CHURCHILL
SCHOOL

Online Safety Policy

What is Online safety?

Online 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 Online safety policy will operate in conjunction with other policies including those for pupil Behaviour, Bullying, Curriculum, Data Protection and Security. Additionally it should be read in conjunction with The Prevent Duty- Departmental advice for schools and childcare providers.

- Online safety concerns safeguarding children and young people in the digital world.
- Online safety emphasises learning to understand and use new technologies in a positive way.
- Online safety is less about restriction and more about education about the risks as well as the benefits so we can feel confident online.
- Online safety is concerned with supporting children and young people to develop safer online behaviours both in and out of school.

Good Habits

Online 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 Online safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband including the effective management of content filtering.
- National Education Network standards and specifications.

The school will appoint a named Online safety lead to ensure online safety is embedded across the school.

The Online safety lead is - Mrs Kirsty Richards Deputy Headteacher

Why is Internet use Important?

The purpose of Internet use in 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.

How does Internet use Benefit Education?

Benefits of using the Internet in education include:

- Access to learning wherever and whenever convenient
- 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 associated Local Authorities and the DFE

How Can Internet Use Enhance Learning?

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

Authorised Internet Access

- The school will maintain a current record of all staff and pupils who are granted Internet access
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource
- 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
- Pupils must apply for Internet access individually by agreeing to comply with the Responsible Internet Use statement

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the ICT Coordinator or Network Manager
- Churchill School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law
- Pupils should be 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
- 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 will block/filter access to social networking sites and newsgroups unless a specific use is approved
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils should be advised not to place personal photos on any social network space
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others

Filtering

The school will work in partnership with the Local Authority and Becta to ensure filtering systems are as effective as possible.

Video Conferencing

- IP video conferencing should use the educational broadband network to ensure quality of service and security rather than the Internet
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call
- Videoconferencing will be appropriately supervised for the pupils' age

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
- Currently there are no methods of SMS contact with parents and pupils

Published Content and the School Web Site

- The contact details on the Web site will be the school address, e-mail and telephone number. Staff or pupils personal information will not be published
- The Headteacher or a designated member of the Senior Management Team will take overall editorial responsibility and ensure that content is accurate and appropriate

Publishing Pupils' Images and Work

- Photographs that include pupils will be selected carefully and will be appropriate for the context
- Pupils' full names will not be used anywhere on the Web site, or any publications, particularly in association with photographs
- Written permission from parents or carers will be obtained annually 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 appropriate authorities.

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 cannot accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT use to establish if the Online safety policy is adequate and that the implementation of the Online safety policy is appropriate at least annually.

Handling Online safety Complaints

- 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 child protection nature must be dealt with in accordance with safeguarding procedures
- Pupils and parents will be informed of the complaints procedure

Sanctions

Violation of Online safety rules will result in sanctions being applied to pupils or staff involved.

Sanctions will be set dependent on the nature of the offence. The following are guidelines – each case being judged dependent on the type of infringements, the frequency and the status of the person/s involved.

How will infringements be handled?

Whenever a pupil or staff member infringes the Online safety Policy, the final decision on the level of sanction will be at the discretion of the school management.

The following are provided as exemplification only:

Pupils

Category A infringements

- Use of non-educational sites during lessons
- Unauthorised use of email
- Unauthorised use of mobile phone (or other new technologies) in lessons e.g. to send texts to friends
- Use of unauthorised instant messaging / social networking sites

[Possible Sanctions: referred to class teacher / tutor / senior manager / Online safety Lead]

Category B infringements

- Continued use of non-educational sites during lessons after being warned
- Continued unauthorised use of email after being warned
- Continued unauthorised use of mobile phone (or other new technologies) after being warned
- Continued use of unauthorised instant messaging / chatrooms, social networking sites, News Groups
- Use of Filesharing software e.g. Napster, Vanbasco, BitTorrent, LiveWire, etc
- Accidentally corrupting or destroying others' data without notifying a member of staff of it
- Accidentally accessing offensive material and not logging off or notifying a member of staff of it

[Possible Sanctions: ***referred to Class teacher/ Head of Department / Year tutor / Online safety Lead*** */ removal of Internet access rights for a period / removal of phone until end of day / contact with parent]*

