Online Safety Policy

INTRODUCTION

Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and students. It is the entitlement of every student to have access to the internet and digital technologies, in order to enrich his/her learning.

Scope

This policy applies to all students, all teaching staff, all support staff, all Trustees and all volunteers.

Aims

Our aims are to ensure that all students, including those with special educational needs:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

Internet use will support, extend and enhance learning

- Students will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters.
- Internet use will be embedded in the curriculum.

Students will develop an understanding of the uses, importance and limitations of the internet

- Students will be taught how to effectively use the internet for research purposes.

- Students will be taught to evaluate information on the internet.
- Students will be taught how to report inappropriate web content.
- Students will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
- Students will use the internet to enhance their learning experience.
- Students have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Students will use existing technologies safely
- Students will be taught about online safety.

Data Protection
- There is a separate General Data Protection Regulations Policy.

E-mail
- Students and staff will only use approved e-mail accounts when using the school network.
- Students will tell a member of staff if they receive inappropriate e-mail communications.
- Students will only use e-mail for approved activities.

Internet Access and Learning Platform
- Staff will read and sign the Internet Acceptable Use Policy before using any school ICT resource.
- Parents will read and sign an Internet Consent Form before their children are given access to internet resources (including any learning platform).
- Students will read and sign the Internet Acceptable Use Policy and will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

Mobile Phones and Other Handheld Technology

Students are only permitted to have mobile phones or other personal handheld technology in school with the permission of the School Director. In general, mobile telephones are collected at the beginning of the school day and kept in a locked box. Mobile telephones are seen as a distraction to learning and are returned to students at the end of the school day, so students are able to be contacted on their return journey home.

When students are using mobile technology (their own or that provided by the school) they will be required to follow the school's Acceptable Use Policy (AUP). Such items can be confiscated by school staff if they have reason to think that they are being used to compromise the wellbeing and safety of others (*Education and Inspections Act 2006, Sections 90, 91 and 94*).

Systems Security

- ICT systems security will be regularly reviewed with support from the Online Safety Coordinator.

Web Filtering

- The school will work with Online Safety Coordinator to ensure that appropriate filtering is in place.
- Students will report any inappropriate content accessed to an appropriate member of staff.

Communication of the Online Safety Policy to Students

- Students will read (or be read) and sign the age-appropriate Internet Acceptable Use Policy before using resources.
- Students will be informed that internet and learning platform use will be monitored.
- Online safety will be included in the curriculum and regularly revisited.

Communication of the Online Safety Policy to Staff

- The Online Safety and Acceptable Use Policies will be available to all new members of staff on the school website.
- The Online Safety and Acceptable Use Policies will be signed by all staff and discussed with them at least annually.
- Staff will be informed that internet and learning platform use will be monitored.

Communication of the Online Safety Policy to Parents/Carers

- The Acceptable Use Policy will be available upon request from the school office in hard or viewed via the school website.
- Parents will be asked to sign a Home-School Agreement when their children join the school, together with the Acceptable Use Policy relating to the internet, learning platform and other digital technologies.

Online Safety Complaints

- Instances of student internet or learning platform misuse should be reported to a member of staff.
- Staff will be trained so they are able to deal with online safety incidents. They must log incidents reported to them and if necessary refer the matter to a senior member of staff.
- Instances of staff internet or learning platform misuse should be reported to and will be dealt with by the School Director.
- Students and parents will be informed of the consequences of internet and/or learning platform misuse.

Whole-School Responsibilities for Internet Safety

School Director

- Responsible for online safety issues within the school but may delegate the day-to-day responsibility to the Online Safety Coordinator.
- Ensure that the Online Safety Coordinator is given appropriate time, support and authority to carry out their duties effectively.
- Ensure that developments at Local Authority level are communicated to the Online Safety Coordinator.
- Ensure that the Trustees are informed of online safety issues and policies.
- Ensure that appropriate funding is allocated to support online safety activities throughout the school.

Online Safety Coordinator (ideally as part of a wider child protection role)

- Primary responsibility: establish and maintain a safe ICT learning environment (under the direction of Senior Management).
- Establish and maintain a school-wide online safety programme.
- Respond to Online Safety Policy breaches in an appropriate and consistent manner in line with protocols set out in policies and maintain an incident log.
- Establish and maintain a staff professional development programme relating to Online Safety.
- Develop a parental awareness programme.
- Develop an understanding of relevant legislation and take responsibility for their professional development in this area.

Trustees

- Appoint an Online Safety Trustee who will ensure that online safety is included as part of the regular review of Child Protection and Health and Safety Policy.
- Support the School Director and/or designated Online Safety Coordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for online safety solutions, training and other activities as recommended by the School Director and/or Online Safety Coordinator (as part of the wider remit of the Trustees with regard to the school budget).

Teaching Staff

- Contribute to the development of the Online Safety Policy.
- Adhere to Acceptable Use Policy.
- Take responsibility for the security of data.

- Develop an awareness of online safety issues, and how they relate to students in their care.
- Model good practice in using new and emerging technologies.
- Include online safety regularly in the curriculum.
- Deal with online safety issues they become aware of and know when and how to escalate incidents.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Wider School Community

- This group includes: non-teaching staff; volunteers; student teachers; other adults using school internet, learning platform or other technologies.
- Contribute to the development of the Online Safety Policy.
- Adhere to Acceptable Use Policy.
- Take responsibility for the security of data.
- Develop an awareness of online safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Know when and how to escalate online safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Parents/Carers

- Contribute to the development of the Online Safety Policy.
- Read Acceptable Use Policies and encourage their children to adhere to them.
- Adhere to Acceptable Use Policy when using the school internet and/or learning platform.
- Discuss online safety issues with their children, support the school in its online safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liase with the school if they suspect, or have identified, that their child is conducting risky behaviour online.

Date: **September 2018**

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