

St Mary's Catholic Primary School



Online safety Policy September 2018

Contents

School Mission Statement

Vision for computing

Introduction

Aims

Roles and responsibilities:

- LGB members
- Executive headteacher/ Online safety Co-ordinator
- Online safety Co-ordinator
- Technical staff
- Teaching and support staff
- Child Protection Officer
- Pupils / Students
- Parents / Carers

Education

Technical

Curriculum

- Communications
- Use of digital video / images

Monitoring and Review

St Mary's Catholic Primary School Online safety Policy

Our Mission Statement

At St Mary's we will:

Enable each child to develop a deeper understanding of the Catholic faith, promote respect for religious and moral values and tolerance of other races and religions

Foster the growth of each child's potential through the development of respect for self and others.

Promote the individual talents and abilities of pupils to ensure that each child fulfils his or her full potential

Promote an understanding and care of the environment in which the child finds himself

Promote a close and co-operative relationship between home, parish and school

In our school community we live by the motto:

SEQUERE MARIAM IN FIDE

FOLLOW MARY IN FAITH

Vision for Computing

Our vision is to embed Computing into all areas of the curriculum within a Catholic setting and in line with our school mission.

Our aim is that Computing is integrated effectively in the planning, teaching, learning and assessment of all areas of the curriculum. We aim to generate pupils who are independent, confident and responsible users of Computing in order to prepare them for life in an increasingly Computing rich world.

Introduction

Technology and communications are rapidly changing and becoming more sophisticated. With this change comes new ways of being unsafe and feeling threatened. Online Safety has become a very important issue that is essential to address in school throughout different areas of the curriculum, to ensure that all children and adults remain safe and in control when using technology. This could be when using either computers, having access to the internet or through mobile telephones, Ipods, social networking, blogs etc.

1. Aims

We aim to help every pupil and adult to:

- Feel safe and confident when using new technologies.
- Know who to speak to when they feel unsafe.

- Know how to report any abusive behaviour.
- Know how to use the internet correctly, without misuse.
- Stay in control and keep personal information private.
- How to take the necessary measures to block and delete accounts, messages and people.

2. Roles and Responsibilities

All the adults that are involved in the life of the school; whether LGB members, teaching staff, support staff, technicians that are associating with Online safety, as well as all pupils that come into contact with computers and other forms of technology are responsible for following this policy and related policies.

LGB members

The LGB members are responsible for the approval of the Online safety Policy and reviewing the effectiveness of it regularly. Regular meetings and information will be provided to the LGB members so they are able to make the correct recommendations, they will also be able to carry out regular monitoring of Online safety incident logs when required.

Executive headteacher / Online safety Co-ordinator

The Executive headteacher is responsible for ensuring the safety, including Online safety, of the members of the school community, although the day-to-day management of Online safety will be delegated to the Online safety Co-ordinator.

The Executive headteacher is responsible for ensuring that all staff and the Online safety Co-ordinator receive correct and suitable Continuing Professional Development (CPD).

The Executive headteacher will ensure that there is a system in place to monitor the usage of internet and other technologies and that the person who carries out the internal Online safety monitoring receives support and is also monitored. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

The Executive headteacher will ensure that she receives regular updates and reports from the Online safety Co-ordinator.

Online Safety Co-ordinator (Head of School)

The Online safety Co-ordinator will take day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school Online safety policies / documents.

The Online safety Co-ordinator will ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place and will provide training and advice for all staff.

The Online safety Co-ordinator will liaise with the Local Authority and liaise with school COMPUTING technical staff.

The Online safety Co-ordinator will receive reports of Online safety incidents using PCE (future digital), to create a log of incidents to inform future online safety developments.

The Online safety Co-ordinator will meet regularly or send reports and updates to LGB members to discuss current issues, review incident logs and filtering / change control logs and reports regularly to HT.

Technical Staff

The Network Manager /Computing Technician is responsible for ensuring:

- that the school's computing infrastructure is secure and is not open to misuse or malicious attack.
- that the school meets the online safety technical requirements outlined in the Staffordshire Security Policy and Acceptable Usage Policy and any relevant Local Authority Online safety Policy and guidance.
- that users may only access the school's networks through a properly enforced password protection policy, in which passwords are regularly changed.
- that he/ she keeps up to date with relevant Online safety technical information and guidance in order to carry out their role effectively.
- that monitoring software/ systems are implemented and up dated regularly.

Teaching and Support Staff

Teaching and Support Staff are responsible for-

- Ensuring they stay up to date with current Online safety matters and policies and practice.
- They read, understand and carry out the Acceptable Use Policy (AUP).
- They report any misuse or problems to the Online safety Co-ordinator/ Executive headteacher for further investigation.
- - That Online safety issues are embedded throughout the curriculum.
- That pupils follow the AUP and Online safety policy.

- being aware of Online safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices. See Mobile phone and camera policy.

