

# Millfield Primary School

## Online Safety Policy



### **Rationale**

Our Online Policy has been written by the school, building on the Staffordshire County Council and government guidance. It has been agreed by senior management and approved by governors. The Online Safety Policy and its implementation will be reviewed annually.

The school's Computing coordinator act as Online Safety Coordinator.

### **Teaching and Learning**

*Why internet use is important and why it is important that pupils are taught responsible internet use.*

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

The school internet access is designed expressly for pupil use and includes 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. 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. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.

### **Managing Internet Access**

#### *Information system security*

- School ICT systems capacity and security will be reviewed regularly by ICT technician employed through Staffordshire County Council. Virus protection is updated regularly.

## **E-mail**

- Pupils may only use approved e-mail accounts on the school system and email usage should be supervised and monitored by a staff member.
- 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.
- 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.
- The forwarding of 'chain' email is not permitted.

## **Published content and the school web site**

- The contact details on the web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **Publishing pupil's images and work**

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- 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.

## **Social networking and personal publishing**

- The school through the local authority firewall will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved. Pupils will be advised never to give out personal details of any kind that may identify them or their location.

## **Managing filtering**

- The school will work with the LA and DfE to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the Online Safety Coordinator or the Head teacher.

- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **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.
- Pupils are not allowed to have mobile phones or other devices which can access the internet with them during the school day. A policy is in place regarding staff use of mobile phones / other mobile technologies.

### **Protecting personal data**

- Personal data will be recorded, processed, transferred and made available according to the GDPR (May 2018).

### **Authorising Internet access**

- All staff must read and sign the Acceptable Use agreement before using any school ICT resource.
- The record will be kept up-to-date, for instance, a member of staff may leave or a pupil's access be withdrawn.
- For EYFS / Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form.

### **Assessing risks**

- 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 Staffordshire County Council can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT / Computing provision to establish if the Online Safety policy is adequate and that its implementation is effective.

### **Handling complaints regarding internet usage**

- Complaints of internet misuse will be dealt with by a senior member of staff.
- A log is kept by the head teacher of online safety incidents / misuse of social media and these are reported to governors.
- Any complaint about staff misuse must be referred to the head teacher.
- Complaints of a child protection / safeguarding nature must be dealt with in accordance with school safeguarding policy and procedures.
- Pupils and parents will be informed of the complaints procedure.

- Discussions will be held with the local police to establish procedures for handling potentially illegal issues

### **Introducing the Online Safety policy to pupils**

- Online safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and internet use will be monitored.

### **Staff and the Online Safety policy.**

- 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.

### **Enlisting parents' support**

- Parents' attention will be drawn to the school online safety policy and online safety information in newsletters and on the school web site.

### **Review and evaluation procedures**

The everyday use of computers and mobile technologies is developing rapidly, with new technology being produced all the time. This policy therefore will be reviewed and revised on a regular basis.

Mrs C Read – Computing Subject Leader / Mr S Kelly – Head teacher

Reviewed September 2017

Reviewed: September 2018

Date of next review: September 2019