



Online Safety Policy

WRAY COMMON PRIMARY SCHOOL

Online Safety Policy

Nominated Lead Member of Staff:	Ben Burgess
Status & Review Cycle:	Statutory & Annual
Next Review Date:	Spring 2023

Aims:

- To ensure all staff adopt safe practices in the use of the internet and in the teaching of internet use to children
- To educate children to be responsible and informed internet users
- To inform and support parents in keeping their children safe on the internet at home, on PCs or other internet-enabled devices, e.g. consoles, smartphones and tablets

Online safety is part of the school's safeguarding responsibilities. This policy relates to other policies including those for behaviour, safeguarding, anti-bullying, data handling and the use of images. It also relates to the Staff and Governor Acceptable Use Agreement and Computing Code of Conduct.

Using this policy

- Online safety will be the focus of the safeguarding committee. There will be an appointed online safety co-ordinator which will usually be the online safety lead
- Our online safety policy has been written by the school, building on best practice and government guidance. It has been agreed by senior management and approved by governors
- The online safety policy was revised by: Ben Burgess 15th March 2022
- The online safety policy covers the use of all technology which can access the school network and the internet or which facilitates electronic communication from school to beyond the bounds of the school site. This includes but is not limited to workstations, laptops, mobile phones, tablets and hand held games consoles used on the school site
- The online safety policy recognises that there are differences between the use of technology as a private individual and as a member of staff / pupil

Managing access and security

The school will provide managed internet access to its staff and pupils in order to help pupils to learn how to assess and manage risk, to gain the knowledge and understanding to keep themselves safe when using the internet and to bridge the gap between school IT systems and the more open systems outside school.

- The school will use a recognised internet service provider or regional broadband consortium
- The school will ensure that all internet access has age appropriate filtering provided by a recognised filtering system which is regularly checked to ensure that it is working, effective and reasonable
- The school will ensure that its networks have virus and anti-spam protection
- Access to school networks will be controlled by personal passwords which are changed every three months
- Systems will be in place to ensure that internet use can be monitored and a log of any incidents will be kept to help to identify patterns of behaviour and to inform online safety policy
- Computing lead is responsible for monitoring suspicious or inappropriate use and reporting any concerns to SMT
- Any inappropriate or suspicious searches are flagged to School Business Manager, Computing leader and IT technician and are logged and followed up on.
- The security of school IT systems will be reviewed regularly
- The school will ensure that access to the internet via school equipment for anyone not employed by the school is filtered and monitored
- Pupils access laptops and the school network via login generic login.

Online Safety curriculum

The school will provide an age-appropriate online safety curriculum that teaches pupils how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others' safety. Online safety is taught from Reception - Year 6 during the spring term as part of PSHE learning but also throughout the year as a 'drip drip ' approach during computing lessons. The SMART rules are taught as well as learning under the following headings:

Online safety

Privacy and security

Online Relationships

Online health, wellbeing and lifestyle

Online self-image

Online reputation

Managing online information

Online copyright

As part of the curriculum, pupils are advised not to give out personal details or information which may identify them or their location and to ensure privacy settings are turned on for social media websites and apps.

Pupils will be taught how to recognise unpleasant internet content and the procedures for reporting to adults

E-mail

- Staff may only use approved e-mail accounts on the school IT systems.
- Staff email accounts must not be used for personal reasons

- All school communication must only take place via the school email system
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known

Published content e.g. school website, school social media accounts

The contact details will be the school address, email and telephone number. Pupils' personal information will not be published and staff names only will be published.

The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Digital work created by pupils may be put on the school website or youtube channel with first names only and no other personal information including images of children will appear.

Written permission will be obtained from parents or carers before photographs or full names of pupils are published on the school website or any school run social media as set out in Surrey Safeguarding Children Board Guidance on using images of children.

