GILBERT SCOTT PRIMARY SCHOOL

Online Safety Policy

June 2018

CONTENTS

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1	London Grid for Learning (LGfL) Acceptable Use Policy	16/06/11	1.0

Distribution List

Name	Date	Method
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Abbreviations

Abbreviation	Meaning
Apps	Self-contained programs or pieces of software designed to fulfil a particular purpose.
DfE	Department for Education
LEA	Local Education Authority
LGfL	London Grid For Learning
MLE	Managed Learning Environment

GILBERT SCOTT PRIMARY SCHOOL
ONLINE SAFETY POLICY

INTRODUCTION

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Gilbert Scott Primary School with respect to the use of IT-based technologies.
- Safeguard and protect the children and staff.
- Assist school staff working with children to work safely and responsibly with the Internet and other IT and communication technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use for the whole school community.
- Have clear structures to deal with online abuse such as online bullying [noting that these need to be cross referenced with other school policies].
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

BACKGROUND

The Education and Inspections Act 2006 empowers Head of Schools, to such extent as is reasonable, to regulate the behaviour of students / 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 online 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.

HANDLING INCIDENTS

- The school will take all reasonable precautions to ensure online safety.
- Staff and pupils are given information about infringements in use and possible sanctions.
- Any suspected online risk or infringement is reported to the Principal and Computing Co-ordinator that day.
- Any concern about staff misuse is always referred directly to the Principal, unless the concern is about the Principal in which case the compliant is referred to the Chair of Governors and the LADO (Local Authority's Designated Officer).

WHY IS INTERNET USE IMPORTANT?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the School's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st Century life for education, business and social interaction. The School has duty to provide students with quality Internet access as part of their learning experience.

HOW DOES THE INTERNET BENEFIT EDUCATION?

Benefits of using the Internet in Education include:
- Access to software for teaching the computing curriculum.
- Access to worldwide educational resources including museums and art galleries.
- Inclusion in government initiatives such as the national Grid for Learning (LGfL) and the Managed Learning Environment (MLE).
- Educational and cultural exchanges between pupils worldwide.
- Cultural, vocational, social and leisure use in libraries, clubs and at home.
- Access to experts in many fields for pupils and staff.
- Develop more effective forms of interschool communication tools.
- Staff professional development through access to national developments, educational materials and good curriculum practice.
- Communication with support services, professional associations and colleagues; improved access to technical support including remote management of networks.
- Exchange of curriculum and administration data with the LEA and DfE.

HOW WILL INTERNET USE ENHANCE LEARNING?

- The School Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Pupils will use a variety of online software which will enable them to access the curriculum.
- Staff should guide pupils to use Apps and on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.
- Pupils will have access to a safe and secure learning environment through safe internet use at home.

HOW WILL ONLINE SAFETY BE COMMUNICATED?

This school:
- plans online use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas;
- ensures staff are aware of their responsibility to model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright;
- ensures that staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights;
- ensure pupils only use school-approved systems and publish within appropriately secure / age-appropriate environments.
- provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the Online Safety Policy.
- provides online safety lessons at the beginning of each term.

HOW WILL PUPILS LEARN TO EVALUATE INTERNET CONTENT?

- If staff or pupils discover unsuitable sites the URL (address) and content must be reported to the Internet Service Provider via the Computing Co-ordinator. Pupils must inform the first available teacher if they find unsuitable sites.
- The School should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

HOW WILL EMAIL BE MANAGED?

- Pupils may only use approved LGFL email accounts on the MLE or Google Education email. Anonymous systems such as Hotmail will not be allowed.
- Pupils are aware of their responsibility using email responsibly and sign a usage agreement referring to responsibilities and consequences.
- Pupils are not to give out email user account to outside agencies/persons
- Pupils must immediately tell a teacher if they receive offensive email.
- Pupils must not reveal details about themselves or others, such as address, telephone number or mobile number, or arrange to meet anyone in email or other electronic communication.
- Access in school to external personal email accounts is banned.
- The forwarding of chain letters is banned.
- Pupils should be aware that school email will be monitored.

HOW WILL WEBSITE CONTENT BE MANAGED?

