



KNUZDEN St OSWALD'S CHURCH OF ENGLAND PRIMARY ACADEMY

ONLINE SAFETY POLICY

MISSION STATEMENT

Encouraging God's Children with Courage, Compassion and Creativity

OUR CORE VALUES

Kindness, Politeness, Patience, Respect, and Self-Control, all firmly rooted in Agape, Love

KINDNESS/POLITENESS

To teach our children to be kind and polite to all in good times and in adversity, as one has no idea what others are going through #justbenice

PATIENCE

To develop a community where God's love and grace can be reflected upon, and a positive peace of mind and purpose in life can be found

RESPECT

To foster respect for all in our school community, and compassion for those in the local and global communities

SELF-CONTROL

To teach our children to face challenges, developing resilience and empathy, whilst fostering self-confidence and a positive approach to learning

Our Vision

Through and with our biblical quote, '*Stand firm in the faith and do everything with love*' 1 Corinthians 16.13, we aim to create a loving school and work family community where everyone is valued and can flourish. Our quote is an affirmation that we are part of God's huge plan, and that, although the road may not always be smooth, we must be strong and be courageous. We stand firm in the faith, doing the right thing, not the easy thing and we do everything with love at the core.

Knuzden St Oswald's Church of England Primary Academy

Online Safety Policy

This Online Safety Policy relates to other policies including those for behaviour, personal, social, health and citizenship education (PSHCE) and the child protection policy.

Teaching and learning

- The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.
- Internet use is part of the statutory curriculum and a necessary tool for learning.
- The Internet is an essential element in 21st 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.
- Pupils use the internet widely outside school and will need to learn how to evaluate information found on line and to take care of their own safety and security.

Provision of the online safety curriculum

- Children are taught about online safety in one discrete lesson each half term. This lesson will cover a different area of the curriculum each time.
- The scheme of work from Common sense Media is used as a basis for planning from Yr1 – Yr6. EYFS use the Year 1 materials but adapt the content appropriately.
- Online safety is constantly referred to by the teacher and other class staff throughout the curriculum and particularly when children are using technologies.
- Online safety posters are displayed in each classroom and any area where children may access technology.
- Children are regularly reminded of the procedure for reporting any incident - children will minimise (not close) the screen and immediately tell their class teacher or other adult. Any incident will then be passed directly onto the Online safety coordinator and Headteacher (Mrs Gray)

Managing Information Systems

- Users must take responsibility for their network use and appropriate action will be taken in the event of a breach.
- Servers must be located securely and access restricted and the server operating system will be secured and kept up to date.
- Virus protection for the whole network is installed and current.
- Staff must not leave laptops and other confidential data in vulnerable places, ie, in the car.
- All staff devices which leave the site must be password protected.
- The contact details on the website are generic to the school and doesn't involve any personal information for staff or pupils.
- The website complies with guidelines for publications including respect for intellectual property rights and copyright.
- Pupils' full names are not used in association with photographs on either the facebook page or website but may be used for other media publications. Parents are required to give consent for this.
- Written permission from parents or carers is obtained before images of pupils or work are electronically published.

- The school blocks access to social networking sites for pupils. Official social media is operated by members of SLT
- Pupils are advised never to give out personal details or post photos of any kind which may identify them and / or their location.
- Pupils are reminded about good security practices and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.

How will filtering be managed?

- Filtering in school is provided by LCC in the form of Netsweeper. This is provided as part of the Internet Access Service Level Agreement. Each device in school, which accesses the internet, is authenticated by user group and access rights are set for each user group. All machines, which log onto the server, receive their authentication by their network user group.
- All the ipads and tablet devices, which are not logged into the network are authenticated by student level user group and only receive access to those sites permitted within their user authentication.
- Netsweeper blocks certain file extensions, categories and particular website types e.g: Categories such as drugs, gambling, offensive, pornography, violence and weapons. There are also globally blocked site types such as blogs, group chat, social media, gaming. Wikipedia and Youtube are blocked for pupils but allowed for staff. Any globally blocked sites and categories cannot be unblocked by the school administrator but a request can be made to the IT team at LCC. Specific websites can be unblocked by the school administrator (Heather Feehan) and access can be applied to either staff or pupils or both.
- Reports on internet usage are generated by the administrator which monitor all internet searches, suspicious sites visited and requirements under the PREVENT Duty
- If staff or pupils discover unsuitable sites, the URL must be reported to the Online-Safety Coordinator, Mrs Gray via email with the subject line : **ONLINE SAFETY CONCERN**
- Personal devices must not be connected to any school device unless authorised by the Headteacher
- In order for the highest level of online safety to be maintained, children are not allowed to bring mobile devices into school. In emergency situations, a child may bring their mobile phone into school to be left in the school office.
- Policy Decisions
- All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.
- Parents are asked to sign and return a consent form for pupil access and photographic permissions.

How will risks be assessed?

- The school takes all reasonable precautions to ensure that users access only appropriate material. 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 Lancashire Authority can accept liability for the material accessed, or any consequences resulting from Internet use.
- Methods to identify, assess and minimise risks are reviewed regularly.

How will online-safety complaints be handled?

- Complaints of Internet misuse will be dealt with by the online safety coordinator in the first instance.
- Any complaint about staff misuse must be referred to the online safety coordinator and the headteacher.
- Pupils and parents will be informed of the complaints procedure.

Communicating the Policy

- Online-Safety rules will be posted in rooms with Internet access.
- Pupils will be informed that network and Internet use will be monitored.
- Staff are aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use have clear procedures for reporting issues.
- Staff training in safety online will be provided as required.
- Parents' attention will be drawn to the school's Online Safety Policy in newsletters, the school brochure on the school website, Facebook page and class dojo.
- Advice about keeping safe online will be made available to parents through class dojo, the school website and Facebook page.

AG September 2023