ONLINE SAFETY POLICY

Online safety Policy

Rationale and Entitlement

The purpose of Internet access in school is to raise the achievement of pupils, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the Internet is a necessary tool for all staff and students irrespective of gender, race, religion, culture or ability. It is an entitlement for students who show a responsible and mature approach.

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The appropriate use of the Internet can now provide a number of benefits to schools. These benefits include:

Resources
- Providing access to documentation including on-line publishing of documents (school policies, lesson plans, activities, etc);
- Access to world-wide educational resources;
- Information and cultural exchanges between students world-wide;
- Discussion with experts in many fields for pupils and staff.

Staff Professional Development
- Access to educational materials;
- Sharing good practice with colleagues;
- Communication with the advisory and support services, professional associations and colleagues.

Administration
- Regular communication with schools and more immediate responses to enquiries;
- Improved access to technical support including remote management of networks;
- Methods to publish information to Schools that will free more resources for teaching and learning;
- Management of the school network from a single source, thus reducing the overall cost of performing this role;
- Added value through access to Council IT systems (e.g. finance and payroll);
- Added value through the creation of a secure effective communication system between schools and the LEA and between each other that can improve the transfer of information and data.

E-mail
- Provision of a quick method of communication between pupils, staff and officers of the authority;
- Provision of a centrally maintained e-mail system (with optional management within schools) that can give pupils an e-mail address.

Security
- Secure filtered Internet access;
- Up to date virus protection

Aims
- To provide pupils with their entitlement as set out in the National Computing Curriculum
- To use the Internet safely and effectively;
- To protect the school from undesirable content;
- To develop a school website;
- To raise the awareness of staff and students to the benefits of Internet access.

Objectives
- To develop strategies to use the Internet;
- To encourage suitable use through the implementation of a contract with users;
- To develop the skills necessary for the creation of a website;
- To promote the use of the Internet as a learning tool.

Responsibilities

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Role of the Governors

To ensure that:

- There is an Acceptable Use Policy document.
- All staff have been given the opportunity to discuss the policy;
- The policy is ratified and reviewed as necessary.

Role of the Headteacher

To ensure that all staff are:

- Given opportunities to discuss the issues associated with Internet Access and develop appropriate teaching strategies;
- Given appropriate training;
- Aware that monitoring of Internet Access takes place both for staff and pupils;
- Provided with or have access to the Acceptable Use Policy, and its importance explained;

Role of the Staff

To ensure that:

- There is equality of access within the classroom;
- They inform the designated person of any problems when they arise;
- They supervise pupils' when they access the Internet;
- They use the Internet in a responsible manner, in line with Leeds City Council guidance.

Role of the Pupils

- To access the Internet in a sensible manner; as set out by their class teacher in an age appropriate way.
- To report to an adult any material which they receive that they consider offensive or inappropriate;
- To refrain from giving their name, address or contact numbers to any person without permission from a parent, carer or teacher.

Equal Opportunities

To make sure that all pupils receive their National Curriculum entitlement, it is essential that opportunities are provided for pupils to access the Internet, regardless of gender, race, religion, ethnic group, culture or ability. It is equally important that all staff are given the opportunity to access the Internet.

Special Needs

IT can be a positive tool for children with Special Educational Needs. Access to the Internet is therefore a vital link with which communication to the outside world can be achieved. Access to the Internet can also stimulate children to develop their ideas and research independently.

Resources

It is expected that resources will be used from the Internet for teaching and learning materials. Copyright will need to be acknowledged where necessary.

Parental involvement

Due to the increased use of the Internet in homes, the school will try to increase the involvement of parents/ guardians in developing safe Internet practices. The school may be able to help parents plan

appropriate, supervised use of the Internet at home, thereby raising parental awareness of the dangers that pupils may face when access to the Internet is unrestricted.

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1.   The Internet in the Curriculum

Teaching and Learning Strategies

Internet access will be planned to enrich and extend learning activities. Pupils will be given clear objectives for Internet use. Staff will select sites which will support the learning outcomes planned for pupils' age and maturity. Approved sites will be book marked, listed or copied to the school intranet. Pupils will be educated in taking responsibility for Internet access. Computing teaching is widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media, through the explicit teaching of our Common Sense Online Safety scheme of work. The tendency to use the Web when better information may be obtained from books or other sources will need to be challenged.

How will Internet use provide effective learning?

Teachers, parents and pupils need to develop good practice in using the Internet as a tool for teaching and learning. With systems in place to minimise the risk of inappropriate material being viewed, pupils will be able to select resources independently. Through the teaching of internet and web safety ~~in the summer term~~ they will develop greater skill in determining which material is appropriate and of good quality, as well as whether or not it is a better source than other media, such as books. Internet access through Schools Broadband provides a service designed for pupils. This includes filtering appropriate to the age of pupils.

How will pupils be taught to assess Internet content?

