UPTON HEATH

ONLINE SAFETY POLICY

Responsible Person: Emma Howie

Reviewed: February 2018

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Upton Heath C of E Primary School has appointed an online safety coordinator. The Online safety Policy and its implementation will be reviewed annually. Our Online Safety Policy has been written by the Online Safety Coordinator based on government guidance. It has been agreed by the Senior Leadership Team and approved by governors.

Teaching & Learning

Why is Internet use important?

Internet use is part of the statutory curriculum and a necessary tool for learning, which is widely used at Upton Heath C of E Primary School. The internet is an essential element in 21st century life for education, business and social interaction. Upton Heath has a duty to provide students with quality internet access as part of their learning experiences.

At Upton Heath C of E Primary School:

- Pupils will be taught what internet use is acceptable and what is not and be given clear objectives for internet use;
- Pupils will be educated in the effective use of the internet;
- Pupils will be shown how to publish and present information appropriately to a wider audience;
- Pupils use the internet widely outside of school, and need to learn how to evaluate internet information and to take care of their own personal safety and security whilst online.

How does Internet use benefit education?

Benefits of using the Internet in education include:

- Access to worldwide educational resources including museums and art galleries; Educational and cultural exchanges between pupils worldwide;
- Vocational, social and leisure use in libraries, clubs and at home; 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 networks of schools, support services and professional associations;
- Improved access to technical support including remote management of networks and automatic system updates;
- Access to learning wherever and whenever convenient; Access to the school's website.

The school's internet access will be designed to enhance and extend education. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. These objectives and lesson plans are taken from the Common Sense Media scheme of work from the South West Grid for Learning.

All children will be supervised when using the internet within school. The school
will ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.

Access levels will be reviewed to reflect the curriculum requirements and age of pupils. Pupils and parents will also be made aware of PEGI ratings and how to use these effectively.

Staff should guide pupils to online activities that will support the 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.

Managing Information Systems

How will email be managed?

Children at Upton Heath C of E Primary School do not have access to a school email address. If the need arose for children to use email, then a generic class or project email would be set up through an APP, such as PurpleMash, without the use of specific children's names, and would be carefully monitored. Children cannot access personal email or social networking sites such as Facebook within school. Staff will only use their designated school email address, rather than personal email, for all professional purposes. As pupils at Upton Heath have use of an email address outside of school, they are taught the importance of not revealing personal details in email communication, or arrange to meet anyone without specific permission from an adult.

How will published content be managed?

Upton Heath's school website is an online system designed to support teaching and learning in an educational setting. It is used by teachers, pupils and parents so that everybody is working together in a cohesive partnership. The schools contact details are present on the internet with only the admin email available. Pupil or staff personal information is not published. The Website Co-ordinators, class teachers and SLT will take overall editorial responsibility and ensure that content is accurate and appropriate.

Still and moving images and sounds add liveliness and interest to a publication, particularly when pupils can be included.   Nevertheless the security of staff and pupils is paramount. Pupil's photos and work are not displayed on the school website without the written permission of parents or carers.   This is updated on an annual basis by the admin team as children move year groups and new children start the school. Each class teacher is provided with a list of the children for whom we have consent. Therefore, it is the teacher's responsibility to ensure that only photos of those with permission are put forward to be part of our website.

How will social networking, social media and personal publishing be managed?

Parents and teachers are aware that the internet has emerging online spaces and social networks which allow individuals to publish unmediated content. Inappropriate content is blocked on desktops and laptop computers within school and the Computing Co-ordinator is looking into how to extend this to iPads.

Pupils will be advised never to give out personal details of any kind which may identify them and/or their location.

Although primary aged pupils should not use: Facebook; Instagram; Snapchat or similar sites, pupils will be encouraged to think about and will be taught the associated dangers of social media. As pupils have these accounts at home, they are aware of how public the information that they disclose is and will be taught how to upload pictures in a safe manner as children's social media accounts are inevitable.

Staff will not run social network spaces for pupil use on a personal basis.

Upton Heath has their own Twitter and Facebook accounts which are controlled by staff only. Children's achievements are only celebrated with parental permission and full names are never used.

Policy Decisions

How will Internet access be authorised?

All pupils in school are allowed to access the internet. However, this is only whilst under supervision. Adult demonstrations are given in order to provide the children with a model of safe internet use. Parental permission is required for internet access when children first join Upton Heath.

How will risks be assessed?

