



Halberton and Uplowman Federation

Online Safety Policy

Rationale:

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times. The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound.

Schedule for Development / Monitoring / Review:

The implementation of this Online Safety policy will be monitored by the:	Steven Badcott Rebecca Hart Prieto
Monitoring will take place at regular intervals:	Twice yearly
The Governing Body will receive a report on the implementation of the Online Safety Policy generated by the monitoring group (which will include anonymous details of online safety incidents) at regular intervals:	Twice yearly
The Online Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	November 2018
Should serious online safety incidents take place, the following external persons / agencies should be informed:	LA Safeguarding Officer, LADO, Police

A school Online Safety policy should help to ensure safe and appropriate use. The development and implementation of such a strategy should involve all the stakeholders in a child's education from the headteacher and governors to the

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senior leaders and classroom teachers, support staff, parents, members of the community and the pupils themselves. The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this online safety policy is used in conjunction with other school policies (eg behaviour, anti-bullying and child protection policies). As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

The school must demonstrate that it has provided the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks. The online safety policy that follows explains how we intend to do this, while also addressing wider educational issues in order to help young people (and their parents / carers) to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

This Online Safety Policy has been developed by a working group including:

- School Online Safety Coordinator
- Headteacher
- Teachers
- Support Staff
- Governors

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Consultation with the whole school community has taken place through the following:

- Staff meetings
- School Council
- INSET Day
- Governors meeting / Teaching and Learning committee meeting

Scope of the Policy:

This policy applies to all members of the school community (including staff, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other online safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate online safety behaviour that take place out of school.

Governors:

Governors are responsible for the approval of the online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors / Governors Teaching and Learning Committee receiving regular information about online safety incidents and monitoring reports. A member of the Governing Body, Colin Slade has taken on the role of Online Safety Governor. The role of the online Safety Governor will include:

- regular meetings with the Online Safety Co-ordinator
- regular monitoring of online safety incident logs
- reporting to relevant Governors committee / meeting Headteacher and Senior Leaders.
- The Headteacher is responsible for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety will be delegated to the Online Safety Co-ordinator.
- The Headteacher is responsible for ensuring that the Online Safety Co-ordinator and other relevant staff receive suitable CPD to enable them to carry out their online safety roles and to train other colleagues, as relevant
- The Headteacher will receive regular monitoring reports from the Online Safety Co-ordinator.
- The Headteacher should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. (see SWGfL flow chart on dealing with online safety incidents – included in a later section – “Responding to incidents of misuse” and relevant Local Authority HR / disciplinary procedures)

Online Safety Coordinator:

- leads the online safety/Teaching and Learning committee on online safety
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents

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- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority
- liaises with school IT technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments
- meets regularly with Online Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meeting / committee of Governors
- reports regularly to the headteacher

Technical staff:

The IT Technician / IT Co-ordinator is responsible for ensuring:

- that the school's IT infrastructure is secure and is not open to misuse or malicious attack
- that the school meets the online safety technical requirements outlined in the SWGfL 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
- SWGfL is informed of issues relating to the filtering applied by the Grid
- the school's filtering policy, is applied and updated on a regular basis.
- that he / she keeps up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- that the use of the network / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Online Safety Co-ordinator
- that monitoring software / systems are implemented and updated as agreed in school policies

Teaching and Support Staff:

Teaching and support staff are responsible for ensuring that:

- they have an up-to-date awareness of online safety matters and of the current school online safety policy and practices
- they have read, understood and signed the school Staff Acceptable Use Policy / Agreement (AUP)
- they report any suspected misuse or problem to the Online Safety Co-ordinator

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- digital communications with pupils (email) should be on a professional level and only carried out using official school systems
- Online safety issues are embedded in all aspects of the curriculum and other school activities
- pupils understand and follow the school online safety and acceptable use policy
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor IT activity in lessons, extra curricular and extended school activities
- they are 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

Designated Child Protection Officer:

should be trained in online safety issues and be aware of the potential for serious child protection issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

Online Safety Committee:

Members of the online safety committee will assist the Online Safety Coordinator with:

- the production / review / monitoring of the school online safety policy
- the production / review / monitoring of the school filtering policy

Pupils:

- are responsible for using the school ICT systems in accordance with the Pupil Acceptable Use Policy, which they will be expected to sign before being given access to school systems. (At KS1 it would be expected that parents / carers would sign on behalf of the pupils)
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.