- The point of contact on the website should be the school address, school email and telephone number. Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully and parental permission will be obtained.
- Pupils' full names will not be used on the website when associated with photographs, or in any way which may be to the detriment of pupils.
- Pupils' photographs will immediately be removed from the school website upon request from parents, or other appropriate request.
- Pupils' work will be published with only name attached.
- The Principal will take overall editorial responsibility and ensure content is accurate and appropriate. The website should comply with the School's Guidelines for publications
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

HOW WILL SOCIAL NETWORKING BE MANAGED

- Staff are instructed to always keep professional and private communication separate.
- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.
- No reference should be made in private social media to pupils, parents/carers or school staff;
- School staff should not be online friends with any pupil. Any exceptions must be approved by the Head of School.
- School staff do not engage in online discussion on personal matters relating to members of the school community;
- Personal opinions of school staff should not be attributed to the school or local authority and personal opinions must not compromise the professional role of the staff member, nor bring the school into disrepute;
- Security settings on personal social media profiles should be regularly checked to minimise risk of loss of personal information.
- Pupils are taught about social networking, acceptable behaviours and how to report misuse, intimidation or abuse through our online safety curriculum work.
- Parents are asked not to upload photographs, videos or any other information about other people.

HOW WILL INTERNET ACCESS BE AUTHORISED?

- All staff and pupils will be granted Internet access.
- All members of staff need to have access to the online safety policy and rules for internet access.

HOW WILL TABLET USE BE MANAGED?

- The Computing co-ordinator is responsible for checking the validity and appropriateness of any apps downloaded to the Samsung tablets.
- Paid apps will be managed by the Computing Co-ordinator/ Principal who will download the apps onto the tablets.
- Teachers are responsible for monitoring the use of Samsung tablets in their class.

HOW WILL THE USE OF MOBILE DEVICES BE MANAGED ?

Mobile devices refers to mobile phones, tablets and other mobile devices

- Mobile devices brought into school are entirely at the staff member, students & parents or visitors own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
- Mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile devices.
- Staff are not allowed to use phones during the working day when pupils are around unless for an emergency.
- All pupils personal mobile devices will be handed in to the office should they be brought into school. They will be placed in named envelopes and are to be collected at the end of the school day.
- Pupil personal mobile devices, which are brought into school, must be turned off (not placed on silent).They must remain turned off and out of sight until the end of the day.
- No images or videos should be taken on personal mobile devices.
- All visitors are requested to keep their phones on silent.

HOW WILL THE USE OF DIGITAL IMAGES AND VIDEO BE MANAGED?

In this school:
- We gain parental/carer permission for use of digital photographs or video involving their child as part of the school agreement form and GDPR policy when their daughter/son joins the school.
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs;
- The school blocks/filter access to social networking sites unless there is a specific approved educational purpose;
- Pupils are taught about how images can be manipulated in their online safety education and also taught to consider how to publish for a wide range of audiences.
- Pupils are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
- Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

HOW WILL THE RISKS BE ASSESSED?

- 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 access only appropriate material. However, due to the internal scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- The school has in place the LGfL filter service to help regulate the safety of the internet for all the school community.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly by the Head of School and Computing Co-ordinator.
- The Principal and Computing Co-ordinator will ensure that the Online Safety Policy is implemented and compliance with the policy monitored.

HOW WILL FILTERING BE MANAGED?

- The school will work in partnership with Parents/Carers, the LEA, DfE and the Internet Service Provider to ensure that the systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the internet service provider.

HOW WILL THE POLICY BE INTRODUCED TO PUPILS?

- Pupils should be reminded of the internet and tablets rules (appendices 1-3). These should be printed as posters for the computer areas in the school.
- Rules for internet access will be posted on or near all computer systems.
- Pupils will be informed that internet use will be monitored.
- Instructions in responsibility and safe use should precede internet access through the school online safety program.
- Termly online safety assemblies.

HOW WILL STAFF BE CONSULTED?

- Staff should be aware that internet can be monitored and traced to the individual user. Discretion and professional conduct is required.

HOW WILL COMPLAINTS REGARDING TECHNOLOGY USE BE HANDLED?

- Responsibility for handling incidents will be delegated to the Principal or Computing Co-ordinator.
- Any complaints about staff misuse must be referred to the Principal or Computing Co-ordinator.
- Any online safety problems with the children must be logged and reported to the Principal or Computing Co-ordinator.

HOW WILL PARENTS' SUPPORT BE ENLISTED?

- Parents' attention will be drawn to internet safety rules in newsletters.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstration, practical sessions and suggestions for safe internet use at home.
- The school website will prominently promote safe internet use.