

# INTAKE PRIMARY SCHOOL



# ONLINE SAFETY POLICY

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# Intake Primary School Online Safety Policy

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## 1. Introduction and Overview

### Rationale

#### The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Intake Primary School with respect to the use of IT-based technologies.
- Safeguard and protect the children and staff.
- Assist school staff working with children to work safely and responsibly with the Internet and other IT and communication technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use for the whole school community.
- Have clear structures to deal with online abuse such as online bullying [noting that these need to be cross referenced with other school policies].
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

#### The main areas of risk for our school community can be summarised as follows:

### Content

- Exposure to inappropriate content
- Lifestyle websites promoting harmful behaviours
- Hate content
- Content validation: how to check authenticity and accuracy of online content

### Contact

- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms
- Social or commercial identity theft, including passwords

### Conduct

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being (amount of time spent online, gambling, body image)
- Sexting
- Copyright (little care or consideration for intellectual property and ownership)

### Scope

This policy applies to all members of Intake Primary School community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of Intake Primary School IT systems.

## Roles and responsibilities

Role	Key Responsibilities
Headteacher	<ul style="list-style-type: none"> <li>• Must be adequately trained in off-line and online safeguarding, in-line with statutory guidance and relevant Local Safeguarding Children Board</li> <li>• To lead a 'safeguarding' culture, ensuring that online safety is fully integrated with whole school safeguarding.</li> <li>• To take overall responsibility for online safety provision</li> <li>• To take overall responsibility for data management and information security (SIRO) ensuring school's provision follows best practice in information handling</li> <li>• To ensure the school uses appropriate IT systems and services including, filtered Internet Service, e.g. smoothwall</li> <li>• To be responsible for ensuring that all staff receive suitable training to carry out their safeguarding and online safety roles</li> <li>• To be aware of procedures to be followed in the event of a serious online safety incident</li> <li>• Ensure suitable 'risk assessments' undertaken so the curriculum meets needs of pupils, including risk of children being radicalised</li> <li>• To receive regular monitoring reports from the Online Safety Co-ordinator</li> <li>• To ensure that there is a system in place to monitor and support staff who carry out internal online safety procedures, e.g. network manager</li> <li>• To ensure Governors are regularly updated on the nature and effectiveness of the school's arrangements for online safety</li> <li>• To ensure school website includes relevant information.</li> </ul>
Online Safety Co-ordinator/Designated Child Protection Lead	<ul style="list-style-type: none"> <li>• Take day to day responsibility for online safety issues and a leading role in establishing and reviewing the school's online safety policy/documents</li> <li>• Promote an awareness and commitment to online safety throughout the school community</li> <li>• Ensure that online safety education is embedded within the curriculum</li> <li>• Liaise with school technical staff where appropriate</li> <li>• To communicate regularly with SLT and the designated online safety Governor/committee to discuss current issues, review incident logs and filtering/change control logs</li> <li>• To ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident</li> </ul>

Role	Key Responsibilities
	<ul style="list-style-type: none"> <li>• To ensure that online safety incidents are logged as a safeguarding incident</li> <li>• Facilitate training and advice for all staff</li> <li>• Oversee any pupil surveys / pupil feedback on online safety issues</li> <li>• Is regularly updated in online safety issues and legislation, and be aware of the potential for serious child protection concerns.</li> </ul>
Governors	<ul style="list-style-type: none"> <li>• To ensure that the school has in place policies and practices to keep the children and staff safe online</li> <li>• To approve the Online Safety Policy and review the effectiveness of the policy</li> <li>• To support the school in encouraging parents and the wider community to become engaged in online safety activities</li> </ul>
Computing Curriculum Leader	<ul style="list-style-type: none"> <li>• To oversee the delivery of the online safety element of the Computing curriculum</li> </ul>
Network Manager/technician	<ul style="list-style-type: none"> <li>• To report online safety related issues that come to their attention, to the Online Safety Coordinator</li> <li>• To manage the school's computer systems, ensuring <ul style="list-style-type: none"> <li>- school password policy is strictly adhered to.</li> <li>- systems are in place for misuse detection and malicious attack (e.g. keeping virus protection up to date)</li> <li>- access controls/encryption exist to protect personal and sensitive information held on school-owned devices</li> <li>- the school's policy on web filtering is applied and updated on a regular basis</li> </ul> </li> <li>• That they keep up to date with the school's online safety policy and technical information in order to effectively carry out their online safety role and to inform and update others as relevant</li> <li>• That the use of school technology are regularly monitored and that any misuse/attempted misuse is reported to the online safety co-ordinator/Headteacher</li> <li>• To ensure appropriate backup procedures and disaster recovery plans are in place</li> <li>• To keep up-to-date documentation of the school's online security and technical procedures</li> </ul>

