

Home/ School Online Safety Policy

“Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it.” (Byron Report, 2008).

Online Safety Education and Training

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. Current guidance stipulates that it is not sufficient to keep pupils safe in school. It is our responsibility therefore, to ensure they have opportunities to learn how to stay safe and deal with the risks associated with the internet and communication technology in the world around them. Keeping our children safe involves educating all members of our school’s community, including governors, parents and all staff working in school.

Why the Internet and communication technology use is important

‘Technology offers unimaginable opportunities and is constantly evolving. Access is currently becoming universal and increasingly more mobile, and pupils are using technology at an ever earlier age...’ Ofsted 2013.

The safe use of technology is a part of the statutory curriculum and the internet a necessary tool for staff and pupils.

Ofsted guidance for schools 2013 recommends that all schools:

- provide an age-related, comprehensive curriculum for online safety that enables pupils to become safe and responsible users of new technologies
- audit the training needs of all staff and provide training to improve their knowledge of and expertise in the safe and appropriate use of new technologies
- work closely with all families to help them ensure that their children use new technologies safely and responsibly both at home and at school
- use pupils’ and families’ views more often to develop online safety strategies.

Leadership of online safety

Our Online Safety Leads are the Headteacher and the Computing Coordinator.

The responsibilities of the Online Safety Lead alongside the Online Safety Group are to:

- Ensure membership of the online safety group represents a range of stakeholders in the school community
- Maintain own knowledge of wider online safety and online safety leadership through training, seeking advice, and signing up to regular updates
- Carry out an online safety audit to inform the review process
- Regularly review the effectiveness of online safety policy and practice

- With the computing subject lead, ensure the computing curriculum is progressive and age appropriate and that there opportunities across the wider curriculum including PSHE to reinforce online safety messages.
- Ensure all school staff receive online safety training annually and that a record of training is maintained
- Provide updates on online safety policy and practice to governors
- With the school's technical support, ensure that appropriate filtering and anti-virus software is in place
- Maintain reporting procedures for online safety incidents - This may be part of a wider reporting system, but should include access to inappropriate resources (intentional or otherwise), inappropriate use of school technology, online safety and cyberbullying disclosures. There should also be a record of how it was dealt with and any consequences e.g. additional online safety input; discussion with parents restricting access etc.
- Provide or source online safety information and training for parents
- Ensure that appropriate acceptable use agreements are signed by pupils and parents and that permission for use of images and video is sought from parents (and pupils when appropriate)
- Ensure that the educational potential and possible online safety issues are investigated before using new technology.
- Annually review the schools online safety strategy, policy and practice

Online Safety in School

At St Peter and St Paul's we use a number of approaches to ensure our pupils are confident and safe users of technology in and out of school.

To ensure pupils have access to an age-appropriate online safety curriculum that is flexible, relevant and engages pupils' interest; that is used to promote online safety through teaching pupils how to stay safe, how to protect themselves from harm, we:

- Introduce age appropriate school and classroom rules each year and reinforce them regularly
- Use progressive statements within the Computing curriculum scheme of work, to ensure that areas of online safety relating to communication, information, creating and presenting ideas, and Computer Science are covered regularly. These are planned into the Online Safety Scheme of Work, which can be found in the Online Safety curriculum folder.
- Deliver online safety messages in assembly in response to need, to reinforce national initiatives and agendas such as Safer Internet Day and anti-bullying week. In addition to this, we will conduct online safety assemblies on a half-termly basis focusing on a specific area of safety. These assemblies will correlate with our whole school approach to online safety across the curriculum.

- Before using a new device or online resource, pupils are taught how to use it safely and appropriately. This is reinforced regularly.
- Teach pupils to tell a trusted adult should they be worried or upset by anything they encounter online or using communication technology. (All staff are made aware of what to do should if a pupil confides in them.)
- The need to keep login details and other personal information private will be reinforced regularly when using the schools network, learning platform and any other methods of communication agreed by the headteacher.

Pupils will be taught how to evaluate Internet content appropriate to their age.

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught what Internet use is responsible and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation appropriate to their age group.
- Pupils will be taught about the dangers of radicalisation and extremism at an appropriate level for their age.

Online Safety at Home

We are constantly aware of the risks to children who are using the internet or mobile phones.

We can only be successful in keeping children safe online if we work with parents to ensure the e-Safety message is consistent. Your help is needed to talk to your child about how they can keep safe and behave appropriately online. Children can accidentally or deliberately be exposed to unwanted or unpleasant content or comments online and there are steps you can take at home to minimise this risk.

As a result please:

- Talk to your child about what they are looking at and who they are talking to online.
- Check phones for inappropriate texts which include unacceptable language or upsetting content.
- Remind them of the importance of not talking to or accepting friend requests from people they don't know in real life.
- Encourage them to keep all personal information such as passwords, phone numbers, friends, school address details private.
- Remind them that people might not be who they say they are online. It is very easy for people to set up accounts, with fake names, identities and photos, to make us all believe that they are someone they are not.
- Warn them that the things they write and the photos they post online might be accessed by people other than their friends.
- Set parental controls and privacy settings so that you can see and control what your child is doing online via their device.

- Highlight the risks of meeting people in person that your child only knows online. Meeting people in real life, that children and young people only know from being online, can pose many risks and children and young people should be encouraged to be open and honest with you or a trusted adult, if someone is asking to meet up with them in real life.

Use of Social Media

The school will take action in line with this policy if pupils send abusive emails, instant messages or set up nasty websites to invite people to post offensive remarks against fellow pupils. This often causes arguments and ill feeling to spill into school presenting additional disciplinary concerns.

If a pupil is named on an abusive message board or website they are encouraged to let the school know and we will give information on how to report the incident.

In extreme cases sending abuse by email or posting it into a web board can be harassment and if this has happened parents or carers are encouraged to make a complaint to the police.

Our ICT policy outlines 'Rules for Responsible Computer/Internet Use In School.

Mobile Phones

Mobile phones or other personal hand held devices are considered an inappropriate item during the school day and should not be brought into school. If a parent thinks their child has to be in possession of a mobile phone for securing their personal safety before and after school and on journeys to and from school they should complete a '**mobile phone in school**' request form. If accepted, mobile phones and personally-owned devices should be handed in to main office when they are brought into school.

The school accepts no responsibility for any loss or damage whilst the device is on school premises.

If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released at the end of the school day.

If a pupil needs to contact his or her parents or carers, they will be contacted by the school office.

Reporting Online Safety Concerns

Children are encouraged to report their concerns via a member of staff in school. We also encourage the children to use national resources such as Childline and CEOP. Detail below systems for reporting online safety concerns. This should build on any systems for behaviour and safeguarding already in school. It should include:

- A record of online safety incidents is kept in the Online safety file in the head teachers office.
- The nature of the incident and action taken are recorded with and any consequences e.g. additional online safety input; discussion with parents restricting access etc.
- This includes access to inappropriate resources (intentional or otherwise), inappropriate use of school technology, online safety and online bullying disclosures.