

Belthorn Academy Primary School



On Line Safety Policy March 2017 Review Date September 18

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On Line Safety Policy

On line Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's on line safety policy will operate in conjunction with other policies and plans including those for Pupil Behaviour, Anti-Bullying, Curriculum maps, Data Protection and Security.

Good Habits

On Line Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of on line safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband.
- National Education Network standards and specifications.

School On Line Safety Policy

The Headteacher takes responsibility for all safeguarding policies and guidance in the school. The Headteacher is the designated safeguarding Lead

This policy has been agreed by the school staff and Governors.

Introduction

The purpose of Internet use in our 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 administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DCSF; access to learning wherever and whenever convenient.

In order to maximise the benefits of using the internet for pupils in our school we ensure the following:

- The school Internet access includes filtering appropriate to the age of pupils.
- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access is planned to enrich and extend learning activities.
- Staff guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Authorised Internet Access

- The school allows all paid members of staff access to the internet for school use. Personal use is not allowed.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource. (Appendix E)
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a consent form for pupil access. (Appendix D)

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the on line safety coordinator (Headteacher) who will then ensure that this information is recorded and passed onto the relevant authority. The school will then ensure that this URL is blocked.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils are taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Email

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Whole class or group e-mail addresses should be used in school
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Social Networking

- The School blocks/filters access to social networking sites and newsgroups unless a specific use is approved.

- Pupils are advised never to give out personal details of any kind which may identify them or their location
- Pupils are advised not to place personal photos on any social network space.
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils are encouraged to invite known friends only and deny access to others.

Filtering

The school will work in partnership with Foresight, and the Internet Service Provider to ensure filtering systems are as effective as possible.

The school uses a firewall called **Fortigate** and the software is called **Fortiguard**. Fortigate filters information within a website. Another part of Fortiguard is a web-filter. This enables the SLT to control (block or allow\0 the different categories of internet use.

We have the facility through foresight to monitor the access of on-line material (in accordance with the prevent agenda). Our support team is able to monitor both adult and pupil web access.

Video Conferencing

If video conferencing was ever used, Pupils would be fully supervised during this time.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- In some cases – eg residential visits/day trips, staff will use their personal phones to contact school in case of emergencies and upon arrival at their designated visit.

Published Content and the School Web Site

- The contact details on the Web site are the school address, e-mail and telephone number. Staff or pupils' personal information is never published.
- The headteacher takes overall editorial responsibility and ensures that content is accurate and appropriate.

Publishing Pupils' Images and Work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Work can only be published with the permission of the pupil and parents.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Governing Body.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school can not accept liability for the material accessed, or any consequences of Internet access.
- The school should audit ICT use to establish if the on line safety policy is adequate and that the implementation of the on line safety policy is appropriate.

Handling On line Safety Complaints (Appendix A)

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the headteacher.
- Complaints of a safeguarding nature must be dealt with in accordance with school safeguarding procedures.
- Pupils and parents are informed of the complaints procedures through the school website.

Communication of Policy

Pupils

- Pupils will be informed that Internet use will be monitored.
- Pupils will be made aware of the on line safety code during lessons and assemblies.
- On line safety rules will be displayed in each classroom, and by the iPad and laptop storage facilities.

Staff

- All staff will be given the School On Line 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.

