



BOLNEY CE PRIMARY SCHOOL

Online Safety Policy

Online safety is not really about technology – it is about people and their actions. Technology provides new learning opportunities – online collaboration, anytime anywhere learning and communication. However there are negative aspects to technology, such as, the opportunity for students to access unsuitable material and the potential for students to be treated inappropriately.

Learning about online safety is a vital life skill. Empowering children at an early age with the knowledge to safeguard themselves and their personal information is something that needs to be nurtured throughout school to see them into adult life.

Bolney School believes in the whole school approach to ensure that all teaching and non-teaching staff can recognise and are aware of online safety issues, that the senior leadership team make it a priority across all areas of the school, and that there is a commitment to training, the development of policies, and a straightforward consistent approach when tackling an incident.

Headteacher and Senior Leaders:

- ✚ The Headteacher is responsible for ensuring the safety (including online safety) of members of the school community.
- ✚ The Headteacher/Senior Leaders are responsible for ensuring that the online safety Coordinator and other relevant staff receive suitable CPD to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- ✚ The Headteacher/Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- ✚ The Headteacher/Senior Leaders should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.



The online safety Co-ordinator:

- ✚ Has a leading role in establishing and reviewing the school online safety policy/documents.
- ✚ Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- ✚ Provides training and advice for staff.
- ✚ Liaises with school ICT technical staff (JSPC).
- ✚ Receives details of online safety incidents and creates a log of incidents to inform future online safety developments.

Teaching and Learning

The Internet is an essential element for education, business and social interaction. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils, and so the school has a duty to provide pupils with quality Internet access as part of their learning experience:

- ✚ The school Internet access will be designed expressly for pupil use including appropriate content filtering.
- ✚ Pupils will be given clear objectives for Internet use and taught what use is acceptable and what is not.
- ✚ Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- ✚ As part of the computing curriculum, all year groups have digital literacy units that focus on different elements of staying safe on line. These units include topics from how to use a search engine, digital footprints and cyber bullying (online bullying). Swiggle or Kiddle are search engines we regularly use.
- ✚ The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- ✚ Pupils do not have access to the internet when they are not in the company of adults.
- ✚ Pupils are taught in all lessons to be critically aware of the materials/content they access on-line and are guided to validate the accuracy of information.



World Wide Web

The Internet opens up new opportunities and is becoming an essential part of the everyday world for children: learning, homework, sharing are some of the legitimate and beneficial uses. However, there are inappropriate and undesirable elements that must be managed.

If staff or pupils discover unsuitable sites, the URL (address), time and content shall be reported to the teacher who will then report to the Headteacher, by recording the incident in an online safety Log, which will be stored in the Headteacher's office with other safeguarding materials.

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

E-mail

E-mail is a quick and easy method of communication, ensuring beneficial and appropriate usage is an important part of online safety:

- ✚ 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 rather than individual addresses.
- ✚ Access in school to external personal e-mail accounts is not allowed.
- ✚ E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a using outlook.
- ✚ Chain letters, spam, advertising and all other emails from unknown sources will be deleted without opening or forwarding.

Security and passwords

Passwords should be changed regularly. The system will inform users when the password is to be changed. Pupils and staff should never share passwords and staff must never let pupils use a staff logon. Staff must always 'lock' the PC if they are going to leave it unattended.



Social Networking

- ✚ Social networking Internet sites provide facilities to chat and exchange information online. This online world is very different from the real one with the temptation to say and do things beyond usual face-to-face contact.
- ✚ Use of social networking sites and newsgroups in the school, is not allowed and will be blocked/filtered.
- ✚ Pupils will be advised never to give out personal details of any kind that may identify themselves, other pupils, their school or location. This will also include not using personal photographs and videos.
- ✚ Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- ✚ Pupils will be encouraged to only interact with known friends, family and staff over the Internet and deny access to others.
- ✚ Parents, pupils and staff will be advised of the dangers of discussing pupils, staff or the school on social networking sites. The governors will consider taking legal action, where appropriate, to protect pupils and staff against cyber bullying and defamatory comments.
- ✚ Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the school/setting Acceptable Use Policy.
- ✚ Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at school, will be dealt with in accordance with existing school policies including anti-bullying and behaviour.
- ✚ Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at school, will be raised with parents/carers, particularly when concerning any underage use of social media sites.
- ✚ There is a Friends of Bolney Facebook page overseen by the PTA and is used as a communication tool to inform parents of any fundraising or special events.