Use of social media

- The school will block 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 which may identify them or their location
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils

Staff and pupils should ensure that their online activity, both in school and out takes into account the feelings of others and is appropriate for their situation as a member of the school community.

Response to sexting and youth produced sexual imagery

- Our safeguarding policy states the school's response to how it will deal with any identification that an incident of sexting and/or youth produced sexual imagery may have occurred.
- Additionally, the safeguarding policy alongside the behaviour policy states the set procedures and sequences that must be initiated should staff suspect either sexting or youth sexual imagery.

Use of personal devices

- Personal equipment may be used by staff to access the school IT systems provided their use complies with the online safety policy and the relevant Code of Conduct
- Mobile phones must be password protected by a code-lock
- Staff must not take images of pupils or store pupil personal data on personal devices
- The school cannot be held responsible for the loss or damage of any personal devices used in school or for school business
- Children in Years 5 and 6 are allowed to bring mobile phones to school. This requires a written request from their parents. These requests are considered by the Head Teacher who may or may not grant permission. Mobile phones must be handed into the

office at the beginning of the day and collected at the end. Permission can be withdrawn for improper use such as 'Sexting.'

Protecting personal data

The school has a separate Data Handling Policy. It covers the use of biometrics in school, access to pupil and staff personal data on and off site, remote access to school systems. Off-site access is available for all staff via the Remote Access system which is password protected. USB sticks are not to be used by staff in school and any information accessed via the remote server must not be stored on home computer systems.

Policy Decisions

Authorising access

- All staff (including teaching assistants, support staff, office staff, midday supervisors, student teachers, work experience trainees, ICT technicians and governors) must read and sign the 'Staff Code of Conduct' before accessing the school IT systems
- The school will maintain a current record of all staff and pupils who are granted access to school IT systems
- At Key Stage 1, access to the internet will be by adult demonstration with supervised access to specific and approved on-line materials
- At Key Stage 2, access to the internet will be with teacher permission with increasing levels of autonomy
- Parents will be asked to sign and return a consent form to allow use of technology by their pupil
- Children are asked to sign a computing code of conduct in their home school learning journeys at the beginning of each school year.
- People who are not employed by the school must read and sign a guest 'code of conduct' before being given access to the internet via school equipment or wifi

Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Surrey County Council can accept liability for the material accessed, or any consequences of internet access.

Handling online safety complaints and issues arising from it

- Online Safety incidents recorded by designated safeguarding lead DSL.
- Complaints of internet misuse will be dealt with according to the school behaviour policy.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of consequences and sanctions for pupils misusing the internet and this will be in line with the school's behaviour policy.

Raising profile

- Promotion of online safety literature and relevant resources through newsletter and website.
- Reference to Home Learning Journal.

- Staff provided with point of contact, online safety curriculum and signposted to resources.

Communication of the Policy

Website

- Website will provide information and suitable links for our stakeholders to reference.
- Policy will be available via the website and hardcopies available on request from the school office.

To pupils

- Pupils need to agree to comply with the pupil Computing Code of Conduct in order to gain access to the school IT systems and to the internet.
- Pupils will be reminded about the contents of the Code of Conduct as part of their online safety education

To staff

- All staff will be shown where to access the online safety policy and its importance explained
- All staff must sign and agree to comply with the staff Code of Conduct in order to gain access to the school IT systems and to the internet
- All staff will receive online safety training on an annual basis including PREVENT (Protecting children from extremism and radicalisation)

To parents

- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school
- Learning Journals will have a section for parents and children to sign.
- Parents' and carers' attention will be drawn to the School online safety Policy in newsletters, the school brochure and on the school website
- Parents will be offered online safety training (linked to SRE)

This policy also links to our policies on:

Behaviour,

Staff Behaviour Policy / Code of Conduct

Whistleblowing,

Anti-bullying,

Health & Safety

Allegations against staff,

Parental concerns,

Teaching and Learning

PSHE

Sex and Relationships Education

Safeguarding Policy

Child Protection