

# St Johns Infant School



## Internet Safety Policy

Reviewed Annually

Policy History	Date
Approved by <i>Governors</i>	Summer 2016
Review	October 2017
Review	October 2018
Review	
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Review	

# St Johns Infant School

This policy sets out the ways in which the school will:

- educate all members of the school community on their rights and responsibilities with the use of technology;
- build both an infrastructure and culture of Online Safety;
- work to empower the school community to use the internet as an essential tool for life-long learning.

This policy is used in conjunction with other school policies and has been developed by a working group, which included representatives from all groups within the school.

The Internet Safety policy will be reviewed annually and will be under continuous revision in response to significant new developments in the use of technologies, new threats to Online Safety or incidents that have taken place.

# St Johns Infant School

St Johns C of E VC Infants School is a Rights Respecting School which means that everyone puts the rights of children at the heart of our school. Our rights are based on the United Nations Convention of the Rights of the Child. All children everywhere are born with these rights which cannot be taken away.

These rights are a 'promise to all children to respect, protect and fulfil their human rights'.

**Article 42:** 'Governments must make the convention known to children and adults'.

Through our Internet Safety policy we encompass the ethos of the following articles:

**Article 13:** 'Children have the right to get and share reliable information'.

**Article 16:** 'Children have a right to privacy'.

**Article 17:** 'Children have the right to reliable information from the mass media. Television, radio and newspapers should provide information that children can understand'.

**Article 28:** 'Children have a right to an education'.

**Article 29:** 'Education should develop each child's personality and talents to the full'.

**Article 31:** 'All children have a right to relax and play, and join in a wide range of activities'.

**Article 36:** 'Children should be protected from any activities that could harm their development'.

## **Online Safety Policy**

This policy applies to all members of the school community, including staff, pupils, volunteers, parents/carers, visitors and community users.

The school will manage Online Safety as described within this policy and associated behaviour and anti-bullying policies, and will inform parents and carers of known incidents of inappropriate Online Safety behaviour that take place in and out of school.

# St Johns Infant School

## Schedule for Development, Monitoring and Review

The implementation of the Online Safety policy will be monitored by an Online Safety working group, meeting regularly.

The impact of the policy will be monitored by the Online Safety working group by looking at:

- the log of reported incidents
- the internet monitoring log
- future developments

## Roles and responsibilities

The Head teacher and Governors oversee the safe use of technology when children and learners are in their care and take action immediately if they are concerned about bullying, or other aspects of the children's well-being.

Role	Responsibility
<b>Governors</b>	<ul style="list-style-type: none"><li>• Approve and review the effectiveness of the Online Safety Policy</li><li>• Delegate a governor to act as Online Safety link</li><li>• Online Safety Governor works with the Online Safety Leader to carry out regular monitoring and report to Governors</li></ul>
<b>Head Teacher and Senior Leaders</b>	<ul style="list-style-type: none"><li>• Ensure that all staff receive suitable CPD to carry out their Online Safety roles including online risks of extremism and radicalisation</li><li>• Create a culture where staff and learners feel able to report incidents</li><li>• Ensure that there is a progressive Online Safety curriculum in place</li><li>• Ensure that there is a system in place for monitoring Online Safety</li><li>• Follow correct procedure in the event of a serious Online Safety allegation being made against a member of staff or pupil</li><li>• Inform the local authority about any serious Online Safety issues</li></ul>