Parents

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

Referral Process – Appendix A

Pupil Rules – Appendix B

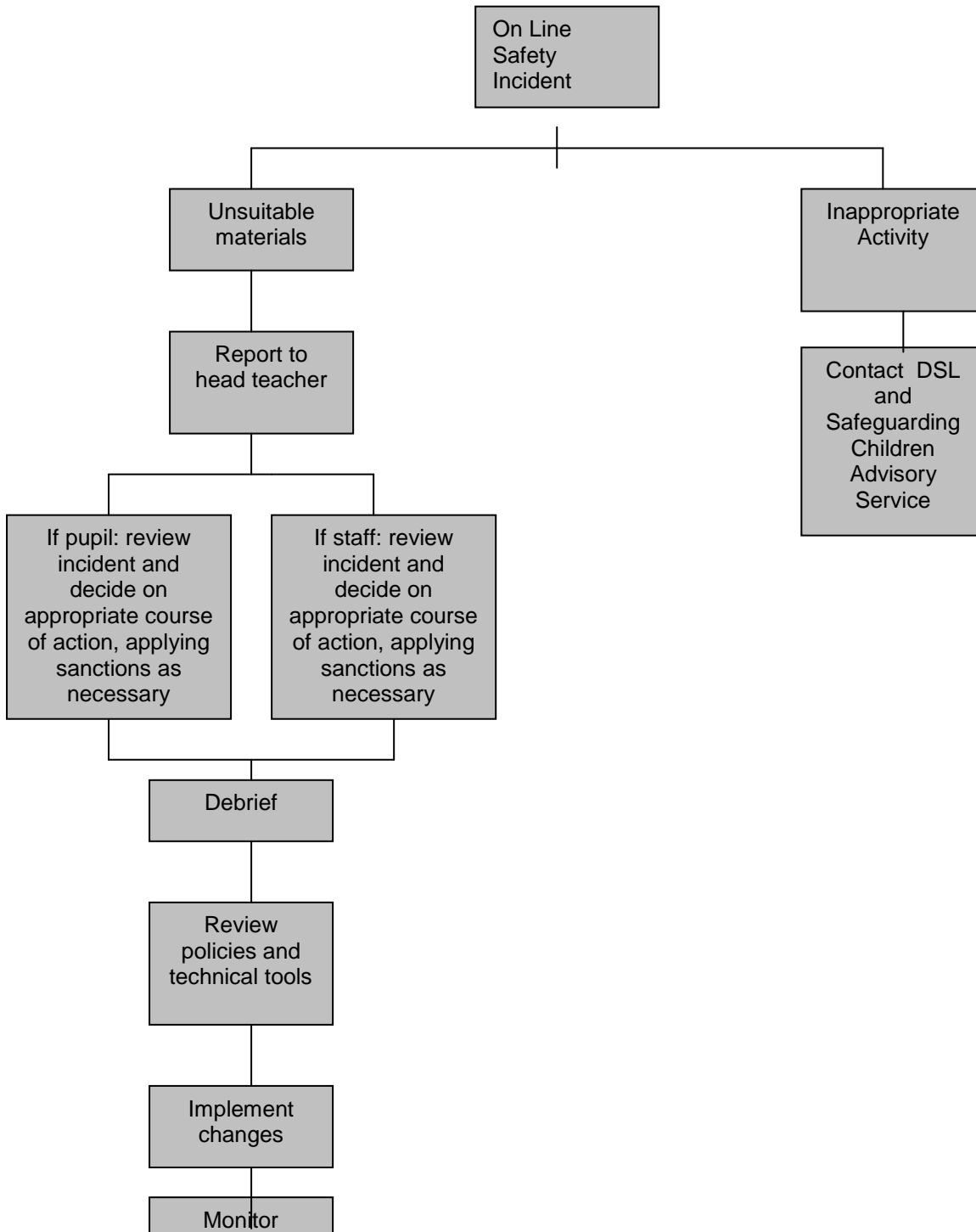
On Line Safety Rules– Appendix C

Letter to parents – Appendix D

Staff Acceptable Use Policy – Appendix E

On Line Safety Audit Checklist – Appendix F

Flowchart for responding to e-safety incidents in school



Key Stage 1

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



Key Stage 2

Think then Click

On Line Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

On Line Safety Rules

These On Line Rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

On Line Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Parents/carers are asked to sign to show that the e-safety rules have been understood and agreed.

Parent's Consent for Internet Access

I have read and understood the school On Line Safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:	Date:
Please print name:	
Please complete, sign and return to the school	

Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of

conduct. Staff should consult the school's on line safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school On Line Safety Coordinator or the Safeguarding DSL/Back up DSL
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote On Line Safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create. The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Signed::Date:

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Appendix F

On Line Safety Audit – Primary Schools

This quick self-audit will help the senior leadership team (SLT) assess whether the on line safety basics are in place.

Has the school an on line safety Policy that complies with CYPD guidance?	Yes
Date of latest update: 2016	
The Policy was agreed by governors on:	
The Policy is available for staff at:	
And for parents at:	
The designated safeguarding Lead is: Mrs Rowan	
The on line safeguarding lead is: Mrs Rowan	
Has on line training been provided for both pupils and staff?	
Do all staff sign an ICT Code of Conduct on appointment?	
Do parents sign and return an agreement that their child will comply with the School On line Safety Rules?	
Have school On line Safety Rules been set for pupils?	
Are these Rules displayed in all rooms with computers?	
Internet access is provided by an approved educational Internet service provider and complies with DCSF requirements for safe and secure access.	
Has the school filtering policy has been approved by SLT and governors?	
Is personal data collected, stored and used according to the principles of the Data Protection Act?	