ST. PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL

ONLINE SAFETY POLICY

INTERNET SAFETY
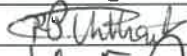
Who has written the policy and who has verified it?

Our school internet policy has been created by Miss Foster (E-safety Lead) in consultation with Mr. Unthank, and Mrs Marsay using information from BECTa, Redcar and Cleveland Local Authority and government guidance. It has been discussed by the whole staff and approved by governors who realise how intrinsic to the running of the school, both at a management level and an educational level, the internet is. The policy has been reviewed by Miss Foster in September 2020 and adopted by Governors. The policy will be reviewed September 2021.

Why have this policy?

The internet is now the most data rich source of information in the world. It can potentially "bring the world into the classroom." From a teaching point of view this is an essential resource for planning and delivering lessons. From a child's point of view it is an excellent source of information that enhances the personalised learning agenda.

The internet based school learning platform allows effective dissemination of specific information (notes, dates, files) to specific people (teachers, parents, staff). This will be a place to upload files that they have created and access appropriate resources. Increasingly the internet is becoming a place to share information, collaborate with others and our school would like utilise the learning platform to enhance the education of all children. Essentially this will be integral to most ways of working in the workplaces that they will eventually enter.

This policy seeks to ensure users know what good practice is and outlines steps and procedures that will be taken when the darker side of the internet shows itself.

Name	Title	Signature	Date
Richard Unthank	Headteacher		03/12/20
Miranda Foster	E- Safety Lead		03/12/20
David Jackson	Chair of Local Governing Body		03/12/20
June Marsay	Assistant Head		02/12/20

Filtering

During the Autumn Term 2020, we will be changing internet specification to the following: The school's broadband is provided by Aspire on their dark fibre leased line network with a symmetrical 100mbit connection. Web content filtering and inspection is provided by Smoothwall with an on-site virtual appliance which is connected to our Smoothwall cluster for appliance and block list updates. The Smoothwall filter allows us to construct granular web filtering policies tailored to user groups with both web content and URL inspection to ensure that the content requested is suitable for the end user. Alerts are in place to notify the head teacher and IT coordinator of any suspicious activity carried out by a user which may raise a safeguarding concern. Where an inappropriate site has been identified by staff and is not currently blocked, the staff member can contact One IT on 01642 635570 and have the site blocked immediately.

However, when dealing with the internet there is never a failsafe way of blocking inappropriate content in all situations and therefore the school cannot take responsibility for these events when all reasonable steps outlined above have been taken. In addition to this is the consideration that children will inevitably access the internet outside of school. We therefore aim to educate them about internet safety, not simply cover their eyes.

When will pupils have direct access to the internet?

All staff with network accounts and children in all classes in school will have access to the internet. This is in the form of a personal login account on the network, or through using a tablet device.

Children will not be allowed to access and search the internet **unless authorised by a member of staff**. In this respect, children will be monitored, however it is not possible to oversee each child use each device (iPad/iPod/Kindle) to use the internet. So the following rules are put into place:

- They only search the item they were told to
- They access the website they were told to
- If they come across a problem, they are to press the home button and notify a member of staff immediately

Accessing and interacting with the internet is part and parcel of many users' reasons for having an internet connection. Simply blocking the children from using internet it is not educating them for the real world (and use at home). Therefore internet safety is implicitly taught to pupils and referred to whenever a unit of work requires use of the internet (first in Autumn Term 2012).   Key themes to be covered are listed below:

- Safe browsing on the internet
- Use of chatrooms
- Use of blogs/webspace

- Use of email
- What to do when you come across something that is inappropriate

Staff have found the following websites to be a valuable source of teaching materials and resources:

www.Thinkuknow.co.uk

childnet.com

ceop.police.uk

kidsmart.org.uk

saferinternet.org

In accordance with the Data Protection Act 1984/98, users are not allowed to access other user's personal files and folders. The exception to this being system administrators who can gain access through permission from the Headteacher when just cause has been established.

How can the children manage their own files?

Children have their own workspace online through *mydesktop*. They will be given this after agreeing to the terms and conditions in the home/school agreement. The children will use their space for storing files and organising information. Inappropriate materials or text found on *mydesktop* will result in being reported to the Headteacher, and possibly the child having their account terminated. The children will be taught how to use this space to create a portfolio of their work and links to/copies of resources that they use to complete their school work. Personal files should be stored elsewhere. Administrators reserve the right to access personal *mydesktop* space when requested by the Headteacher.

From March 2020, all children who have a network log in, also have the corresponding email address. The child's email password has been shared with their parents as this is how the teachers, during school closure, have been able to send work to the children and keep in touch with them. Under the current climate, this will continue as a means to communicate with the children while they are not at school, for example in the circumstance of them having to self-isolate or if we have a school closure.

Children's use of mobile devices.

Mobile phones are not permitted to be used within school unless permission has been granted by the Headteacher. Failure to observe this will result in confiscation. School staff can confiscate a mobile phone as a disciplinary penalty, and have a legal defence in respect to this in the Education and Inspections Act 2006 (s94). Staff cannot search the contents of a pupil's mobile phone without the consent of that pupil. Where a pupil refuses to allow the contents of his/her phone to be searched, the matter can be referred to the police who have more extensive search powers.