Category C infringements

- Deliberately corrupting or destroying someone's data, violating privacy of others
- Sending an email or MSN message that is regarded as harassment or of a bullying nature (one-off)
- Deliberately trying to access offensive or pornographic material
- Any purchasing or ordering of items over the Internet
- Transmission of commercial or advertising material

[Possible Sanctions: referred to Class teacher / Year Tutor / Online safety Lead/ Headteacher / removal of Internet and/or Learning Platform access rights for a period / contact with parents / removal of equipment]

Other safeguarding actions

If inappropriate web material is accessed:

1. Ensure appropriate technical support filters the site
2. Inform Online safety lead as appropriate

Category D infringements

- Continued sending of emails or MSN messages regarded as harassment or of a bullying nature after being warned
- Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988
- Bringing the school name into disrepute

[Possible Sanctions – Referred to Head Teacher / Contact with parents / possible exclusion / removal of equipment / refer to Community Police Officer / LA Online safety officer]

Other safeguarding actions:

1. Secure and preserve any evidence
2. Inform the sender's e-mail service provider

Staff

Category A infringements (Misconduct)

- Excessive use of Internet for personal activities not related to professional development e.g. online shopping, personal email, instant messaging etc.
- Misuse of first level data security, e.g. wrongful use of passwords
- Breaching copyright or license e.g. installing unlicensed software on network

[Sanction - referred to line manager / Headteacher / Warning given.]

Category B infringements (Gross Misconduct)

- Serious misuse of, or deliberate damage to, any school / Council computer hardware or software;
- Any deliberate attempt to breach data protection or computer security rules;
- Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent;
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988;
- Bringing the school name into disrepute.

[Sanction – Referred to Headteacher / Governors and follow school disciplinary procedures; report to LA Personnel/ Human resources, report to Police]

Other safeguarding actions:

- Remove the PC to a secure place to ensure that there is no further access to the PC or laptop.
- Instigate an audit of all ICT equipment by an outside agency, such as the schools ICT managed service providers - to ensure there is no risk of pupils accessing inappropriate materials in the school.
- Identify the precise details of the material.

If a member of staff commits an exceptionally serious act of gross misconduct they should be instantly suspended. Normally though, there will be an investigation before disciplinary action is taken for any alleged offence. As part of that the member of staff will be asked to explain their actions and these will be considered before any disciplinary action is taken.

Schools are likely to involve external support agencies as part of these investigations e.g. an ICT technical support service to investigate equipment and data evidence, the Local Authority Human Resources team.

Child Pornography found?

In the case of Child Pornography being found, the member of staff should be **immediately suspended** and the Police should be called.

Anyone may report any inappropriate or potentially illegal activity or abuse with or towards a child online to the Child Exploitation and Online Protection (CEOP):

http://www.ceop.gov.uk/reporting_abuse.html

How will staff and pupils be informed of these procedures?

- They will be fully explained and included within the school's Online safety / Acceptable Use Policy. All staff will be required to sign the school's Online safety Policy acceptance form.
- Pupils will be taught about responsible and acceptable use and given strategies to deal with incidents so they can develop 'safe behaviours'. Pupils will sign an age appropriate Online safety / acceptable use form.
- The school's Online safety policy will be made available and explained to parents, and parents will sign an acceptance form when their child starts at the school.
- Information on reporting abuse / bullying etc will be made available by the school for pupils, staff and parents.
- Staff are issued with the 'What to do if..?' guide on Online safety issues, (see Appendix E).

Communication of Policy

Pupils

- Rules for Internet access will be published in pupils planners, on the schools website, and the schools VLE
- Pupils will be informed that Internet use will be monitored

Staff

- All staff will be given the School Online safety Policy and its importance explained.
- All staff will receive regularly Online safety awareness training
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Parents

- Parents' attention will be drawn to the School Online safety Policy in newsletters, the school brochure and published on the school Web site
- Parents will be invited to attend Online safety awareness training at least annually.

Review

This policy will be reviewed in line with the school's policy review programme.

