



Thorns Community



Infant School

Park Hill Thorns Federation

Successful, confident learners, responsible, compassionate individuals.

Online Safety Policy

(Adapted from LA model policy)

Written: June 2014

Reviewed: July 2015

Agreed by governors:

Next review: December 2017

Writing and reviewing the online safety policy

The online safety Policy relates to other policies including those for ICT, mobile phones and child protection:

- *Each school has an online safety coordinator who is also the ICT coordinator.*
- *Our online safety Policy has been written by the school, building on the Warwickshire ICT Development Service online safety Policy and government guidance. It has been agreed by the senior management and approved by governors.*
- *The online safety Policy will be receive a light touch review on an annual basis and will be formally reviewed every 4 years.*

Teaching and learning

Why Internet use is important

- *Internet use is part of the statutory curriculum and a necessary tool for learning.*
- *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.*
- *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 access is an entitlement for students who show a responsible and mature approach to its use.*
- *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.*

How does Internet use benefit education?

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;*
- *Vocational, social and leisure use in libraries, clubs and at home;*
- *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 across support services and professional associations;*
- *Improved access to technical support including remote management of networks and automatic system updates;*
- *Exchange of curriculum and administration data with the LA and DfES;*
- *Access to learning wherever and whenever convenient.*

Internet use will enhance learning

- *In both schools internet access is designed expressly for pupil use and will include filtering appropriate to the age of pupils.*
- *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. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.*
- *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.*

Pupils will be taught how to evaluate Internet content

- *If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to Warwickshire ICT Development Service, and the school online safety officer.*
- *Schools should ensure that the use of internet derived materials by staff and by pupils complies with copyright law.*
- *Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.*
- *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

Information system security

- *The security of the school information systems will be reviewed annually.*
- *Virus protection will be installed and updated regularly.*
- *The school uses the Warwickshire Broadband with its firewall and filters.*
- *The school provides an addition level of protection through its deployment of Policy Central in partnership with Warwickshire ICT Development Service.*
- *Portable media may not used without specific permission and a virus check.*
- *Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.*
- *Files held on the school's network will be regularly checked.*
- *The ICT co-ordinator/network manager will review system capacity annually.*

E-mail

- *Pupils may only use approved e-mail accounts (welearn accounts) on the school system.*
- *Pupils must immediately tell a teacher if they receive offensive e-mail.*
- *Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.*
- *Use of words included in the Policy Central 'banned' list will be detected and logged.*
- *Access in school to external personal e-mail accounts may be blocked.*
- *E-mail sent to external organisations should be written carefully, in the same way as a letter written on school headed paper.*
- *All emails should be sent from learning platform email accounts.*
- *The forwarding of chain letters is not permitted.*

Published content and the school web site

- *The contact details on the Website should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.*
- *Email addresses should be published carefully, to avoid spam harvesting.*
- *The Executive 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.*

Publishing staff and pupil's images and work

- *Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified by name.*
- *Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.*
- *Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.*
- *Pupil's work can only be published with the permission of the pupil and parents. (From annual permission forms)*
- *Images of staff should not be published without consent.*

Social networking and personal publishing

- *Social networking sites and newsgroups will be blocked unless a specific use is approved.*
- *Staff using social network sites out of school must not be 'friends' or communicate with any pupils or ex pupils of school age.*
- *Pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, IM address, e-mail address, names of friends, specific interests and clubs etc.*
- *Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location e.g. house number, street name, school or shopping centre.*
- *Teachers' official blogs or wikis should be password protected and run from the school website. Teachers should be advised not to run social network spaces for students on a personal basis.*
- *Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.*
- *Students should be advised not to publish specific and detailed private thoughts.*
- *Schools should be aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.*

Managing filtering

- *The school will work in partnership with the Warwickshire ICT Development Service to ensure filtering systems are as effective as possible.*

- *If staff or pupils discover unsuitable sites, the URL, time and date must be reported to the school Online safety coordinator.*
- *Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable and are being implemented.*
- *Any material that the school believes is illegal must be reported to appropriate agencies such as IWF or CEOP (addresses later).*

Managing videoconferencing

- *We currently do not have any video conferencing equipment at the school.*

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 during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.*
- *Children who bring mobile phones to school are required to hand them into the school office for safe keeping.*
- *Staff will be issued with a school phone where contact with pupils or parents is required.*
- *For further guidance on the use of mobile phones by adults in school then please see the Mobile Phone Policy*

Protecting personal data

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

Policy Decisions

Authorising Internet access

- *The school will maintain a current record of all staff and pupils who are NOT granted Internet access.*
- *All users must read and abide by the ‘Acceptable ICT Use Policy’ before using any school ICT resource. See appendix.*
- *In both schools internet access will be closely monitored to ensure pupils are accessing appropriate materials.*
- *When appropriate, shortcuts will be used to give children quick access to the desired website.*
- *Children will be taught to use search engines such as ‘Google’ in both schools. When using search engines children will be taught the importance of selecting key words and phrases to search and how to spell these correctly.*
- *The teacher should always perform this search prior to the lesson to ensure the appropriateness of the search results (particularly when doing an image search)*
- *Parents will be asked to read and acknowledge the school’s ‘Acceptable ICT Use Policy’. (See Appendix A)*

Assessing risks

- *The ICT co-ordinator/network manager will review system capacity regularly.*

- *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 WCC can accept liability for the material accessed, or any consequences of Internet access.*
- *The head teacher will ensure that the online safety Policy is implemented and compliance with the policy monitored.*
- *The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.*
- *Methods to identify, assess and minimise risks will be reviewed regularly.*

Handling online safety complaints

- *The education and Inspection Act 2006 gave schools legislation to be able to intervene in cyber bullying which takes place off the school site if it compromises the wellbeing of pupils. Any cases will be dealt with by the Executive head teacher or Head of Teaching and Learning.*
- *Complaints of Internet misuse will be dealt with by a senior member of staff*
- *Any complaint about staff misuse must be referred to the Executive head teacher who should use the agreed WCC procedures.*
- *Pupils and parents will be informed of the complaints procedure.*
- *Parents and pupils will need to work in partnership with staff to resolve issues.*
- *Sanctions may include:*
 - *interview/counselling by teacher;*
 - *informing parents or carers;*
 - *removal of Internet or computer access for a period.*

Community use of the Internet

- *Any community use of ICT equipment will require agreed protocols to be established by the governing body.*
- *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

Introducing the online safety policy to pupils

- *Rules for Internet access will be posted in all networked rooms.*
- *Pupils will be informed that Internet use will be monitored.*
- *An online safety training programme will be used to raise the awareness and importance of safe and responsible Internet use.*
- *Instruction in responsible and safe use should precede Internet access.*
- *Both schools will have a termly E safety week where this can be discussed with children in more depth.*

Staff and the online safety policy

- *All staff will be given the 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.*
- *All staff should read and sign the Warwickshire Acceptable ICT Use Policy.*
- *Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.*
- *Staff development in safe and responsible Internet use and on the school online safety Policy will be provided as required.*

Enlisting parents' support

- *Parents' attention will be drawn to the Federation online safety Policy in newsletters, each school's brochure and on the school's Website.*
- *Internet issues will be handled sensitively to inform parents without alarm*
- *A partnership approach with parents will be encouraged. This could include parent partnership events with demonstrations and suggestions for safe home Internet use.*
- *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 on the school website.*