Role	Key Responsibilities
Teachers	<ul style="list-style-type: none"> <li>• To embed online safety in the curriculum</li> <li>• To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra-curricular and extended school activities if relevant)</li> <li>• To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws</li> </ul>
All staff, volunteers and contractors.	<ul style="list-style-type: none"> <li>• To read, understand, sign and adhere to the school staff Acceptable Use Agreement/Policy, and understand any updates annually. The AUP is signed by new staff on induction.</li> <li>• To report any suspected misuse or problem to the online safety coordinator</li> <li>• To maintain an awareness of current online safety issues and guidance e.g. through CPD</li> <li>• To model safe, responsible and professional behaviours in their own use of technology</li> <li>• At the end of the period of employment/volunteering to return any equipment or devices loaned by the school. This will include leaving PIN numbers, IDs and passwords to allow devices to be reset, or meeting with line manager and technician on the last day to log in and allow a factory reset.</li> </ul>
Pupils	<ul style="list-style-type: none"> <li>• To understand the importance of reporting abuse, misuse or access to inappropriate materials</li> <li>• To know what action to take if they or someone they know feels worried or vulnerable when using online technology</li> <li>• To understand the importance of adopting safe behaviours and good online safety practice when using digital technologies out of school and realise that the school's online safety policy covers their actions out of school</li> <li>• To contribute to any 'pupil voice' / surveys that gathers information of their online experiences</li> </ul>
Parents/carers	<ul style="list-style-type: none"> <li>• to consult with the school if they have any concerns about their children's use of technology</li> <li>• to support the school in promoting online safety and endorse the Parents' Acceptable Use Agreement which includes the pupils' use of the Internet and the school's use of photographic and video images</li> </ul>
External groups including Parent groups	<ul style="list-style-type: none"> <li>• Any external individual/organisation will sign an Acceptable Use agreement prior to using technology or the Internet within school</li> <li>• to support the school in promoting online safety</li> </ul>

Role	Key Responsibilities
	<ul style="list-style-type: none"> <li>To model safe, responsible and positive behaviours in their own use of technology.</li> </ul>

**Communication:**

The policy will be communicated to staff/pupils/community in the following ways:

- Policy to be saved in school.
- Policy to be part of school induction pack for new staff.
- Regular updates and training on online safety for all staff.
- Acceptable use agreements discussed with staff and pupils at the start of each year. Acceptable use agreements to be issued to whole school community, on entry to the school.

**Handling Incidents:**

- The school will take all reasonable precautions to ensure online safety.
- Staff and pupils are given information about infringements in use and possible sanctions.
- Online Safety Coordinator acts as first point of contact for any incident.
- Any suspected online risk or infringement is reported to Online Safety Coordinator that day
- Any concern about staff misuse is always referred directly to the Headteacher, unless the concern is about the Headteacher in which case the complaint is referred to the Chair of Governors and the LADO (Local Authority’s Designated Officer).

**Review and Monitoring**

The online safety policy is referenced within other school policies (e.g. Safeguarding and Child Protection policy, Anti-Bullying policy, PSHE, Computing policy).

- The online safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school
- There is widespread ownership of the policy and it has been agreed by the SLT and approved by Governors. All amendments to the school online safety policy will be disseminated to all members of staff and pupils.

## **2. Education and Curriculum**

### **Pupil online safety curriculum**

This school:

- has a clear, progressive online safety education programme as part of the Computing curriculum. This covers a range of skills and behaviours appropriate to their age and experience;
- plans online use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas;
- ensures staff are aware of their responsibility to model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright;
- ensures that staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights;
- ensure pupils only use school-approved systems and publish within appropriately secure / age-appropriate environments.

### **Staff and governor training**

This school:

- makes regular training available to staff on online safety issues and the school's online safety education program;
- provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the Online Safety Policy and the school's Acceptable Use Agreements.

