

Thurstonland Endowed (VC) First School



Computing and Online Safety Policy

Introduction

This policy outlines Thurstonland First School's approach to promoting the use of online technologies in a safe environment. It is Government policy to connect all schools to the internet. The internet and email can be used by students of all ages, by teachers and by managers and is a useful educational resource. Home internet, email and social media are also an important part of learning and communication during leisure time.

The World Wide Web is available to organisations, groups and individuals. Access is now possible through a range of devices and the storing or transmission of data, personal information, photographs and images is wide ranging. Whilst this offers exciting opportunities it also creates potential online safety issues that must be recognised and dealt with. Without appropriate measures, access to unsuitable materials is possible and security of computer systems can be compromised and individuals using the anonymity of the internet can put other users at risk in a variety of ways.

We aim to work within a managed system. This will provide opportunities for pupils to learn how to assess and manage these risks for themselves. It will also allow staff to work effectively and responsibly. Our 'Responsible Use Statements' provide clear guidance and outline the behaviour expectations of pupils and staff. By working together under the guidance of this policy the school community can enjoy the benefits of ICT technologies whilst minimising the risks they are exposed to. They will also be aware of the steps to take should online safety be compromised.

Roles and Responsibilities

The Governing Body

- To read, understand, contribute to and help promote the school's online safeguarding policies and guidance
- To ensure appropriate funding and resources are available for the school to implement its online safeguarding strategy

Headteacher

- To be ultimately responsible for online safeguarding provision for all members of the school community, though the day-to-day responsibility for online safeguarding will be delegated to the ICT co-ordinator
- To ensure that the ICT Coordinator (Online safety co-ordinator) and other relevant staff receive suitable training to enable them to carry out their online safeguarding roles and to train other colleagues when necessary
- To ensure that they are aware of procedures to be followed in the event of a serious online safeguarding incident
- To review the incident log at least once a year in conjunction with the ICT co-ordinator to ensure that policies and procedures are up-to-date and working effectively

ICT co-ordinator (Designated Online-Safety co-ordinator)

- To take day-to-day responsibility for online safeguarding within school and to have a leading role in establishing and reviewing the school online safeguarding policies and procedures
- To ensure that all members of staff receive an appropriate level of training in online safeguarding issues and are aware of the procedures that need to be followed in the event of an online safeguarding incident including the recording of any incidents in the incident log
- To promote an awareness and commitment to online safeguarding throughout the school and ensure that online safeguarding education is embedded across the curriculum
- To communicate with the designated safeguarding governor as required
- To ensure that online safeguarding is promoted to parents and carers

Teachers/Support Staff

- To read, understand and help promote the school's online safeguarding policies and guidance
- To model safe and responsible behaviours in their own use of technology, maintaining a professional level of conduct
- To ensure that any digital communications with pupils are on a professional level and only through school based systems, never through personal mechanisms, e.g. social media, email, text, mobile phones etc.
- To ensure that any digital communications with parents are be on a professional level and only through school based systems, never through personal mechanisms, e.g. social media, email, text, mobile phones etc. (Except in special circumstances such as an emergency on a school trip)
- To report any suspected misuse or problem regarding staff or pupils to the ICT coordinator
- To ensure that they teach online safety as part of their rolling programme for Computing
- To embed online safeguarding messages in learning activities across all areas of the curriculum.
- To supervise and guide pupils carefully when engaged in learning activities involving technology
- To ensure that pupils are fully aware of legal issues relating to electronic content such as copyright laws
- To introduce or revisit the Responsible Use Statement each academic year. (Y2 upwards)
- To understand and be aware of incident-reporting mechanisms that exist within the school

Pupils

- To understand and follow the school pupil Responsible Use Statement as explained by staff (taking into account age, maturity and any specific learning needs)
- To understand what action they should take if they feel worried, uncomfortable, vulnerable or at risk while using technology in school or at home, or if they know of someone who this is happening to
- To discuss online safeguarding issues with staff, family and friends in an open and honest way

Parents/Guardians

- To help and support the school in promoting online safeguarding
- To read, understand and promote the school's pupil Responsible Use Statement with their children (taking into account age, maturity and any specific learning needs)
- To take responsibility for learning about the benefits and risks of using the internet and other technologies that their children use in school or at home
- To take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies
- To discuss online safeguarding concerns with their children, show an interest in how they are using technology and encourage them to behave safely and responsibly
- To model safe and responsible behaviour in their own use of technology
- To consult with the school if they have any concerns about their children's use of online technology

The use of ICT technologies in school

The Management of Internet and Email Technologies

We are providing internet and email access in order to:

- Raise educational standards
- Support curriculum development in all subjects
- Inspire pupils to widen their knowledge and interest in the World and others within it
- Support the professional work and development of staff
- Enhance the school's management information and business administration systems
- Enable electronic communication and the exchange of curriculum and administration data with the LA, the examination boards and others

The educational benefits of internet use

- Access to world-wide educational resources and information including museums, art galleries, research data, news and current events
- Information and cultural exchanges between students both local and world-wide
- Discussion with experts in many fields for students and staff
- Access to educational materials and good curriculum practice to support staff professional development
- Communication with advisory and support services, professional associations and colleagues
- Exchanging information between different bodies
- Providing a means of communication between staff & pupils, parents & others in the community
- Encouraging electronic literacy and providing pupils with the skills necessary to operate in a modern society