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- should understand the importance of adopting 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, if related to their membership of the school

Parents / Carers:

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local online safety campaigns / literature. Parents and carers will be responsible for:

- endorsing (by signature) the Pupil Acceptable Use Policy
- accessing the school website

Education – Pupils:

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Online safety education will be provided in the following ways:

- A planned online safety programme should be provided as part of ICT / PHSE / other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school
- Key online safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Pupils should be helped to understand the need for the pupil AUP and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school
- Staff should act as good role models in their use of ICT, the internet and mobile devices

Education – parents / carers:

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report).

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The school will therefore seek to provide information and awareness to parents and carers through:

- Letters, newsletters, web site
- Parents evenings
- Reference to the SWGfL Safe website

Education & Training – Staff:

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal online safety training will be made available to staff. An audit of the online safety training needs of all staff will be carried out regularly.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school Online Safety Policy and Acceptable Use Policies
- The Online safety Coordinator will receive regular updates through attendance at SWGfL / LA / other information / training sessions and by reviewing guidance documents released by BECTA / SWGfL / LA and others.
- This online safety policy and its updates will be presented to and discussed by staff within staff meetings and on INSET days.
- The online safety Coordinator will provide advice / guidance / training as required to individuals as required

Training – Governors:

Governors should take part in online safety training / awareness sessions, with particular importance for those who are members of any sub committee / group involved in ICT / online safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / SWGfL or other relevant organisation.
- Participation in school training / information sessions for staff or parents

Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:

- School ICT systems will be managed in ways that ensure that the school meets the online safety technical requirements outlined in the SWGfL Security Policy and Acceptable Usage Policy and any relevant Local Authority online safety Policy and guidance
- There will be regular reviews and audits of the safety and security of school ICT systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school ICT systems.

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- All users (at KS2 and above) will be provided with a username and password by the online safety coordinator who will keep an up-to-date record of users and their usernames. Users will be required to change their password every term. Use by pupils in this way should always be supervised and members of staff should never use a class log on for their own network access. At KS1 children will have their own unique username and password which will remain the same.
- The school maintains and supports the managed filtering service provided by SWGfl. The school has provided enhanced user-level filtering through the use of the Palo Alto Firewall/Internet Filter.
- Any filtering issues should be reported immediately to SWGfl.
- The School online safety coordinator regularly monitors and records the activity of users on the school ICT systems and users are made aware of this in the Acceptable Use Policy.
- An appropriate system is in place for users to report any actual / potential online safety incident to the online safety coordinator (this is achieved through the use of the monitoring log, which can be found in the online safety file).
- An agreed policy is in place (pupils are blocked) regarding the downloading of executable files by users
- The school infrastructure and individual workstations are protected by up to date virus software.

Curriculum:

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages in the use of ICT 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 (e.g. racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the online safety coordinator temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

Use of digital and video images - Photographic, Video:

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff and pupils need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about

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potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular 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 aims, 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.
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website
- Pupil's work can only be published with the permission of the pupil and parents or carers.

Data Protection:

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.

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- Use personal data only on secure password protected computers and other devices, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, USB stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete.

Communications:

A wide range of rapidly developing communications technologies has the potential to enhance learning. The table below shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages.

