



Online Safety Policy

Policy Originator: Computing Leader

Review Period: 3 years
Next Review: Autumn 2020

Online Safety Policy

Our Online Safety policy builds on the local discussions around e-safety and safeguarding, Surrey County Council's advice and recommendations, and government guidance. It has been agreed by the SLT and approved by governors following discussions with the School Council, and will be reviewed annually.

This policy should be adhered to by all members of the school community when using any technology, both in and out of school, including all devices that connect to the internet, such as laptops, iPads, cameras and video cameras.

Points of contact

Frimley's Designated Online Safety Leader is: Ben Callow
Support provided by: Nicola Doe (ICT Technician)

The Designated Online Safety Leader

Should be trained in Online Safety issues, by CEOPs, and be aware of the potential for serious child protection / safeguarding 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

They will:

- lead the Online Safety Group
- take day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
- ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place: to let the Online Safety group and a member of SLT know.
- provide training and advice for staff
- liaise with school technical staff

The ICT Technician:

- monitors internet use fortnightly
- liaise with the filtering provider, RM SafetyNet
- blocks any known inappropriate links and search terms
- makes staff aware of anything which could potentially be a problem on the internet
- receive reports of online safety incidents and creates a log of incidents to inform future online safety developments
- report regularly to Senior Leadership Team

Importance of internet and electronics

The internet is an essential part of the 21st Century for almost all areas of life, including education, business and social interaction. Given the rate of technological advances over recent years, online safety remains a prime concern to parents and schools alike. Therefore the school has a duty to provide pupils with quality internet access as part of their learning experience.

The purpose of adults using the internet and electronic device in school is to:

- Support the professional work of staff
- Support the school's assessment process
- Enhance the school's management functions and administration systems
- Enable effective communication between the school, parents and outside agencies
- Support professional development for staff through access to national developments, educational materials and effective curriculum practice
- Improve access to technical support, including remote management of networks and automatic system updates

By teaching children about the use of the internet and electronics, the school aims to:

- Enable users to take care of their own safety and security
- Raise educational standards
- Promote pupil achievement
- Develop responsible and mature approaches to internet use
- Develop digital resilience
- Enable users to evaluate internet information effectively

Safeguards when using the internet

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users only access appropriate material. However, due to the international scale and ever-changing nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school device. Neither the school nor SCC can accept liability for such material accessed, or any consequences of internet access.

How will ICT system security be maintained?

The school works in partnership with Surrey County Council to ensure systems to protect pupils are reviewed and improved. 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 reviewed regularly with regard to security.
- virus protection will be updated regularly
- personal memory sticks may not be brought into school without specific permission and a virus check
- remote access for staff limits the transfer of information on memory sticks.

Risk management: filtering

- Internet access is filtered for all users.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the Designated Online Safety Leader.
- Internet filtering should ensure that children are safe from terrorist and extremist material when accessing the internet.
- Staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing e-mail

Pupils will learn how to use e-mail and be taught e-mail conventions. It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore pupils and staff:

- may only use approved e-mail accounts on the school system
- must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone
- must immediately inform a teacher if they receive offensive e-mail
- the forwarding of chain letters is not permitted
- must not open attachments if the author of an email is not known, the message will be treated as suspicious.

Managing the school website

Our school web site is intended to:

- provide accurate, up-to-date information about our school
- enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others
- celebrate good work

- provide the opportunity to publish pupil's work on the internet
- promote the school

The point of contact on the website will be the school address, school e-mail and telephone number, but staff or pupils' home information will not be published.

Web site photographs that include pupils will be selected carefully. Pupils' full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers will be obtained before photographs of pupils are published. Methods to identify, assess and minimise risks will be reviewed regularly and the head teacher has overall editorial responsibility for the website and ensures that content is accurate and appropriate.

All website and social media content (including work and comments by staff, pupils, parents, carers and members of the public) is moderated by the school and will only be published if deemed to be appropriate. The school's decision on what is published is final.

Pupil responsibilities

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Home School Agreement (Pupil Acceptable Use agreement).

Children will be taught how to report content that concerns them to a member of staff. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our Behaviour Management Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

It is imperative that:

- rules for Internet access will be posted in all rooms where computers are used
- pupils will be informed that Internet use will be monitored
- instruction in responsible and safe use should precede Internet access

Using information from the internet

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, and much of the information on the internet is not properly audited/edited and most of it is copyright.

As a result:

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more
- when copying materials from the web, pupils will be taught to observe copyright
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed

Staff Responsibility

All staff including teachers, supply staff, Learning Support Assistants and support staff will:

- have an up-to-date awareness of online safety matters and of the current Online Safety Policy and practices
- have read, accepted and signed the terms of the Acceptable User Policy before using any Internet resource in school
- report any suspected misuse or problem to the Designated Online Safety Leader for further investigation / action
- all digital communications with students / pupils / parents / carers should be on a professional level and only carried out using official school systems

Staff are permitted to use remote access to the computer system if they use strong password protection. Staff members are responsible for ensuring that passwords are not saved on their personal devices.

Complaints Procedure

Responsibility for handling incidents will be delegated to a senior member of staff but any complaint about staff misuse must be referred to the headteacher.

Education

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 should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- a planned online safety curriculum should be provided as part of Computing / PSHE&C / other lessons and should be regularly revisited
- key online safety messages, including dealing with cyberbullying, should be reinforced as part of a planned programme of assemblies and lesson 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 taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making

Information for parents

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 online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

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

- Curriculum activities
- Letters, newsletters, web site,
- Parents / Carers evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day
- Reference to the relevant web sites / publications

Links to other Policies and Advice

Computing Policy

PSHE&C Policy

Behaviour Management Policy

Health Safety and Welfare Policy & Arrangements for Frimley Church of England School document

Child protection and Safeguarding Policy

Autumn 2017