Children will have access to iPod and iPad devices in school under the supervision of staff who will instruct which *applications* would be used to complete the set task. Children will have a responsibility to use the iPod and iPad in the manner which they have been asked to do so. The iPod and iPad have access to the internet via Wi-Fi set up and maintained by One IT. Any issues need to be brought to the attention of Miss Foster or Mr. Unthank who will contact One IT.

Children may take mobile phones and tablets/hand held devices on residential visits if they have been granted permission by the Headteacher and their parents. The school is not liable for them during this time. Children shall be asked to hand in their switched off devices and mobile phones whilst they are in their rooms on an evening and will be given them back when appropriate.

Communication.

How should the children manage their email?

All pupils from Year 1 onwards have been given an email account. For younger children, we would expect this would require adult supervision/leadership at home. These accounts have been created in the first instance so that teachers can send work to those pupils during lockdown/those self-isolating. These accounts are not to be used as personal email account. Pupils must not send inappropriate emails and should never disclose their personal information to others such as their address or telephone number. When using their school emails to write to an external organisation they should be written in the same careful manner and authorised before sending, just like the children would if they were sending a letter on the school's headed paper.

Children's use of online communications and social networking.

Pupils will be taught how to keep personal information safe when using online services. Each year group shall receive age-specific lessons dedicated to Online Safety, as well as whole phase team/school input in worship and dramatic performances. The school will also respond to parent's requests for support with their children at home for any online safety advice. This will support teachers when choosing a range of activities which pupils undertake and how safely they are using them, e.g. how to keep themselves safe on sites etc. The use of online chat is not permitted in school, other than it being part of an online learning environment. Any child found to be communicating through online chatrooms or messaging services will be spoken to, and the website will be locked. The Headteacher will be informed and parents will be contacted if necessary.

As part of our ongoing relationship with other agencies to support children, staff and parents with online safety, we invite guest speakers in on a yearly basis. In the past this has been Child Protection Officers, speakers from the Northern Grid for Learning and officers from Cleveland Police. Parents have been given the opportunity to develop their knowledge and understanding on how to manage and monitor their child's internet activity by being invited in to listen to these speakers. Under current lockdown restrictions this will not be the case in the current climate. We do however, send out support information through Parent Mail and

links to useful sites which is available on our website. Bi-annually as part of our transition, we invite parents and carers in for the children to inform them about online safety.

How will this policy be introduced to Children?

This will be done through the consent booklet when the child first joins the school (see Appendix 1 – Rules for Responsible Internet Use). Internet use guides should be placed around school to be discussed with children in Foundation Stage and KS1, and for KS2 children to read. Teachers should go through this policy with their children at a level that they understand, and to be repeated as frequently as necessary.

How should this policy be introduced to Parents?

A copy of this policy will be on the School Website. References to E-Safety will be mentioned in letters to Parents' on a basis that is applicable and handled in a sensitive manner. Internet issues can be discussed with; the Headteacher; the School Learning Mentor or the child's class teacher at a parents discretion should the need arises.

How should this policy be introduced to Staff?

A copy of this policy will be on the School Website and in the staff handbook. All staff must accept this policy and the Acceptable Use Policy before accessing the network or wireless internet in school.

How will complaints be handled?

In the first instance of this policy being contravened, the child will be reminded as to what should be done (i.e. if someone goes on a website they shouldn't). If a more severe issue occurs, then the parents shall be contacted by a member of senior staff if deemed more appropriate than the class teacher. If a parent feels that this is inappropriate they should contact the Headteacher or the Complaints Committee of the Governing Body.

DECLARATION

I accept the terms and conditions outlined within this Online Safety Policy.

Signed: ....

Role: ....

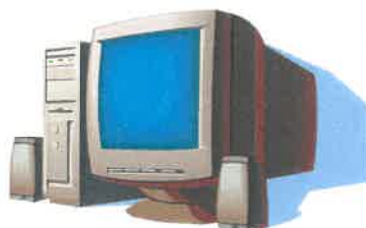Date: ....

St. Peter's C. of E. Primary School

Rules for Responsible Internet Use

For their own protection the pupils at St. Peter's School have limited access to the Internet through the schools Intranet system. The following rules will keep everyone safe and help us to be fair to others:

- I will only access the system with my own user name.

- I will not access other pupils' files.

- I will only use the computers for schoolwork and homework.

- I will not bring phones, memory sticks or CD ROMs from outside school, unless I have been given permission by a member of staff.

- I will ask permission from a member of staff before using the Intranet as part of teaching and learning programmes.

- I will only e-mail people my teacher has approved.

- I will only download files, pictures and images after permission is given by my teacher.

- The messages I send will be polite and responsible.

- I will not give my home address or telephone number, or arrange to meet someone, unless my parent or teacher has given permission.

- I understand that the school checks my computer files and monitors the sites I visit.

Name of pupil: ....

Signed by pupil: ....

Signed by parent: ....

Date: ....