

**Bishop Challoner Catholic College**



**Next Review**

November 2025

**Review Period**

Annual

**Curriculum Review**

November 2024

**Current Status**

Complete

**Staff Owner**

E O'Connor

**Government/DfE Requirement**

Good Practice

## Online Safety Policy

# Online Safety Policy

Bishop Challoner Catholic College believes in the educational benefits of Internet use. The school recognises that there are risks and dangers associated with inappropriate use. Plans are in place to ensure appropriate, effective and safe student use.

## **INTRODUCTION**

The statutory curriculum requires students to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail.

Most technologies present risks as well as benefits. Internet use for work, home, social and leisure activities is expanding in all sectors of society. This brings young people into contact with a wide variety of influences, some of which – as in life generally – may be unsuitable. It is important that the school, as well as parents, adopt strategies for the safe and responsible use of the Internet.

## **TEACHING AND LEARNING**

### **WHY THE INTERNET AND DIGITAL COMMUNICATIONS ARE IMPORTANT**

The purpose of Internet use in the school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

Internet use is a part of the statutory curriculum and a necessary tool for staff and students.

The internet is an essential element in 21<sup>st</sup> 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.

### **INTERNET USE WILL ENHANCE AND EXTEND LEARNING**

- The school internet access is designed so that it includes filtering appropriate to the age of the students.
- Students will be taught what internet use is acceptable and what is not and be given clear objectives for internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide students in online activities that will support the learning outcomes planned for the students' age and maturity.
- Students will be educated in the effective use of the internet in research, including the skills of knowledge location, evaluation and retrieval.

### **STUDENTS WILL BE TAUGHT HOW TO EVALUATE INTERNET CONTENT**

- If staff or students discover unsuitable sites, the URL (address) and content must be reported to a member of the ICT Support Team.
- The school will ensure that the use of internet derived materials by staff and by students complies with copyright law.
- Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Students will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

## **MANAGING INTERNET ACCESS**

### **E-MAIL**

- Students may only use approved e-mail accounts on the school system.
- Students must immediately tell a teacher or a member of the ICT Support Team if they receive any offensive e-mails.
- Students must not reveal details of themselves or others in e-mail communication or via a personal webpage; this includes details such as address or telephone number. Students should not arrange to meet in person anyone that they have met online.
- Incoming email should be treated as suspicious and attachments not opened unless the author of the attachment is known.
- E-mail sent to an external organisation should be written carefully and, if appropriate, authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

### **PUBLISHED CONTENT AND THE SCHOOL WEBSITE**

- Web site photographs/videos that include students will be selected carefully and will not enable individual students to be clearly identified.
- Students' full names will not be used anywhere on the website, particularly in association with photographs.
- Student names will not be used as filenames.
- Written permission from parents/carers will be obtained before photographs/videos of students are published on the School website.
- The web manager will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The copyright of all material will be held by the school, or be attributed to the owner where permission to reproduce it has been obtained.

### **NEWSGROUPS, E-MAIL LISTS AND FORUMS**

Newsgroups will not be made available to students unless an educational requirement for their use has been demonstrated.

Access to forums that are moderated by a responsible person or organisation and are directly linked to an educational activity will be permitted.

#### **Chat and social networking**

Students should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.

The school will control access to social networking sites, and educate students in their safe use.

#### **Emerging Internet applications**

A risk assessment will be carried out before students are allowed to use a new technology in school.

## **POLICY DECISIONS**

### **Authorising Internet access**

All staff, students and other adults must agree to the Acceptable Use Policy before using any school ICT resource. The school maintains a record of all staff/adults and students who are granted access to School ICT systems.

### **Assessing risks**

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for students. The School will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Birmingham City Council can accept liability for the material accessed, or any consequences of internet access.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

### **Management of filtering**

If staff or students discover unsuitable sites, the URL (address) and content must be reported to a member of the ICT Support Team.

### **Handling online-safety complaints**

Complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse will be referred to the Principal.

Complaints of a child protection nature will be dealt with in accordance with the school child protection procedures.

## **COMMUNICATING E-SAFETY**

### **INTRODUCING THE ONLINE-SAFETY POLICY TO STUDENTS**

Students will be informed that network and Internet use is monitored by Smoothwall Proxy and traceable to the individual user. An online safety programme is in place for all year groups through Computing, PSHE and Citizenship. This is reinforced through other subjects.

### **STAFF AND THE ONLINE-SAFETY POLICY**

Staff will be informed that network and Internet use is filtered by Smoothwall Proxy and traceable to an individual user via the device.

Staff development in safe and responsible Internet use and on the online safety policy will be provided as required.

Staff should understand that phone or online communications with students can occasionally lead to misunderstandings or even malicious accusations. Staff must take care always to maintain a professional relationship.

Staff should understand the possible consequences of using online social networks/personal blogs etc. and must take care to use these sites responsibly and to ensure that neither their personal/professional reputation, or the school's reputation, is compromised by inappropriate postings.

### **ENLISTING PARENTS/CARERS SUPPORT**

Parents/carers attention will be drawn to the online safety policy in newsletters and on the school website. The school will maintain a list of online safety resources for parents/carers.

### **Note:**

This policy is used in conjunction with other school policies e.g. behaviour, anti-bullying, safeguarding, data protection, acceptable use, data security.