# St Johns Infant School

	<ul style="list-style-type: none"> <li>• Ensure that the school infrastructure/network is as safe and secure as possible</li> <li>• Ensure that policies and procedures approved within this policy are implemented</li> <li>• Use an audit to annually review Online Safety with the school's technical support</li> </ul>
<b>Online Safety Leader</b>	<ul style="list-style-type: none"> <li>• Log, manage and inform others of Online Safety incidents and how they have been resolved where this is appropriate</li> <li>• Lead the establishment and review of Online Safety policies and documents</li> <li>• Lead and monitor a progressive Online Safety curriculum for pupils</li> <li>• Ensure all staff are aware of the procedures outlined in policies relating to Online Safety</li> <li>• Provide training and advice for staff</li> <li>• Attend updates and liaise with the LA Online Safety staff and technical staff</li> <li>• Meet with Senior Leadership Team and Online Safety Governor to regularly discuss incidents and developments</li> <li>• Coordinate work with the school's designated Safeguarding Lead</li> </ul>
<b>Teaching and Support Staff</b>	<ul style="list-style-type: none"> <li>• Participate in any training and awareness raising sessions</li> <li>• Read, understand and sign the Staff Acceptable Use Policy (AUP).</li> <li>• Act in accordance with the AUP and Online Safety Policy</li> <li>• Report any suspected misuse or concerns to the Online Safety Leader and check this has been recorded</li> <li>• Provide appropriate Online Safety learning opportunities as part of a progressive Online Safety curriculum</li> <li>• Model the safe and effective use of technology</li> <li>• Monitor ICT activity in lessons, extracurricular and extended school activities</li> <li>• Demonstrate consistently high standards of personal and professional conduct especially in relation to use of social networks, making sure that these are in line with school ethos and policies</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Read, understand and sign the Pupil AUP and the agreed class internet rules</li> <li>• Participate in Online Safety activities, follow the AUP and report concerns for themselves or others</li> </ul>

# St Johns Infant School

	<ul style="list-style-type: none"> <li>• Understand that the Online Safety Policy covers actions out of school that are related to their membership of the school</li> </ul>
Parents and Carers	<ul style="list-style-type: none"> <li>• Endorse (by signature) the Pupil AUP</li> <li>• Discuss Online Safety issues with their child(ren) and monitor their home use of technology (including tablets, mobile phones and games devices) and the internet</li> <li>• Keep up to date with issues through newsletters and other opportunities</li> <li>• Inform the Head teacher of any Online Safety issues that relate to the school</li> <li>• Maintain responsible standards when using social media to discuss school issues</li> </ul>
Technical Support Provider	<ul style="list-style-type: none"> <li>• Ensure the school's ICT infrastructure is as secure as possible and is protected from misuse or malicious attack</li> <li>• Ensure users may only access the school network through an enforced password protection policy</li> <li>• Maintain and inform the Senior Leadership Team of issues relating to filtering</li> <li>• Keep up to date with Online Safety technical information and update others as relevant</li> <li>• Ensure use of the network is regularly monitored in order that any misuse can be reported to the Online Safety Leader for investigation</li> <li>• Ensure monitoring systems are implemented and updated</li> <li>• Ensure all security updates are applied (including anti-virus and Windows)</li> </ul>

## Education of pupils

*Pupils to 'understand what constitutes unsafe situations and are highly aware of how to keep themselves and others safe in different situations including in relation to Online Safety'*

*School Inspection Handbook - Ofsted 2014*

A progressive planned Online Safety education programme takes place through discrete lessons and across the curriculum, for all children in all years, and is regularly revisited.

Within this:

# St Johns Infant School

- key Online Safety messages are reinforced through assemblies, Safer Internet Week (February), anti-bullying week (November) and throughout all lessons
- pupils are taught to keep themselves safe online and to be responsible in their use of different technologies.
- pupils are guided to use age appropriate search engines for research activities. Staff are vigilant in monitoring the content of the websites visited and encourage pupils to use specific search terms to reduce the likelihood of coming across unsuitable material
- in lessons where internet use is pre-planned and where it is reasonable, pupils are guided to sites checked as suitable for their use and processes are in place for dealing with any unsuitable material that is found in internet searches
- pupils are taught to be critically aware of the content they access online, including recognition of extreme and commercial content. They are guided to validate the accuracy and reliability of information
- pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- pupils will write and sign an AUP for their class [*which might be agreed class rules*] at the beginning of each school year, which will be shared with parents and carers
- pupils are educated to recognise and respond appropriately to 'different forms of bullying, including cyber-bullying'

## **Education and information for parents and carers**

Parents and carers will be informed about the ways the internet and technology is used in school. They have a critical role to play in supporting their children with managing Online Safety risks at home, reinforcing key messages about Online Safety and regulating their home experiences. The school supports parents and carers to do this by:

- providing clear Acceptable Use Policy(AUP) guidance which they are asked to sign with their children and regular newsletter and website updates;