Mobile Phones

Many new mobile phones have access to the Internet and picture and video messaging. Whilst these are the more advanced features, they present opportunities for unrestricted access to the Internet and sharing of images. There are risks of mobile bullying, or inappropriate contact.



- ✚ Pupils by permission of the Headteacher can bring mobile phones onto the school site where it is seen by the school and parents as a safety/precautionary use. These are handed into the school office at 8:45 and collected at the end of the day.
- ✚ The sending of abusive or inappropriate text messages is forbidden.
- ✚ Staff should always use the school phone to contact parents.
- ✚ Staff, including students and visitors, are not permitted to access or use their mobile phones within the classroom. All staff, visitors and volunteers should ensure that their phones are turned off and stored safely away during the teaching day.
- ✚ Staff may use their mobile phones in the staffroom/one of the school offices.
- ✚ Parents cannot use mobile phones on school trips to take pictures of the children.
- ✚ School/setting mobile phones and devices used for communication with parents and pupils must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.
- ✚ On trips staff mobiles are used for emergency only.

Digital/Video Cameras/Photographs

Pictures, videos and sound are not directly connected to the Internet but images are easily transferred.

- ✚ Pupils will not use digital cameras or video equipment at school unless specifically authorised by staff.
- ✚ Publishing of images, video and sound will follow the policy set out in this document under 'Published Content'.
- ✚ Parents and carers are permitted to take photos/videos of their own children in school events. They are requested not to share photos/videos from school events on social networking sites if other pupils appear in the background.
- ✚ The Headteacher or a nominee will inform parent(s)/guardian(s) and others present at school events that photographs/videos may be taken on the basis that they are for private retention and not for publication in any manner.

Staff should always use a school camera/iPad to capture images and should not use their personal devices.

Photos taken by the school are subject to the Data Protection Act.



Twitter (Refer to separate Twitter Usage Policy, September 2015)

We use Twitter to quickly share and celebrate children's achievements, successes and school updates. The use of Twitter also enables the children to learn about a safe and responsible way of using social media.

Authorised Internet Access

By explicitly authorising use of the school's Internet access pupils, staff, governors and parents are provided with information relating to online safety and agree to its use:

- ✚ 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 and asked to sign and return a consent form for pupil access.
- ✚ Only authorised equipment, software and Internet access can be used within the school.

Published Content and the School Website

The school website is a valuable source of information for parents and potential parents.

- ✚ Contact details on the website will be the school address, e-mail and telephone number.
- ✚ Staff and pupils' personal information will not be published.
- ✚ The Headteacher or a nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- ✚ Photographs and videos that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- ✚ Pupils' full names will not be used in association with photographs.
- ✚ Consent from parents will be obtained before photographs of pupils are published on the school Website.
- ✚ Work will only be published with the permission of the pupil.
- ✚ Parents should only upload pictures of their own child/children onto social networking sites.
- ✚ The Governing body may ban the use of photographic equipment by any parent who does not follow the school policy.



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 Local Authority.
- ✚ online safety will be discussed with our ICT support and those arrangements incorporated in to our agreement with them.

Communication of Policy

Pupils:

- ✚ Rules for Internet access will be posted in all classrooms.
- ✚ Pupils will be informed that Internet use will be monitored.
- ✚ Pupils will be informed of the importance of being safe on social networking sites such as Facebook and Twitter. This will be strongly reinforced across all year groups during computing lessons and all year groups look at different areas of safety through the digital literacy lessons.

Staff:

- ✚ All staff will be given the school Online Safety Policy and its importance explained.

Parents:

- ✚ Parents' attention will be drawn to the school Online Safety Policy in newsletters and on the school website, we also inform parents of Safer Internet Day and the resources available.

Further Resources

We have found these web sites useful for online safety advice and information.

<http://www.saferinternet.org.uk/>

<https://www.betterinternetforkids.eu/>

<http://www.childnet.com/>

<http://www.thinkuknow.co.uk/>