Online Safety Policy

Approved by:	**Curriculum Committee**
Date:	**June 2025**
Next review due by:	**June 2028**

Online Safety Policy

Introduction

Our Online Safety Policy has been written by the subject leader of computing and the following government guidance.

Teaching and Learning

Why Internet use is important?

1. The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
2. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

1. The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
2. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
3. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be taught how to evaluate Internet content

1. The school will ensure that the use of Internet derived materials complies with copyright law.
2. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with Oxfordshire.

E-mail

1. Pupils may only use approved e-mail accounts on the school system.

2. Pupils must immediately tell a teacher if they receive offensive e-mail.
3. Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
4. E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
5. The forwarding of chain letters is not permitted.

Published content and the school website

1. The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
2. The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

1. Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
2. A child's first name and the initial letter of their surname may be used on the website, for example if a child is awarded the star of the week. Individual children's names will not be used in photographs.
3. Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
4. Foundation Stage have a separate policy for the use of Tapestry Software to share work. It complies with these policy guidelines.

Social networking and personal publishing

1. The school will block/filter access to social networking sites.
2. Newsgroups will be blocked unless a specific use is approved.
3. Pupils will be advised never to give out personal details of any kind which may identify them or their location.
4. Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

1. The school will work with the LA, DFE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. Filtering and monitoring is in line with "Keeping Children Safe in Education" guidance.
2. If staff or pupils discover an unsuitable site, it must be reported to the computing leader who will report it to the ICT technician (provided by 123 ICT).
3. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective, and reasonable.

Managing emerging technologies

1. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
2. Mobile phones will not normally be allowed in school except in exceptional circumstances. Permission will need to be given by the Headteacher. The sending of abusive or inappropriate text messages is forbidden.
3. Staff will be issued with a school phone where contact with pupils is required.

Protecting personal data

1. Personal data will be recorded, processed, transferred and made available according to Data Protection Act 1998.
2. The school operates as GDPR Compliant as of May 2018

Policy Decisions

Authorising Internet access

1. All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
2. The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
3. At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
4. Key Stage 2 pupils will be physically monitored when using internet-connected devices in line with "Keeping Children Safe in Education" guidance.
5. Parents will be asked to sign and return to consent to the Pupil Acceptable Use Agreement /Online Safety Rules.

Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international 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 will audit ICT provision to establish if the Online Safety policy is adequate and that its implementation is effective.

Handling Online Safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff Internet misuse must be referred to the Head Teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

- Pupils and parents will be informed of the complaints procedure.
- In serious cases of misuse discussions will be held with the appropriate agencies e.g. child protection.

Community use of the Internet

- The school will liaise with local organisations to establish a common approach to Online Safety.

Communications Policy

Introducing the Online Safety policy to pupils

- Online Safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year and subsequently through the year. There will be Online Safety awareness training in Term 3 for all pupils.
- Pupils will be informed that network and Internet use will be monitored.

Staff and the Online Safety policy

- All staff will be given the School Online Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff are required to give signed authorisation to agree to acceptable use of computer hardware and within the guidelines of this Online Safety Policy.

Enlisting parents' support

- Parents' attention will be drawn to the School Online Safety Policy in newsletters and on the school Web site.

Failure to Comply

- Failure to comply in any way with this policy will be considered a serious risk to health and safety and all incidents of non-compliance will be investigated by a senior member of staff.

Pupil Acceptable Use Agreement / Online Safety Rules

Dear Parent/ Carer

ICT including the internet, email, laptops, digital cameras, etc. has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please discuss these Online Safety rules with your child. If you have any concerns please refer to the school website where there are links to other helpful sites with a wealth of information on this subject.

- I will only use ICT in school for school purposes.
- I will only use my class email address.
- I will make sure that all ICT contacts with other children and adults are responsible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will turn off my monitor and tell my teacher immediately.
- I will not send to children or adults anything that could be considered unpleasant or nasty.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my Online Safety.

Parent/ carer signature

We have discussed this and …….. (Child's name)

agrees to follow the Online Safety rules and to support the safe use of ICT at St Leonard's C E Primary School.

Parent/ Carer Signature ……Date……..…

Pupil Signature ……..Date……..…

Staff Acceptable Use Agreement / Code of conduct

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the School's Online Safety Leader.

- I will only use the school's email / Internet / Intranet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head Teacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on Integris) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download or upload material that could be considered offensive or illegal.
- I will not send to pupils or colleagues material that could be considered offensive or illegal
- Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer. Only school phones/ iPads will be used.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Head Teacher.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's Online Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will not post comments on social media which are critical of the school, its staff, pupils or parents and instead will raise issues with school leadership in a professional manner, following school protocols

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature …… Date ……

Full Name ……