# St Johns Infant School

- raising awareness through activities planned by pupils;
- inviting parents to attend activities such as assemblies or other meetings as appropriate;
- providing and maintaining links to up to date information on the school website

## **Training of Staff and Governors**

There is a planned programme of Online Safety training for all staff and governors to ensure they understand their responsibilities, as outlined in this, and the AUPs. This includes:

- an annual audit of the Online Safety training needs of **all** staff
- **all** new staff and governors receiving Online Safety training as part of their induction programme
- providing information to supply and student teachers on the school's Online Safety procedures
- the Online Safety Leader receiving regular updates through attendance at SWGfL and LA training sessions and by reviewing regular Online Safety newsletters from the LA
- this Online Safety Policy and its updates being shared and discussed in staff meetings and in Governor meetings
- staff and governors are made aware of the UK Safer Internet Centre helpline 0844 381 4772

## **Online bullying**

Online bullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and behaviour.

# St Johns Infant School

The school will follow procedures in place to support anyone in the school community affected by online bullying.

Pupils and staff are made aware of a range of ways of reporting concerns about online bullying e.g. telling a trusted adult, Childline Phone number 0800 1111.

Pupils, staff, parents and carers will be encouraged to report any incidents of online bullying and advised to keep electronic evidence.

All incidents of online bullying reported to the school will be recorded by the school.

The school will follow procedures to investigate incidents or allegations of online bullying.

Pupils, staff and parents and carers will be required to work with the school to support the approach to online bullying and the school's Online Safety ethos.

## **Prevent**

The school works to ensure children are safe from terrorist and extremist material when accessing the internet on the premises. Appropriate levels of filtering are in place through a managed filtering service which includes terms related to terrorism. Children are educated to evaluate information accessed with a reporting procedure that identifies inappropriate sites so that action, including blocking can be put into place.

## **Data Protection**

The schools Data Protection Policy provides full details of the requirements that need to be met in relation to the Data Protection Act 1998.

The school will:

- at all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- use personal data only on secure password protected computers and other devices
- ensure that users are properly 'logged-off' at the end of any session in which they are accessing personal data

# St Johns Infant School

- store or transfer data using approved services such as remote access, the Somerset Learning Platform (SLP), encryption and secure password protected devices
- make sure data is deleted from the device or SLP once it has been transferred or its use is complete

## **Communication (including use of Social Media)**

A wide range of communications technologies have the potential to enhance learning. The school will:

### ***with respect to email***

- ensure that the school uses a secure business email system for communication
- ensure that personal information is not sent via unsecure email
- ensure that governors use a secure email system
- ensure that any digital communication between staff and pupils or parents and carers is professional in tone and content
- make users aware that email communications will be monitored by the school
- inform users what to do if they receive an email that makes them feel uncomfortable, is offensive, threatening or bullying in nature
- Pupils may only use approved email accounts on the school system.

### ***with respect to mobile phones***

- inform staff that personal mobile phones should only be used at break, lunchtimes and in restricted areas when they are not in contact with pupils', unless they have the permission of the Head Teacher
- inform staff that they are not allowed to use personal devices to take photographs or video in school for any purpose without the express permission of the Senior Leadership Team
- inform all that personal devices should be password protected
- advise staff not to use their personal mobile phone to contact pupils, parents and carers
- provide a mobile phone for activities that require them
- inform visitors of the school's expectations regarding the use of mobile phones

# St Johns Infant School

## ***with respect to publishing work***

- the contact details on the Website should be the school address, email and telephone number. Staff or pupils personal information will not be published
- written permission from parents/ carers will be obtained before photographs of pupils are published on the school website
- pupils work can only be published with the permission of the pupil and parents

## ***with respect to social networking and personal publishing***

- the school will block/ filter access to social networking sites
- newsgroups will be blocked 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 and parents will be advised that they use of social network spaces outside school is not appropriate for primary aged children

## **Assessment of risk**

Methods to identify, assess and minimise risks will be reviewed regularly. As technology advances the school will examine and adjust the Online Safety Policy. Part of this consideration will include a risk assessment:

- looking at the educational benefit of the technology

However, due to the global and connected nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor Somerset County Council can accept liability for the material accessed, or any consequences resulting from internet use.