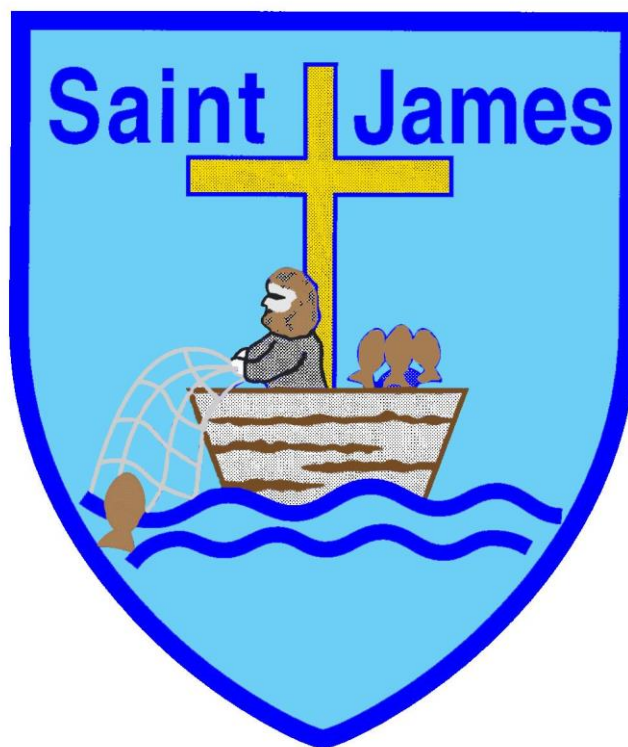


# Altham St. James' CE Primary School



## Online Safety Policy

Our mission statement is at the heart of all we do:

- Always be the best you can be
- Respect the world and everyone in it
- Love, forgive and reconcile

***John 15:12 “Love each other as I have loved you”***

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### **1. Scope of the Policy:**

This policy applies to all members of the school community (including staff, students, volunteers, parents/carers, visitors, community users) who have access to and are users of school digital technology systems, both in and out of the school. The Education and Inspectors Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of students when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other online safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place out of school.

### **2. Introduction:**

The resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher. The problems and issues that have been highlighted by the media concern all schools.

There is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet
- Describe how these fit into the wider context of our discipline and other policies
- Demonstrate the methods used to protect the children from sites containing pornography, homophobic, racist or politically extreme views and violence. The school believes that the benefits to pupils from access to the resources of the Internet, far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

At Altham St James' CE Primary School, we feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

### **3. Using the Internet for Education/ Safety Procedures**

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

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries and museums
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials, experts' knowledge and practice
- exchange of curriculum and administration data with LEA/DfE etc.
- social and leisure use
- greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others. The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of a gradually increasing range of lessons.

#### **Pupils will be taught how to evaluate Internet content**

The school will ensure that the use of Internet derived material by staff and pupils, complies by copyright law. Pupils will be taught to be critically aware of the materials they read, also shown how to validate information before accepting its accuracy.

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.

All staff will review and evaluate resources available on web sites appropriate to the age-range and ability of the pupils being taught. However Internet access is an entitlement for pupils based on responsible use. Children will be taught, from an early age, that they are responsible for their actions on the Internet, asked to discuss this with their parents, and a form acknowledging that this has occurred be returned to school (see below).

Internet access will be carefully planned to enrich and extend learning opportunities, as an integrated aspect of the curriculum. Pupils will be given clear objectives for Internet use and will access material appropriate to their learning.

Parents will be sent an explanatory letter and the rules which form our Internet Access Agreement (attached to the end of this document). In this, parents will be informed that their children will be provided with Internet access to support their learning, and asked to return the agreement to school. This can be seen as an extension to the Home School Agreement.

Initially the pupils may be restricted to sites which have been reviewed and selected for content. As pupils gain experience, they will be taught how to use searching techniques to locate and specific information for themselves. Comparisons will be made between researching from different sources of information, (e.g. CD/DVD, books, WWW). We hope that pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located. At times, information, such as text, photos

etc. may be “downloaded” from the Internet for use in pupils’ presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye.