### **Parent awareness and training**

This school:

- Provides parents with information on school's Esafety policy

## **3. Expected Conduct and Incident management**

### **Expected conduct**

In this school, all users:

- are responsible for using the school IT and communication systems in accordance with the relevant Acceptable Use Agreements;
- understand the significance of misuse or access to inappropriate materials and are aware of the consequences;
- understand it is essential to reporting abuse, misuse or access to inappropriate materials and know how to do so;
- understand the importance of adopting good online safety practice when using digital technologies in and out of school;
- know and understand school policies on the use of mobile and hand held devices including cameras;

### **Staff, volunteers and contractors**

- know to be vigilant in the supervision of children at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas where older pupils have more flexible access;
- know to take professional, reasonable precautions when working with pupils, previewing websites before use; using age-appropriate (pupil friendly) search engines where more open Internet searching is required with younger pupils;

### **Parents/Carers**

- should provide consent for pupils to use the Internet, as well as other technologies, as part of the online safety acceptable use agreement form;
- should know and understand what the school's 'rules of appropriate use for the whole school community' are and what sanctions result from misuse.

### **Incident Management**

In this school:

- there is strict monitoring and application of the online safety policy and a differentiated and appropriate range of sanctions;
- all members of the school are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes;
- support is actively sought from other agencies as needed in dealing with online safety issues;
- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school with any blocked websites appearing in a detailed daily report;
- parents/carers are specifically informed of online safety incidents involving young people for whom they are responsible;
- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law;
- we will immediately refer any suspected illegal material to the appropriate authorities – Police, Internet Watch Foundation.

## **4. Managing IT and Communication System**

### **Internet access, security (virus protection) and filtering**

This school:

- informs all users that Internet/email use is monitored;
- has the educational filtered secure broadband connectivity through;
- uses the local authority filtering system which blocks sites that fall into categories (e.g. adult content, race hate, gaming). All changes to the filtering policy are logged and only available to staff with the approved 'web filtering management' status;
- ensures network health through use of anti-virus software;
- Uses encrypted devices or secure remote access where staff need to access 'protect-level' (sensitive personal) data off-site;

## **Network management (user access, backup)**

This school

- Uses individual, audited log-ins for all users;
- Uses guest accounts occasionally for external or short term visitors for temporary access to appropriate services;
- Storage of all data within the school will conform to the EU and UK data protection requirements; Storage of data online, will conform to the [EU data protection directive](#) where storage is hosted within the EU.

To ensure the network is used safely, this school:

- Ensures staff read and sign that they have understood the school's online safety Policy. Following this, they are set-up with Internet, email access and network access. Online access to service is through a unique, audited username and password.
- Makes clear that no one should log on as another user and makes clear that pupils should never be allowed to log-on or use teacher and staff logins;
- Has set-up the network with a shared work area for pupils and one for staff. Staff and pupils are shown how to save work and access work from these areas;
- Requires all users to log off when they have finished working or are leaving the computer unattended;
- Ensures all equipment owned by the school and/or connected to the network has up to date virus protection;
- Makes clear that staff are responsible for ensuring that any computer or laptop loaned to them by the school, is used primarily to support their professional responsibilities.
- Maintains equipment to ensure Health and Safety is followed;
- Ensures that access to the school's network resources from remote locations by staff is audited and restricted and access is only through school/LA approved systems:
- Does not allow any outside Agencies to access our network remotely except where there is a clear professional need and then access is audited restricted and is only through approved systems;
- This school uses secure data transfer; this includes DfE secure S2S website for all CTF files sent to other schools;
- Ensures that all pupil level data or personal data sent over the Internet is encrypted;
- Our wireless network has been secured to industry standard Enterprise security level /appropriate standards suitable for educational use;
- All IT and communications systems installed professionally and regularly reviewed to ensure they meet health and safety standards;

## **Password policy**

- This school makes it clear that staff must always keep their passwords private, must not share with others; If a password is compromised the school should be notified immediately.
- All staff have their own unique username and private passwords to access school systems. Staff are responsible for keeping their password(s) private.

## **E-mail**

### **This school**

- Provides staff with an email account for their professional use.
- We use anonymous or group e-mail addresses, for example [info@intake.sheffield.sch.uk](mailto:info@intake.sheffield.sch.uk)/[head@intake.sheffield.sch.uk](mailto:head@intake.sheffield.sch.uk)/or class e-mail addresses.
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date
- We use a number of LGfL-provided technologies to help protect users and systems in the school, including desktop anti-virus product Sophos, plus direct email filtering for viruses.

### **Pupils:**

- Pupils are taught about the online safety and 'netiquette' of using e-mail both in school and at home.

### **Staff:**

- Staff will use LA or LGfL e-mail systems for professional purposes
- Never use email to transfer staff or pupil personal data. 'Protect-level' data should never be transferred by email. If there is no secure file transfer solution available for the situation, then the data / file must be protected with security encryption.

