when requested by the DSPs.
- The Headteacher will regularly review the need for an additional school specific monitoring system, but this is not currently regarded as being necessary.

How will pupils learn to evaluate internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Herts Grid for Learning: http://www.thegrid.org.uk/eservices/safety/filtered.shtml
- The use of internet derived materials by staff and by pupils must comply 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.
- Specific lessons will be included within the Computing Scheme of Work that teach all pupils how to read for information from web resources.
- The Headteacher will be responsible for permitting and denying additional websites as requested by colleagues for specific purposes.

How will the school website/learning platform content be managed?

- The point of contact on the website will be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained prior to photographs of pupils being published on the school website. This will be via an opt-out document issued to parents when their children join the school. Parents' permission can be withdrawn at any time.
- Where audio and video are included (e.g. Podcasts and Video Blogging) the nature of the items uploaded will not include content that allows the pupils to be identified.

How will communication technologies be managed?

e-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Only whole-class or group e-mail addresses will be used by pupils.
- Pupils should use email in an acceptable way. Sending images without consent, messages that cause distress and harassment to others are considered significant breaches of school conduct and will be dealt with accordingly.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- Staff should not communicate directly with parents or children via personal e-mail.
- School e-mail addresses must only be used for professional purposes.

On-line communications and social networking.

The ability to post personal information and communicate with friends is hugely appealing to young people, with an increasing number of Key Stage 2 pupils having accessed the services of social networking sites such as Facebook. These are banned from pupil access while at school, but are likely to be accessible from home and the school has a key role to teach young people about the importance of keeping personal information safe, not posting comments and pictures of other people that may cause upset and to communicate in an appropriate manner.

- Students/pupils will be taught about how to keep personal information safe when using online services. Each year group will have specific Computing lessons dedicated to online safety.
- The school will conduct regular pupil surveys about home use of Computing. It will gauge the range of activities which pupils undertake and how safely they are using them, e.g. keeping personal information safe, experiences of cyber bullying etc.
- The use of online chat is not permitted in school, other than as part of its online learning environment.
- Staff should use extreme caution and maximum security settings when using personal social networking sites, as referred to in the Code of Conduct. Pupils should not be 'friends' on such sites.

Mobile technologies

- Appropriate use of mobile phones will be taught to pupils as part of their PSHE programme.
- Emerging technologies such as video conferencing will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones are not permitted within the school. Pupils will be asked to give them to their teacher at the start of the school day. The school will not accept responsibility for loss or damage.
- Mobile phones may not be used for any reason whatsoever in the Reception classroom or Reception outdoor area.
- Pupils will have specific advice on dealing with issues relating to sexting (youth produced sexual imagery) in Upper Key Stage 2. Any issues will be reported to the DSL immediately, in line with the School's Safeguarding and Child Protection policy.

Introducing the Policy to Pupils

- Rules for internet access will be posted in all rooms where computers are used.
- A module on responsible internet use and online safety will be included in the curriculum covering both school and home use. This will include the necessity of keeping personal information safe, how to use mobile technologies appropriately and using online communication appropriately.
- Instruction on responsible and safe use will precede internet access.
- Pupils will be informed that internet use will be monitored.
- All pupils will use age appropriate online safety activities from the CEOP site and school's Computing Scheme of Work. Online safety is also embedded in the wider curriculum.

Parents and Online Safety

- Parents' attention will be drawn to the School Online Safety Policy in newsletters, the school brochure and on the school Website.
- Regular information will be provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and home.
- Internet issues will be handled sensitively to inform parents without undue alarm
- Advice on filtering systems and educational and leisure activities that include responsible use of the internet will be made available to parents.
- Interested parents will be referred to organisations such as CEOP
- All parents will receive support information as and when available, including annual online safety information sessions.
- Parents will be asked to discuss the code of conduct with their children and sign it.

Staff and Online Safety

- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School's Online Safety Policy and have its importance explained.
- Internet use will be included in the induction of new staff.
- The school's consequences for internet and mobile phone/PDA/technology misuse will be clear so that all teachers are confident to apply this should the situation arise.

- All staff must accept the terms of the 'Code of Conduct' statement before using any internet resource in school. (Relevant sections are section 7 and page 6).
- Staff will be made aware that internet traffic is monitored and reported by the HGfL and can be traced to the individual user. Discretion and professional conduct is essential.
- Only staff and pupils are permitted to use the school's Computing facilities.
- Staff development in safe and responsible internet use, dealing with incidents and on the school internet policy will be provided as required.

How will misuse issues be handled?

Prompt action will be taken if an issue is raised by a pupil, parent or teacher.

A minor transgression of the rules may be dealt with by the teacher as part of normal class discipline.

Any incidents of internet misuse will be referred to the DSLs, who receive regular updates and advice from the Computing Subject Leader and 'Online Safety Champion', Helen Smithson. Helen Smithson is a CEOP Ambassador and receives regular updated training.

A log of issues will be maintained by the DSLs and reviewed by the safeguarding Governor.

Any complaint about staff misuse must be reported to the Headteacher.

HOME - SCHOOL PARTNERSHIP AGREEMENT 2017/18
(including Internet Safety Code on the reverse)

For the School
We, both as individual staff and as a whole school, will try to:
· Provide a safe, well ordered and caring environment
· Have clear aims for the school and learning objectives for the pupils
· Provide challenging programmes of teaching
· Provide a broad range of suitable learning opportunities for your child
· Show that each pupil is valued
· Inform you of the progress of your child and any concerns we may have
· Ensure we are available, by appointment, to discuss your child's education or your concerns
· Have clear expectations of pupil behaviour and a reward and sanction system to support good behaviour

For the Parents and Carers
As the parent or carer of a pupil at Rickmansworth Park School I will try to:
· Make sure my child attends school regularly and on time in line with the school's Attendance Policy
· Support my child's learning including encouraging them to complete homework on time
· Encourage my child to read and to hear him/her read regularly
· Support the school in maintaining good standards of behaviour
· Accept the school's values and support the teacher's role
· Respond to any reasonable request to make an appointment to discuss my child's education
· Ensure my child each day has all the equipment she/he needs to take part in activities at school
· Inform the school of any circumstances that may affect my child in school - e.g. health, family issues
· Dress my child in line with the school's uniform policy
· Support the school approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community or bring the school name into disrepute.

For the Pupils
As a pupil at Rickmansworth Park School I will try to:
· Follow the school rules
  Come to school each day on time
· Bring the things I need every day and look after them properly
· Wear my school uniform and be tidy
· Work hard and do all my class work and homework as well as I can
· Behave well and be polite and helpful to others
· Tell someone if I am worried about anything
· Help to look after the school

Rickmansworth Park School: Home - School Partnership Agreement & Internet Safety Slip

Child's Name: Class:

Headteacher: Signed: Date:

Parent / Carer: Signed: Date:

Pupil: Signed: Date:

Please detach slip, sign and return to the school – Retain rest of sheet for reference.

- Only open documents which belong to you.
- Only use the internet when an adult is in the room
- Only e-mail people you know or who have been authorised by your teacher.
- Don't access your home e-mail address at school.
- Always write politely.
- Never give your surname, address or telephone number to anyone.
- Never agree to meet anyone who you don't know.
- If you see something unpleasant or wrong, tell your teacher.
- Get consent from the individual before taking any photographs or videos.
- Do not post / share photo or video files without permission.
- Don't connect memory sticks from home unless your teacher asks you to.
- Only use the computers for school or homework.
- Remember that staff can monitor your e-mails, files and internet sites which you visit.

Parents:
I have read and understood the school online safety rules summarised above. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.