Designated Safeguarding Lead

The Designated Safeguarding Lead needs to ensure that they are fully trained in Online safety issues and are aware that serious child protection issues could occur due to-

- Cyber- bullying
- Sharing of personal data
- Inappropriate online conduct with adults/ strangers
- Potential or actual incidents of grooming

Pupils / Students

Pupils and students are responsible for:

- Knowing and acting accordingly to the school's AUP.
- Knowing the importance of reporting abuse, misuse or access to inappropriate materials and know how to report them.
- Knowing the policy on mobile phones, digital cameras and other hand held devices and to realise these can be used for cyber-bullying.
- Understanding that the Online safety policy also covers their actions out of school, if related to their membership of the school.

Parents/ Carers

Parents and carers have the responsibility to ensure that their children use the internet, mobile phones and other technologies correctly and do not misuse them. They must be aware of the schools AUP and agree to it.

3. Education

- All children will receive planned Online safety lessons throughout Computing / P.S.H.E lessons. These lessons will be regularly revisited and revised to suit the new technologies in and out of school. Key messages will be delivered through a variety of assemblies to ensure all children are aware of the matter. They will also be made aware to question the validity of the information they find online.

- Parents will be able to attend regular Online safety meetings, where they will also have the chance to ask questions regarding Online safety. They will also receive information via parents' evenings and newsletters.
- All staff will receive regular training regarding Online safety and an audit of their Online safety needs will be carried out. All new staff will receive Online safety training as part of the induction process, ensuring they are fully aware and understand the Online safety policy and the AUP. The Online safety Co-ordinator will be able to attend to regular updates and report back to staff any new issues that they need to be aware of. The Online Safety Co-ordinator will provide guidance for any member of staff that seeks it.
- LGB members will attend regular meetings which will provide information about Online safety.

4. Technical

St Mary's Primary School receives a filtered broadband service through the broadband connectivity. This service is intended to stop users from accessing any material that would be regarded as inappropriate for the learning environment or illegal.

The service is provided by Staffordshire Learning Net (SLN) and this allows for the service to be flexible, so the school can have ownership of what else needs to be filtered as technology advances.

The school filtering system has been designed to educational objectives and has been approved by Staffordshire Learning Technologies (SLT).

All staff and pupils will be made aware that there is also a monitoring system in place and any online activity can be traced. The person responsible for monitoring this will also be monitored by the Executive headteacher to ensure that this is being done effectively and correctly.

All personal data will be stored accordingly to GDPR. Staff must use personal data on secure password protected machines and other devices, ensuring that they 'log off' at the end of any session. This will then minimise any chance of the data being seen by others. Any personal data that is stored on a USB device also needs to be password protected and encrypted. Devices must have virus and malware checking software. Any data must be securely deleted from any devices in line with GDPR.

5. Curriculum

Online safety should be a focus in all areas of the curriculum and staff should reinforce Online safety messages in the use of computing across the curriculum.

- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

-Where pupils are allowed to freely search the internet, eg using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.

-It is accepted that from time to time, for good educational reasons, students may need to research topics that would normally result in internet searches being blocked. (eg weapons, which could be part of a study on the Roman Army) In such a situation, staff can request that the Network Manager can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should have clear reasons to support the need of these websites. Requests for website release should be made on an appropriate request pro-forma.

-Pupils should be taught in all lessons to be critically aware of the materials / content they access online and be guided to validate the accuracy of information.

Communications

This is an area which is rapidly developing and will need to be constantly revisited as technology advances and changes. St Mary's Primary School recognises that different communications can have the potential to enhance learning and therefore can be a powerful tool, but we are also aware of the risks that may come with these in regards to Online safety.

Use of Digital Video and Images

The developments of digital images and videos have significant benefits within the curriculum and enhance learning. Image and videos can either be taken by staff and pupils for educational purposes or downloaded from the internet to support learning in the classroom. However, staff and pupils need to be aware of the risks associated with sharing images, especially via the internet. Staff and pupils need to be aware that once an image/ video is posted on the internet that it will remain there forever. This could cause harm or embarrassment in the future.

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. They should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
- Staff are allowed to take digital / video images to support educational purposes, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes. See staff code of conduct.
- Pupils full names will not be used anywhere on the website or in blogs and particularly not associated with photographs on there.

- Written permission must be obtained from the parent or carer of any child before pictures are published on the website. Written permission is provided for every child that starts the school to indicate whether the parent or carer allows their child to be photographed.
- St Mary's Catholic Primary School will always comply with GDPR in regards to digital images and video.
- Please refer to mobile phone and camera policy and social networking policy.

6. Monitoring and Review

The coordination and planning of the Online safety Curriculum are the responsibility of the Head of School and overseen by the Executive Headteacher. The quality of teaching and learning in Online safety is monitored and evaluated by the Head of school.

Signed:

Mrs B Corbett
Executive headteacher
Date: September 2018

To be reviewed: September 2019

Signed:

Mrs A Geoghegan
Chair of LGB
Date: September 2018