Altham St. James’ accesses an Educational Digital Web Filtering & Online Protection (Netsweeper) service which provides safe, filtered and logged web access for both staff and students for the school’s broadband connection. It also provides a monitoring and alerting service that helps safeguard students.

When using laptops (not Chromebook or iPads) Pupils from Year 1 and above will have an individual login so that the school are aware of the information that children are accessing.

The filtering service is centrally hosted and managed with local filtering and reporting devolved to schools.

- It provides safe internet access, managing all web content
- Netsweeper Filtering blocks all sites on the Internet Watch Foundation (IWF) CAIC list.
- Netsweeper filtering implements the Home Office Terrorism Block list

By default, this service blocks the following categories for all users:

- Pornography
- Child Sexual Abuse
- Criminal Skills
- Extreme
- Hate Speech
- Weapons
- Viruses
- Child Erotica
- Gambling
- Intimate Apparel
- Marijuana
- Substance Abuse
- Malformed URL
- Copyright Infringement
- Malicious Web Obfuscation
- Malware
- Phishing
- Web Proxy

The Headteacher will receive:

- A daily report with all searches that have been made by pupils and staff. This will flag up any inappropriate searches
- Every Friday, a Prevent Report and a Suspicious Search Report

#### **4. Expectations of Pupils using the Internet**

All pupils are expected to read and agree the Internet Agreement (attached to the end of this policy.)

- At Altham St James’ CE Primary School, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the Service Provider can block further access to the site.
- Pupils are expected not to use any rude language in their online communications and contact only people they know or those the teacher has approved. They have will be taught the rules of etiquette in email and are expected to follow them.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it
- Pupils should not access other people’s files unless permission has been given.

- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This to prevent corruption of data and avoid viruses.
- No programs on disc, CD/DVD, pendrive etc should be brought in from home for use in school. This is for both legal and security reasons.
- Homework completed at home may be brought in on portable media but this will have to be virus scanned by person appointed by the school before use.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school outlined in the appropriate policy.

## **5. Web Site Guidelines**

- A web site can celebrate good work, promote the school, publish resources for projects and homework, and link to other good sites of interest.
- No full names associated with photographs, that identify individual children will appear on it.
- Home information and e-mail identities will not be included. Only the point of contact to the school i.e. phone number, school address and Headteacher's or school office email address will be given.
- Group photos will not contain a names list through which individuals can be identified
- Work displayed will be of the best possible quality and reflect the ethos of the school.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website will be updated to include statutorily required documents as quickly as possible so that it meets statutory requirements.
- The school subscribes to a monthly e-safety newsletter which is shared with parents and staff

## **6. Social networking and personal publishing**

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific one is approved.

Pupils will be advised to never give out their personal details of any kind which may identify them or their location.

Pupils and parents will be advised that the use of social network sites outside school brings a range of dangers for primary school pupils.

## **7. Protecting personal data**

We regard the lawful and correct treatment of personal data by the school as very important to maintain the confidence of our stakeholders and to operate successfully. To this end, the school will ensure compliance, in all its functions, with the Data Protection Act (DPA) 1998, the General Data Protection Regulation (GDPR) and the new Data Protection Act (DPA) 2018, and with other relevant legislation.

## **8. Staff**

All staff must read and sign the 'Staff Code of Conduct for ICT' before using any ICT resource.

The school will keep a record of all staff and pupils who are granted Internet access. The records will be kept up to date, for instance when staff leave or new ones arrive, or when a pupil's access is withdrawn.

## **9. Handling Online Safety Complaints**

Complaints of Internet misuse will be dealt with by the class teacher in the first instance. Any complaint regarding staff misuse must be referred to the head teacher. Complaints of a child protection nature must be dealt with in accordance with the child protection procedures. All referrals will be made to the head teacher Child Protection Designated Senior Person or Deputy Child Protection DSP.

## **10. Communicating the Policy**

### **Introducing Online Policy to pupils**

Online safety rules will be discussed with the pupils at the start of each year. Pupils will be informed that the network and Internet use will be monitored.