Pupils will be taught to:

- Validate information before accepting that it is necessarily accurate;
- Examine the information and how it is displayed compared to other media;
- Validate whether the Internet resource is more or less appropriate than resources from other places;
- To acknowledge the source of information, when using Internet material for their own use;
- Made aware that the writer of an e-mail or the author of a Web page might not be the person claimed;
- Encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Assessment and Record Keeping

Internet access will be supervised and on going teacher assessment can be made.

E-mail

How will e-mail be managed?

E-mail has become an essential means of communication. Pupils need to be taught that the content of e-mail should be something that they would not mind being read aloud. This should prevent content of an undesirable nature being written and sent. Neither the school nor the Council will be liable under any circumstances for any injury, distress, loss or damage to the pupil or the parents, which may arise directly or indirectly from the pupil's use of the Internet facilities, the use of e-mail, or from other pupils unauthorized use of those facilities or e-mail.

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E-mail must only be used in school for educational purposes;

- In-coming and outgoing of e-mail by staff will be regarded as public and will be monitored;
- Messages sent by staff using the school domain name should be regarded in the same way as messages written on school headed paper;
- Users will be held responsible for e-mail sent from their account.

Web Publishing

How will publishing on the Web be managed?

A web site can celebrate pupils' work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the web site reflects the school's ethos and that information is accurate and well presented.

As the school's web site can be accessed by anyone on the Internet, the security of staff and pupils must be considered carefully. Although common in newspaper reports, the publishing of pupils' full names beside photographs that identify individuals must be considered inappropriate on web pages. While any risks might be small, the parents' perception of risk must also be considered in devising an appropriate policy. The Council will not be made liable under any circumstances for any injury, distress, loss or damage to the pupil or parents who may arise directly or indirectly from the publishing of information on the web site.

- The head teacher may delegate editorial responsibility to a member of staff or other responsible person(s) to ensure that content is accurate and quality of presentation is maintained;
- The web site will comply with the school's guidelines for publications;
- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name;
- The point of contact on the web site should be the school address and telephone number.
- Group shots or pictures taken over the shoulder will be used in preference to individual "passport" style images;
- Full names will not be used anywhere on the web site especially alongside photographs;
- Written permission from pupils and their parents will be sought before any personal data e.g. names and photographs of pupils are published on the school web site.

2. **Internet Access**

    How will the school ensure Internet access is safe?

    Access to appropriate information should be encouraged and Internet access must be safe for all members of the school community from youngest pupil to teacher and administrative officer. Authorised users are given a unique username and password generated by a central body, outside of school. Individuals will be responsible for their own password security.

Through using schools broadband, the following strategies are used to try to ensure staff and pupils are protected: DDR or Dynamic Document Review, blocked sites and an independent dictionary.

The filtering software used as part of Schools Broadband contains a number of lists (or categories) of URLs that can be marked as allowed or denied. These lists are updated frequently.

- Pupils will be informed that Internet use will be supervised and sites selected will be monitored;
- Users will inform the class teacher if their password is being used by another person or has been lost;
- The school will work in partnership with parents, Leeds City Council and Schools Broadband to ensure systems to protect pupils are reviewed and improved;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the technician or school business manager, who will inform Schools Broadband. Where minority languages are involved, appropriate measures will be used to ensure the process to select appropriate material is adequate.

3. Security

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 supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Neither the school nor Leeds City Council can accept liability for the material accessed, or any consequences thereof:

How will the security of school ICT systems be maintained?

The school pays for virus protection and internet filtering through service level agreements with Schools Broadband. The administrator network and curriculum network are both backed up using a 'cloud' based system every day.
Staff education concerning appropriate sites and downloads is ongoing.

- The security of the whole system will be reviewed with regard to threats to security from Internet access;
- Personal data sent over the Internet will be encrypted or otherwise secured;
- Virus protection will be installed and updated regularly;

4. Complaints / Problems

How will complaints regarding Internet use be handled?

Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. The school will need to discuss procedures for dealing with transgressions and these may be linked to the school's behaviour policy. Transgressions of the rules may be minor, whereby a temporary ban on Internet use will suffice or major where a permanent ban may be required. Serious cases may necessitate the involvement of the police or a local authority officer.

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- Responsibility for handling incidents will be given to our Designated Safeguarding Leads;
- Pupils and parents will be informed of the complaints procedures;
- Parents and pupils will need to work in partnership with staff to resolve issues;
- As with drugs issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies;
- Sanctions available include interview/counselling , and if appropriate, informing parents or carers;
- A pupil may have ~~e-mail~~, Internet or computer access denied for a period of time depending on the nature of the incident;

5. Review of the Policy

The Online safety Policy has been written by a team with a wide range of experience and will be reviewed on a yearly basis. It has been discussed with all staff, agreed by the senior management and approved by governors.

Headteacher: Jonathan Feeley
Computing and Online Safety Lead: Linda Harrower
Chair of Governors: Oliver Thorne

Governing Body Approval: Teaching, Learning and Pupil Support Committee 30.01.24

Next Review: Spring TLPS Committee

Signed:

J Feeley (Headteacher)

O Thorne (Chair of Governors)