### **School website**

- The Headteacher, supported by the Governing body, takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- The school web site complies with statutory DFE requirements;
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- Photographs published on the web do not have full names attached. We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website;

### **Social networking**

#### **Staff, Volunteers and Contractors**

- Staff are instructed to always keep professional and private communication separate.
- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.

#### **School staff will ensure that in private use:**

- No reference should be made in social media to students/pupils, parents/carers or school staff;
- School staff should not be online friends with any pupil/student. Any exceptions must be approved by the Headteacher.
- They do not engage in online discussion on personal matters relating to members of the school community;
- Personal opinions should not be attributed to the school /academy or local authority and personal opinions must not compromise the professional role of the staff member, nor bring the school into disrepute;
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

### **Pupils:**

- Are taught about social networking, acceptable behaviours and how to report misuse, intimidation or abuse through our online safety curriculum work.

### **Parents:**

- Parents are reminded about social networking risks and protocols through our parental Acceptable Use Agreement and additional communications materials when required.

### **CCTV**

- We have CCTV in the school as part of our site surveillance for staff and student safety. The use of CCTV is clearly signposted in the school. We will not reveal any recordings without appropriate permission.

## **5. Data security: Management Information System access and Data transfer**

### **Strategic and operational practices**

At this school:

- The Head Teacher is the Senior Information Risk Officer (SIRO).
- Staff are clear who are the key contact(s) for key school information (the Information Asset Owners) are. We have listed the information and information asset owners.
- We ensure staff know who to report any incidents where data protection may have been compromised.
- All staff are DBS checked and records are held in a single central record

### **Technical Solutions**

- Staff have secure area(s) on the network to store sensitive files.
- We require staff to log-out of systems when leaving their computer.
- All servers are managed by DBS-checked staff.
- Details of all school-owned hardware will be recorded in a hardware inventory.
- Details of all school-owned software will be recorded in a software inventory.
- Disposal of any equipment will conform to [The Waste Electrical and Electronic Equipment Regulations 2006](#) and/or [The Waste Electrical and Electronic Equipment \(Amendment\) Regulations 2007](#). [Further information](#) can be found on the Environment Agency website.

## **6. Equipment and Digital Content**

### **Mobile Devices (Mobile phones, tablets and other mobile devices)**

- Mobile devices brought into school are entirely at the students & parents. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school although they will be stored by teachers on the understanding of the above conditions.
- All mobile devices will be handed to the teacher should they be brought into school.
- Student personal mobile devices, which are brought into school, must be turned off (not placed on silent) and stored out of sight on arrival at school. They must remain turned off and out of sight until the end of the day.
- The Bluetooth or similar function of a mobile device should be switched off at all times and not be used to send images or files to other mobile devices.
- No images or videos should be taken on mobile on school premises.

- Staff members may use their phones during school break times in areas where there are no children present.
- All visitors are requested to keep their phones on silent.
- The recording, taking and sharing of images, video and audio on any personal mobile device is to be avoided, except where it has been explicitly agreed by the Headteacher. Such authorised use is to be recorded. All mobile device use is to be open to monitoring scrutiny and the Headteacher is able to withdraw or restrict authorisation for use at any time, if it is deemed necessary.
- The School reserves the right to search the content of any mobile devices on the school premises where there is a reasonable suspicion that it may contain illegal or undesirable material, including pornography, violence or bullying. Staff mobile devices may be searched at any time as part of routine monitoring.
- If a student needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Staff may use their phones during non-teaching times. If a staff member is expecting a personal call they may leave their phone on or seek specific permissions to use their phone at other than their break times.

### **Storage, Syncing and Access**

#### **The device is accessed with a personal account**

- If personal accounts are used for access to a school owned mobile device, staff must be aware that school use will be synced to their personal cloud, and personal use may become visible in school and in the classroom.
- PIN access to the device must always be known by the network manager.
- Exit process – when the device is returned the staff member must log in with personal ID so that the device can be Factory Reset and cleared for reuse.

#### **Students' use of personal devices**

- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety.
- If a student breaches the school policy, then the device will be confiscated and will be held in a secure place in the school office. Mobile devices will be released to parents or carers in accordance with the school policy.
- Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.

#### **Staff use of personal devices**

- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- If members of staff have an educational reason to allow children to use mobile phones or a personally-owned device as part of an educational activity, then it will only take place when approved by the senior leadership team.