### **Staff and Online Policy**

All staff will be given the online policy and its importance explained. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Direction and professional conduct is essential.

### **Enlisting parents' support**

Parents' attention will be drawn to the school's online safety policy in newsletters, the school brochure and on the web site.

A monthly online safety newsletter, which focuses on specific online issues and ways to support parents and carers, will be sent home to parents and published on the school website

## **11. Failure to comply**

Failure to comply in any way with this policy will be considered a serious risk to health & safety, safe guarding and child protection. All incidents of non-compliance will be investigated by a senior member of staff.

## **12. Agreements**

All pupils and their parents / guardians will be asked to read and sign an agreement covering the expectations we have of pupils using the Internet in school. Without this, an individual child will not be permitted any access to the Internet.

**ALTHAM ST JAMES' CE PRIMARY SCHOOL**  
**School Pupil Internet Agreement**

Parent(s) and pupil should read this agreement through together and then sign it.

You will only be allowed continued Internet Access after this is returned to school.

**Personal Safety**

- If a pupil sees, reads or hears something that disturbs or worries them, or that they feel is inappropriate, they must tell a member of staff. Staff are there to support and help.
- A pupil that feels they are being badly treated or bullied on the internet (at school or anywhere else) must discuss this with an adult who will help them.

**Responsible Use**

- At Altham St James CE Primary School, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Pupils are expected not to use any rude language in their online communications and contact only people they know or those whom the teacher has approved. It is forbidden to be involved in sending chain letters.
- Pupils must ask permission before accessing the Internet.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet without first seeking a teacher's permission.
- No programs on disc, CD/DVD, pendrive etc should be brought in from home for use in school.
- Homework completed at home may be brought in on portable media but this will have to be virus scanned by person appointed by school, before use.
- Personal printing is not generally allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters).
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

Name of Pupil \_\_\_\_\_

We have read through this agreement together and agree to these safety restrictions.

Signed: \_\_\_\_\_ (Parent/Responsible Adult)

Signed: \_\_\_\_\_ (Pupil)

**Altham St James' CE Primary School**  
Burnley Road, Altham, Accrington, Lancashire BB5 5UH  
Telephone 01282 772174

Dear Parents

**Responsible Use of the Internet & Other Electronic Devices**

**Use at School**

Use of the Internet at school is available throughout the school day.

Mindful of the problems there are with children gaining access to undesirable materials, we have taken steps, along with the Local Education Authority, to deal with this.

Our Internet access is currently supplied by Lancashire County Council (LCC) and it has a built in filtering system that restricts access to sites containing inappropriate content.

Lancashire County Council has considerable experience in assessing sites made accessible to children, and "gating" those which are/are not appropriate. Our school buys into this provision. This provides e-security for all children using the Internet within the school.

As an additional security, all our computer screens are in public view and generally an adult is present to supervise.

However, no system is perfect, and because of the very nature of the Internet, we cannot ever 100% guarantee against the risk of finding unsuitable material.

It is therefore necessary to insist that children take some responsibility for their own actions (as they must in everyday life).

We are from time to time required to remind you of the rules which the children are expected to follow to help with our precautions. Our experience is that children benefit enormously from this gated access to the Internet, and are using it very responsibly already.

I would ask you to look through these rules and discuss them with your child and then return the signed form to us at school.

The full safety Policy will be available on our school website.

**Use Elsewhere than in School**

Your children will, of course, access the Internet and other devices elsewhere than in school, and its use can be a huge asset, a great responsibility, and at times, a danger. As a parent, you are responsible for this, and we recognise the challenge. We have subscribed to an internet safety newsletter which will be sent home monthly and have included links on our website that will lead you to good advice on how to manage your responsibility effectively and what to do if difficult situations arise.

Yours faithfully

Carol Woods  
Headteacher



## **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 Carol Woods, School Online Safety coordinator.

- I will only use the school's e mail I Internet/Intranet/Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head 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 e mail system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) 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.
- 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.

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.....