The school will take all reasonable precautions to ensure that users access only appropriate material on the internet. 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. The school cannot accept liability for the material accessed, or any consequences resulting from Internet use. The school should audit ICT use to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate. Once an incident report log has been completed, it is shared with the safeguarding lead and SLT through CPOMS and, where appropriate, all members of staff. Safeguarding issues are also discussed at the beginning of professional development meetings.

All staff have received PREVENT training and will continue to receive regular training in the future. All staff received a certificate of completion for the Channel General Awareness module on 10/3/16. This ensures that all members of our school community recognise the dangers of radicalisation, the impact that this can have on our children and signs to look out for threatening behaviour.

How will online safety complaints be handled?

Parents, teachers and pupils should know how to use the school's complaints procedure. The facts of the case will need to be established. For instance: whether the Internet use was within or outside school. Complaints of Internet misuse will be dealt with under the school's Complaints Procedure using Cpoms. Any complaint about staff misuse must be referred to the Head Teacher.   All online safety complaints and incidents will be recorded by the school — including any actions taken.
Pupils and parents will be informed of the complaints procedure. Parents and pupils will work in partnership with staff to resolve issues.

Discussions will be held with the Local Police Safer Schools Partnership Coordinators and/or Children's Safeguards Unit to establish procedures for handling potentially illegal issues.
Any issues (including sanctions) will be dealt with according to the school's disciplinary and child protection procedures.

How is the Internet used across the community?

Internet access is available in many situations in the local community. In addition to the home, access may be available at the local library. Ideally, our pupils would encounter a consistent policy to internet use wherever they are. The school will be sensitive to internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice. However, we cannot take action on any of this as it is the parent's responsibility to supervise internet use when outside of school.

How will Cyber bullying be managed?

Cyber bullying can be defined as, "The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone" DCSF 2007.   Many young people and adults find using the internet and mobile phones a positive and creative part of their everyday life. Unfortunately, technologies can also be used negatively. All staff and pupils at Upton Heath are aware of how cyber bullying is different from other forms of bullying and how it can affect people.

Cyber bullying (along with all forms of bullying) will not be tolerated in school. Full details are set out in the school's policy on anti-bullying.

There will be clear procedures in place to support anyone affected by cyber bullying.

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

There will be clear procedures in place to investigate incidents or allegations of cyber bullying.
Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.

The school will take steps to identify the bully, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and , if necessary, the police.

Sanctions for those involved in cyber bullying may include:

- Internet access may be suspended at school for the user for a period of time.
- Parent/carers may be informed.
- The Police will be contacted if a criminal offence is suspected.

Communication Policy

How will the policy be introduced to pupils, staff and parents?

All children will be informed that network and Internet use will be monitored. Pupils will also be asked to make, sign and follow their classes' Online safety Code of Conduct which will be appropriate to their age range. This will also be displayed in the each classroom next to the class computers. These will be renewed during Online Safety Week each year.

How will the policy be discussed with staff?

The Online Safety Policy will be formally provided to and discussed with all members of staff. To protect all staff, the school will implement an Acceptable Computer and Internet Use Policy. Staff will be aware that Internet traffic can be monitored and traced , so discretion and professional conduct is essential. Staff that manage filtering systems or monitor ICT use will be supported by the SLT and have clear procedures for reporting issues.

How will parents' support be enlisted?

Parents' attention will be drawn to the School online safety Policy in newsletters when appropriate on the school's website. The school aims to continue the partnership approach with parents. Parents have attended school website meetings which have been led by teaching staff, and Chester and Cheshire West County Council ICT Leader Mark Aspden has held online safety meetings for parents. The aims of this meeting will be to provide parents and carers with information that will support their child/children and keep them safe whilst using the internet at home. The school values these opportunities and will continue to provide support and advice for parents which meet their needs in this technology driven world.

Online safety Contacts and References

Becta: www.becta.org.uk/safeguarding
CEOP (Child Exploitation and Online Protection Centre): www.ceop.police.uk

Childline: www.childline.org.uk

Childnet: www.childnet.com

Click Clever Click Safe Campaign: http://clickcleverclicksafe.direct.gov.uk

Cybermentors: www.cybermentors.org.uk

Digizen: www.digizen.org.uk

EIS - ICT Support for Schools and ICT Security Advice: www.eiskent.co.uk?ictsecurity

Internet Watch Foundation: www.iwf.org.uk

Teach Today: http://en.teachtoday.eu

Think U Know website: www.thinkuknow.co.uk

Prepared by: Emma Howie (Online safety Co-ordinator)   Date: February 2018

G.J White

Accepted by: (Chair of Personal Development, Behaviour & Welfare Commitee) Date:
8 February 2018

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