Author Kirsty Richards	**Date** Autumn Term 2015	**Frequency of Review** Three Yearly
Adopted by the Governing Body Date: Signed	**Reviewed** Date: Signed	**Reviewed** Date: Signed

Referral Process – Appendix A

Online safety Rules– Appendix B

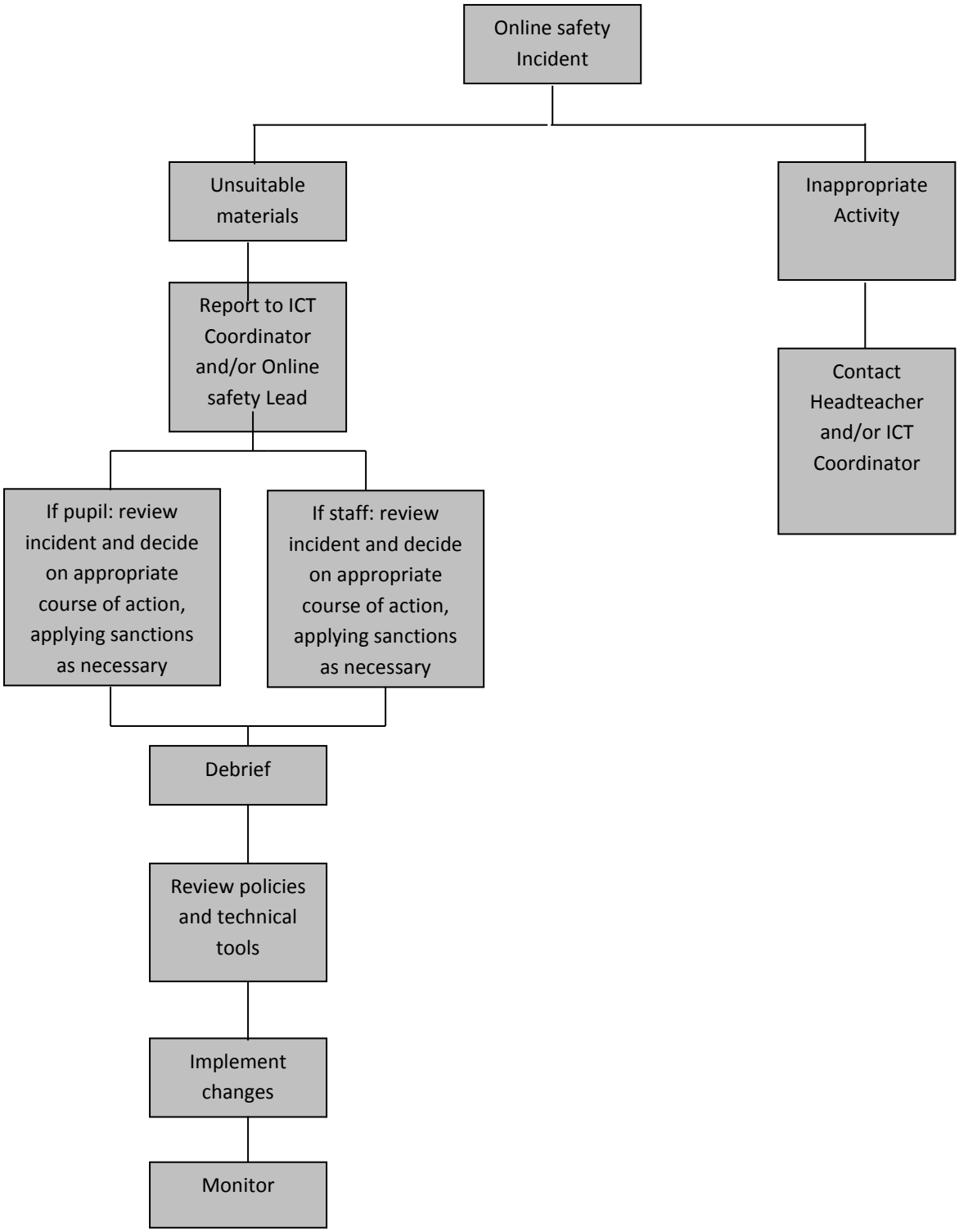
Letter to parents – Appendix C

Staff Acceptable Use Policy – Appendix D

Staff Handout - What to do if….. – Appendix E

Appendix A

Flowchart for responding to Online safety incidents in school



Adapted from Becta – Online safety 2005

Appendix B

Online safety Rules

These Online safety 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 will 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.

Appendix C

Churchill School

Online safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the Online safety Rules have been understood and agreed.

Student:	***Form:***

Pupils' Agreement

- I have read and I understand the school Online safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:	**Date:**

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published.