The school web site

- The aim of the school website is to provide information for parents, pupils and the wider community
- The school will maintain editorial responsibility for the school web site to ensure that content is accurate and quality of presentation is maintained
- All staff will contribute to the content of the website as appropriate but under no circumstances should this contribution become onerous

- Regular updating of items such as newsletters will be undertaken by office staff this will support the school's efforts to be sustainable and reduce paper print outs
- Photographs of identifiable students or named photographs will be published in line with permission obtained from parent/guardians

Online platforms for pupils

- The main platform used currently is dbprimary
- Pupils have individual passwords for this site which they share only with their parents
- Purplemash and Hamilton Weblearner are also platforms used for individual or shared work projects and have class passwords
- The ICT co-ordinator will organise and support the setting up of the pages and accounts for pupils on these sites
- The accounts will give access to emailing, blogging, web page construction and the sharing of work within a safe environment that can only be accessed by pupils themselves, staff and site administrators
- Parent/Guardians are be given the necessary information for them to access the pages at home with their child when appropriate

Access to the Internet and email

- During lesson time internet access will be part of a planned activity, usually as part of a lesson but occasionally as part of a reward activity
- In YR/1, access to the internet and email will be with direct teacher or adult supervision. Pupils will only access teacher-prepared materials, or researched sites
- From Y2 upwards, internet and email access will be granted to a whole class or group as part of their work, after a suitable introduction to the rules and responsibilities of internet and email use and will be supervised by an adult
- From Y2 upwards pupils will access teacher-prepared materials, researched sites or receive guidance and support in searching for suitable sites, they will only communicate with selected e-pals
- During wet playtimes pupils will only access previously agreed internet sites under supervision
- During wet lunchtimes if there is a mixture of age groups in both classes the internet will not be accessed
- Parents will be given details so that they can access their child's email and web pages at home with them and therefore have limited access to items posted by other pupils
- School provides details of any pupil believed to have a social networking site that is not age appropriate to that site so that underage accounts can be closed down

The Management of Images, Video and Sound

The use of images, video and sound

- Written permission from parents or carers will be obtained for the publishing of materials on the school website, learning platform, local newspapers etc. This will be done on entry to the school.
- We will teach pupils safe and responsible behaviours when creating, using and storing digital images, video and sound
- We will remind pupils of the risks of inappropriate use of digital images, video and sound in their online activities both at school and at home
- Pupils and staff will only use school equipment to create digital images, video and sound.

- Images and video will be of appropriate activities and participants will be in appropriate dress; full names of participants will not be used either within the resource itself, within the file name or in accompanying text with the exception of reception assessment documents
- Parents may take photographs at school events: however, they must ensure that any images or videos taken involving children other than their own are for personal use and will not be published on the internet including social networking sites without express permission from the parents of pupils involved
- When searching for images, video or sound clips, pupils will be taught about copyright and acknowledging ownership

Storage of images, videos and sound

- Any images, videos or sound clips of pupils must be stored on the school network
- Staff may temporarily store these types of files on personally-owned equipment for assessment purposes or the preparation of display materials but will then delete them from their files.
- Office staff/ICT co-ordinator hold the joint responsibility for deleting images from the website/dbprimary when they are no longer required, or when a pupil has left the school
- Class teachers are responsible for removing old materials from teacher computers in each classroom

The teaching of Online Safety

- E-Safety messages will be introduced/reintroduced to the pupils near the start of each school year as outlined in the long-term ICT plans
- Teaching will be age appropriate and make use of resources such as the CEOP's Thinkuknow website
- The Responsible Use of the Internet and Email statement will be revisited with pupils from year 2 upwards at least once a year
- Pupils will learn how to minimise the risk to themselves and others and also the steps to take if they are uncomfortable with online content or emails they receive including online reporting on dbprimary using the whistleblower system
- School assemblies and events like Internet Safety day will be used to remind everyone of the importance of online safety and the measures they should take
- Pupils will be encouraged to share their work and knowledge of online safety with others
- School will provide online safety information for parents and signpost further help and guidance they can seek if required

Managing ICT systems and access

- The school will be responsible for ensuring that access to the ICT systems is as safe and secure as reasonably possible
- Virus protection is installed on all appropriate hardware, and will be kept active and up to date
- The school will agree which users should and should not have internet access and the appropriate level of access and supervision they should receive
- For the use of web-based learning such as dbprimary pupils will have individual passwords and learn about the importance of password security
- All staff have a responsibility for the security of their usernames and passwords on school systems. They must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security

Publishing materials online

- The blogging, podcasting and other publishing of online content by pupils will take place as part of teaching and learning under the supervision of class teacher
- Public blogs run by staff on behalf of the school will be hosted on the learning platform/school website and postings will be approved by the headteacher before publishing

This policy was reviewed in December 2015 in light of;

- Recent advice received from the local education authority
- Current guidance from Ofsted in relation to online safety
- The completion of an online safety leadership course by the ICT co-ordinator

The online safeguarding policy will be reviewed annually or when any significant changes occur with regard to the technologies used within school. Any necessary changes will be discussed and agreed with staff and Governors so that everyone involved is up-to-date with procedures and responsibilities. Any further training or adjustment to the online safety curriculum that is needed will be identified and necessary steps will be taken.`