Preesall Fleetwood's Charity CE Primary School

Online Safety Policy

Completed: September 2019

Approved by Governors: October 2019

Review date: October 2020

Responsible Person: Mr J Belshire

                                             (Headteacher)

School Online Safety Policy

The School has an appointed online safety lead – Mr J Belshire.

Our online safety Policy has been written by the school.

It has been agreed by staff and approved by the governors.

The online safety Policy will be reviewed annually. This policy will next be reviewed October 2020.

Introduction

At Preesall Fleetwood's Charity Primary School, we believe that the purpose of the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. Internet use is an essential element of 21st century life for education, business and social interaction. The school provides pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

This document sets out the policy and practices for the safe and effective use of the Internet.

Benefits of using the Internet in Education

- Access to world-wide educational resources including museums and art galleries.

- Inclusion in the National Education Network which connects all UK schools.

- 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.

Acceptable use of IT

When using the Internet, e-mail and other digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The Acceptable use of IT Policy for Preesall Fleetwood's Charity Primary School makes explicit to all staff and pupils, what is safe and acceptable and what is not. The policy covers fixed and mobile Internet; school PC's, laptops, i-pads and digital video equipment. It should also be noted that the use of devices owned personally by staff and pupils, such as mobile phones, camera phones, PDA's, but brought onto school premises are subject to the same requirements as technology provided by school.

The online safety lead will monitor the effectiveness of the Acceptable use of IT policy, particularly in the light of new developments in technology.

Code of Practice for pupils

Pupil access to the Internet is through a filtering system provided by Lancashire County Council, which will ensure that educational use of resources is safe and secure, whilst protecting users. Parental permission is sought from Parents/Carers before pupils can access the Internet.

The following measures have been adopted by Preesall Fleetwood's Charity School to ensure that our pupils do not access any inappropriate material.

- The schools Code of Practice for use of the Internet and other digital technologies is made explicit to all pupils.

- Our Code of Practice is reviewed annually each school year.

- Pupils using the Internet will normally work in visible areas of the school.

- All online activity is for appropriate educational purposes and is always supervised.

- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group.

The use of mobile phones by pupils is not permitted on the school premises during school hours, unless in exceptional circumstances, where permission must be granted by the class teacher or the schools Headteacher. During school hours, pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher.

Code of practice for staff

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should be supervised by an adult at all times.

- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed in all the classrooms.

- All websites used by pupils should be checked beforehand by teachers to ensure that there is no unsuitable content and that the material is age-appropriate.

- Deliberate/accidental access to inappropriate materials or any other breaches of the School Code of Practice, should be reported immediately to the Headteacher/ICT leader.

- In the interests of security, staff passwords should not be shared.

- Teachers/staff members are aware that the Lancashire County Council filtering system tracks and records all sites visited.

- Teachers/staff members should be aware of copyright and property rights and should be careful not to download or use any materials which are in breach of these.

- Photographs of pupils should, where possible, be taken with a school camera and stored in an area on the schools network.

- Staff will follow guidance in the school's Social Media Policy to keep themselves safe online.

Incidents of technology misuse which arise will be dealt with in accordance with the school's discipline policy. Incidents involving child protection issues will be dealt with in accordance with the school child protection procedures.

Internet Safety Awareness

At Preesall Fleetwood's Charity School we believe that, alongside having a written safety policy and code of practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication.

Internet Safety Awareness for pupils

Rules of the acceptable use of the Internet are discussed with all pupils and are prominently displayed in classrooms

Internet Safety Awareness for staff

The Online Safety lead will keep up to date with information on issues relating to Internet Safety. This information should then be delivered to all members of staff on a regular basis.

Digital and Video images of pupils

Parental permission is sought to cover the use of photographs of pupils on the school website, local press and for displays within school.

School Website/Facebook page

Our school website/facebook page promotes and provides up to date information about the school. In order to minimise risks of any images of pupils on the school website/social media being used inappropriately the following steps are taken;

- Pupils are not named on any image that is used on the website or facebook page.

- The website does not include any home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

- Parents are asked not to name pupils in comments on the facebook page

- Content on the school facebook page is carefully monitored by the Head Teacher and staff

Social Software

Chatrooms, Blogs, and other social networking sites are blocked by the Lancashire County Council filters. However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is address through our Internet Safety Education for pupils. Instances of cyber bullying of pupils of staff will be regarded as very serious offences and will be dealt with according to the school's discipline policy and child protection procedure. Pupils are made aware that any misuse of mobile phones/websites/email should be reported immediately to a member of staff.

Points for Parents to consider

- Take an interest in what children are doing. Discuss with the children what they see and why they are using the internet.

- Monitor on-line time and be aware of excessive hours spent on the Internet.

- Discuss that there are websites that are unsuitable.

- Discuss how children can respond to unsuitable material/requests.

- Inform children to never give personal information on the Internet.

- Remind children that people on-line may not be who they say.

- Be vigilant – ensure that children do not arrange to meet someone they meet on-line.

- Be aware that children may be using the Internet in other places than their own home or at school.

Points for children to consider

- Always keep your name, address, mobile phone number and passwords private.

- Never arrange to meet with someone you have had contact with over the Internet.

- Do not accept emails or open files from people you don't know or trust, they may contain viruses or nasty messages.

- Remember someone on-line may not be who they say they are.

- Tell your Parent/Carer if someone or something makes you feel uncomfortable or worried.

For further information, please see the following:

http://www.bbc.co.uk/cbeebies/grownups/article-internet-use-and-safety

https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/