Parent's Consent for Internet Access

I have read and understood the school Online 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

Appendix D

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 Online 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 Online safety Lead and the Senior Designated Professional.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote Online 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: …… Printed: …… Date: ……

Accepted for school: …….. Capitals: ……

Appendix E

Online safety Audit – Secondary Schools

This quick self-audit will help the senior management team (SMT) assess whether the Online safety basics are in place.

Has the school an Online safety Policy that complies with CYPD guidance?	Y/N
Date of latest update:	
The Policy was agreed by governors on:	
The Policy is available for staff at:	
And for parents at:	
The designated Child Protection Teacher/Officer is:	
The Online safety Lead is:	
Has Online safety training been provided for both pupils and staff?	Y/N
Has the Think U Know training being completed?	Y/N
Do all staff sign an ICT Code of Conduct on appointment?	Y/N
Do parents sign and return an agreement that their child will comply with the School Online safety Rules?	Y/N
Have school Online safety Rules been set for pupils?	Y/N
Are these Rules displayed in all rooms with computers?	Y/N
Is Internet access provided by an approved educational Internet service provider and complies with DFE requirements for safe and secure access?	Y/N
Has the school filtering policy been approved by SMT?	Y/N
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y/N
Are staff with responsibility for managing filtering, network access and monitoring adequately supervised by a member of SMT?	Y/N

Appendix F

Online safety Policy - Staff Handout
What to do if…..

An inappropriate website is accessed <u>unintentionally</u> in school by a teacher or child.

1. Play the situation down; don't make it into a drama.
2. Report to the head teacher/e- safety officer and decide whether to inform parents of any children who viewed the site.
3. Inform the school technicians and ensure the site is filtered
4. Inform the LA .

An inappropriate website is accessed <u>intentionally</u> by a child.

1. Refer to the acceptable use policy that was signed by the child, and apply agreed sanctions.
2. Notify the parents of the child.
3. Inform the school technicians and ensure the site is filtered if need be.
4. Inform the LA.

An adult uses School IT equipment inappropriately.

1. Ensure you have a colleague with you, do not view the misuse alone.
2. Report the misuse immediately to the head teacher and ensure that there is no further access to the PC or laptop.
3. If the material is offensive but not illegal, the head teacher should then:
   - Remove the PC to a secure place.
   - Instigate an audit of all ICT equipment by the schools ICT managed service providers to ensure there is no risk of pupils accessing inappropriate materials in the school.
   - Identify the precise details of the material.
   - Take appropriate disciplinary action (contact Personnel/Human Resources).
   - Inform governors of the incident.
4. In an extreme case where the material is of an illegal nature:
   - Contact the local police or High Tech Crime Unit and follow their advice.
   - If requested to remove the PC to a secure place and document what you have done.

A bullying incident directed at a child occurs through email or mobile phone technology, either inside or outside of school time.

1. Advise the child not to respond to the message.
2. Refer to relevant policies including Online safety anti-bullying and PHSE and apply appropriate sanctions.
3. Secure and preserve any evidence.
4. Inform the sender's e-mail service provider.
5. Notify parents of the children involved.
6. Consider delivering a parent workshop for the school community.
7. Inform the police if necessary.
8. Inform the LA Online safety officer.

Malicious or threatening comments are posted on an Internet site about a pupil or member of staff.

1. Inform and request the comments be removed if the site is administered externally.
2. Secure and preserve any evidence.
3. Send all the evidence to CEOP at ww.ceop.gov.uk/contact_us.html.
4. Endeavour to trace the origin and inform police as appropriate.

5. Inform LA Online safety officer.

The school may wish to consider delivering a parent workshop for the school community.

You are concerned that a child's safety is at risk because you suspect someone is using communication technologies (such as social networking sites) to make inappropriate contact with the child

1. Report to and discuss with the named child protection officer in school and contact parents.
2. Advise the child on how to terminate the communication and save all evidence.
3. Contact CEOP http://www.ceop.gov.uk/
4. Consider the involvement police and social services.
5. Inform LA Online safety officer.
6. Consider delivering a parent workshop for the school .community.

All of the above incidents must be reported immediately to the head teacher and Online safety officer.

Children should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the internet or mobile technology:

they must be able to do this without fear.

Staff were consulted on this document and it was accepted by the Operations & Assets Committee on :	
It was ratified by the Governing Body on:	