



**Online Safety Policy**  
Reviewed November 18

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Online safety involves pupils, staff, governors and parents making the best use of Information Communication Technology. This policy is to create and maintain safe Online safety and ICT environment for Yorkshire Endeavour Academy Trust.

"As in any other area of life, children and young people are vulnerable and may expose themselves to danger - knowingly or unknowingly - when using the Internet and other digital technologies. Indeed, some young people may find themselves involved in activities which are inappropriate or possibly illegal. "

"To ignore Online safety issues when implementing the requirements of Every Child Matters could ultimately lead to significant gaps in child protection policies, leaving children and young people vulnerable.

From: Safeguarding Children in a Digital World. BECTA 2006

## **Roles and Responsibilities**

Head teacher and Senior Leaders:

- The Head teacher is responsible for ensuring the safety (including Online safety) of members of the school community.
- The Head teacher / Senior Leaders are responsible for ensuring that the Online safety Co-ordinator 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 Head teacher / 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 Head teacher and Deputy Head 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 alongside the Head teacher:

- Takes day-to day-responsibility for Online safety issues and 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 advice for staff
- Liaises with school ICT technical staff.
- Receives reports of Online safety incidents and creates a log of incidents to inform future Online safety developments.
- Attends relevant meetings.

## **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.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

- When children are directed to websites as part of home learning they will have been checked for appropriateness by the teacher setting the learning

Through ICT we ensure that the school meets the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this school we meet the diverse needs of pupils to ensure inclusion for all and that all pupils are prepared for full participation in society. We also measure and assess the impact regularly through meetings with our SEND co-ordinator and individual teachers to ensure all children have equal access to succeeding in this subject.

### **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:

- 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.
- Only authorised equipment, software and Internet access can be used within the school.
- Parents are authorised to access the Internet to complete SumDog homework
- and look/ comment on the school Facebook page.
- Parents and staff can use Tapestry – the EYFS learning journey

### **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 Head teacher, by recording the incident in an Online safety Log, which will be stored in the Head teacher's office with other safeguarding materials. The Online safety Log will be reviewed termly by the Online safety Co-ordinator.
- The school will work in partnership with 3692 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 letter written on school headed paper.
- Chain letters, spam, advertising and all other emails from unknown sources will be deleted without opening or forwarding.

## **Social Networking**

Social networking Internet sites (such as, Instagram, Facebook etc) provide facilities to chat and exchange information Online safety. This Online safety 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 in the school is not allowed and will be blocked/filtered. (The school facebook page can be updated by members of staff.)
- 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 will be encouraged to only interact with known friends, family and staff over the Internet and deny access to others.
- Pupils will be advised to only play on age appropriate games and understand the dangers of online gaming such as 'x box live'
- 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.

## **Mobile Phones**

Many new mobile phones have access to the Internet and picture and video messaging.

They can 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 Head teacher, 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 school phone to contact parents.
- Staff including students and visitors are not permitted to access or use their mobile phones within the classroom.
- Staff may use their mobile phones in the staffroom or an empty classroom during the lunch period.
- Parents cannot use mobile phones on school trips to take pictures of the children.

### **Digital/Video Cameras**

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

- Pupils will not use digital cameras or I Pads at school unless specifically authorised by staff.
- Parents on trips will not use digital cameras, mobile phones or I pads at school unless specifically authorised by staff.
- The Head teacher or 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 if published on facebook must have the school 'tagged'
- The Headteacher will regularly check photographs posted on the school page (by parents) and remove any photographs of children that do not have permission from their parents to be on there.

### **Published Content and the School Website/Facebook Pages**

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 Head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Photographs and videos that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the Website or Facebook page, particularly in association with photographs.
- Consent from parents will be obtained before photographs of pupils are published on the school Web site and Facebook Page.

- Work can only be published with the permission of the pupil and parents.
- Children are never photographed so that their names on jumpers are visible.

### **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.

### **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 does not 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.

### **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 Head teacher
- Complaints of a child protection nature shall be dealt with in accordance with school child protection procedures.
- Discussions will be held with the community police officer to establish procedures or handling potentially illegal issues.

### **Communication of Policy**

Pupils:

- 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 musically. This will be strongly reinforced across all year groups during
- ICT lessons and all year groups look at different areas of safety through the ICT lessons.

Staff:

- All staff will be given the School Online safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user.
- Discretion and professional conduct is essential.

Parents:

- Parents' attention will be drawn to the School Online safety Policy on the school Website.

### **Further Resources**

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

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

Set up by the Police with lots of information for parents and staff including a place to report abuse.

<http://www.childnet-int.org/>

Non-profit organisation working with others to “help make the Internet a great and safe place for children”.