Communication Technologies	Staff & other adults				Students / Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	✓							✓
Use of mobile phones in lessons				✓				✓
Use of mobile phones in social time		✓						✓
Taking photos on mobile phones or other personal camera devices				✓				✓

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Use of hand held devices eg PDAs, PSPs				✓				✓
Use of personal email addresses in school, or on school network			✓					✓
Use of school email for personal emails				✓				✓
Use of chat rooms / facilities				✓				✓
Use of instant messaging			✓					✓
Use of social networking sites				✓				✓
Use of blogs		✓						✓

When using communication technologies the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (eg by remote access).
- Users need to be aware that email communications may be monitored
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and pupils or parents / carers (email, chat, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or public chat / social networking programmes must not be used for these communications.
- Whole class or group email addresses will be used at KS1, while pupils at KS2 and above will be provided with individual school email addresses for educational use. (Schools may choose to use group or class email addresses for younger age groups eg. at KS1)

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- Pupils should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Unsuitable / inappropriate activities:

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts certain internet usage as follows:

User Actions

	Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable
<p>Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:</p>					V
	child sexual abuse images				V
	promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation				V
	adult material that potentially breaches the Obscene Publications Act in the UK				V
	criminally racist material in UK				V
	pornography				V
	promotion of any kind of discrimination				V
promotion of racial or religious hatred				V	

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	threatening behaviour, including promotion of physical violence or mental harm					✓
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute					✓
Using school systems to run a private business						✓
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGfL and / or the school						✓
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions						✓
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)						✓
Creating or propagating computer viruses or other harmful files						✓
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet						✓
On-line gaming (educational)		✓				
On-line gaming (non educational)			✓			
On-line gambling						✓
On-line shopping / commerce				✓		

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If members of staff suspect that misuse might have taken place, but that the misuse is not illegal it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. In such event the SWGfL “Procedure for Reviewing Internet Sites for Suspected Harassment and Distress” should be followed. This can be found on the SWGfL Safe website within the “Safety and Security booklet”. This guidance recommends that more than one member of staff is involved in the investigation which should be carried out on a “clean” designated computer.

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows.

Students / Pupils

Incidents:	Refer to class teacher / tutor	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		✓	✓					

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Unauthorised use of non-educational sites during lessons	√						
Unauthorised use of mobile phone / digital camera / other handheld device		√			√		√
Unauthorised use of social networking / instant messaging / personal email		√			√		√
Unauthorised downloading or uploading of files		√					
Allowing others to access school network by sharing username and passwords	√	√					√
Attempting to access or accessing the school network, using another student's / pupil's account	√	√					√
Attempting to access or accessing the school network, using the account of a member of staff		√			√		√
Corrupting or destroying the data of other users		√			√		√
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature		√			√	√	√
Continued infringements of the above, following previous warnings or sanctions		√			√	√	√
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		√			√	√	√
Using proxy sites or other means to subvert the school's filtering system		√		√	√	√	√

Halberton and Uplowman Federation Executive Headteacher: Mr Steven Badcott

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 Church Path, Halberton, EX16 7AT
 Tel: 01884 820585
 Email: admin@halberton.school
www.halberton.school

Uplowman C of E Primary School
 Uplowman, EX16 7DR
 Tel: 01884 820552
 Email: admin@uplowman-primary.devon.sch.uk
www.uplowman.school

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



Accidentally accessing offensive or pornographic material and failing to report the incident		✓		✓	✓		✓	
Deliberately accessing or trying to access offensive or pornographic material		✓	✓		✓		✓	
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act		✓		✓		✓	✓	✓

Review:

This policy will be reviewed in line with the school’s policy review programme. The Headteacher/subject leader is responsible for reporting to the governors’ curriculum committee about the quality of its implementation and its impact on standards. In the light of this, policy amendments may be made.

This policy should be read in conjunction with the following policies: Cyber Bullying Policy, Acceptable Use Policy, Safeguarding, Equal Opportunities and SEN and Inclusion.

Agreed by Curriculum Committee: _____

Ratified By Full Governors: _____

Revised November 2017

Date of Review: June 2018, November 2018

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