



OULTON C.E. FIRST SCHOOL

-Online Safety Policy (v4)-

Headteacher: Mrs A Graham
Chair Governors: Mr C Wass

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The Online-Safety Policy has been written by the school with guidance from BECTA, Staffordshire County Council's guidelines, SWGfL School E-Safety Policy, the Kent e-safety Policy document and with government guidance.

The Online-Safety Policy was written by Mrs Hitchin.

The appointed e-safety officer for the school is Mrs Graham/Mrs Melling.

Why ONLINE- SAFETY?

We are committed to making the school safe and secure for learners to work in. This involves a rigorous set of procedures designed to keep all learners safe from threat or intrusion. It also involves guarding them from accessing material which is unsuitable in terms of its content because it:

- Promotes or glorifies violence
- Supports sadist views
- Contains lewd or pornographic images or texts
- Is insulting to individuals or groups
- Creates upset or tension between pupils

An effective learner is a responsible learner and our duty is to encourage and promote this attitude in young people. Where learners fall short of this ideal, support is given so that the values and standards of the learning community can be maintained.

The world of information technology is in rapid and continuous evolution. It requires regular and rigorous review involving pupils, parents and school staff.

This policy seeks to support the essential use of information and communications technology as part of our daily work.

Associated policies are:

- Safeguarding (including Child Protection) Policy
- Behaviour Policy
- Computing and ICT Policy
- Code of Practice for employees in use of Social networking Sites and Electronic media.
- Whistle Blowing Policy

The Appendices to this policy are:

- Responsible Internet Use (letter sent to parents)
- Staff acceptable use as published by Staffordshire County Council
- Acceptable Use Policy (including wall copy) KS 1 and KS2
- Responding to incidents flow chart

Members of staff directly responsible for e-safety:

- Executive Head Teacher - Mrs A Graham/ Head of School - Mrs M Melling
- ICT Coordinator - Mrs Hitchin
- Designated Child Protection Officer - Mrs M Melling / Deputy CPO - Mrs A Graham

All staff members have a responsibility for online- safety

1.0 Teaching and learning

1.1 Why the internet is important

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 information and business administration systems.

Internet use is also part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for pupils who show a responsible and mature approach to its use. The internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.

1.2 How does the Internet benefit education?

The government has set targets for networked Internet use in all schools.

Benefits of using the Internet in education include:

- Access to world-wide education resources including museums and art galleries
- Educational and cultural exchanges between pupils world-wide
- Access to experts in many fields for pupils and staff
- Staff professional development through access to national developments, educational materials and good curriculum practice
- Communication with support services, professional associations and colleagues
- Improved access to technical support including remote managements of networks
- Exchange of curriculum and administration data with the LA and DCSF

1.3 Internet use will enhance learning

Improved internet access will be provided but effective use and quality of learning must also be addressed:

- Pupils will be taught how to use the Internet to retrieve and evaluate suitable information for research projects as part of their ICT lessons
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use as part of their ICT lessons
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupil

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

2.0 Managing Internet Access

2.1 Information system security

Virus protect is installed on the network and is updated daily. The ICT Coordinator will check on a regular basis that the updating is taking place.

2.2 E-mail

The school encourages the use of e-mail as an essential means of communication

- Pupils may be provided with access to e-mail accounts on the school system for particular projects
- They must only use approved e-mail accounts supplied by the school
- Pupils must immediately tell a teacher if they receive offensive e-mails
- Pupils must not reveal details of themselves or others, such as address or telephone numbers or arrange to meet anyone in e-mail communication
- Pupils are encouraged not to send e-mails of a social nature
- Pupils must not send e-mails either within the school network or externally out of school, which may upset or offend the recipient. They should be written carefully and politely
- The forwarding of chain letters is banned
- Content of emails is monitored to ensure that these conditions are met

2.3 Published content and the school web site

The contact details on the Web site will be the school address, e-mail and the telephone number. Staff or pupil personal information will not be published.

The ICT Coordinator ICT Technician and Executive Head/Head of School will take overall editorial responsibility and ensure that content is accurate and appropriate.

2.4 Publishing pupil's images and work

Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

Pupil's full names will not be used anywhere on the Web site in association with photographs. In EYFS photograph permission agreements have been signed for use in Tapestry.

Parents will be given the opportunity to decide if they want pictures of their son/daughter to appear on the website. A list of parents who do not want their son/daughter to appear on the website is kept and up-dated regularly by the school.

2.5 Social networking and personal publishing

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

3.0 Managing filtering

The school filters the internet using RM and the PCE or Policy Central Enterprise (which is a centrally placed solution.) If staff or pupils discover an unsuitable site, it must be reported to the Executive Head/Head of School or the ICT Technician/ICT Coordinator. The ICT Coordinator will then report them to RM or SLT who will then block these sites.

Monitoring and the ability to track user's visits to internet sites will be part of the overall management of the system.

3.1 Managing emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile phones are not allowed to be used in the presence of children and switched off or on silent at all times between 8:40 and 3:30. Mobile phones should ideally be passcode or password protected.

3.2 Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. The SIMS package gives access to personal data about pupils. Staff who use SIMS must ensure that no access by unauthorized persons is allowed.

The SIMS package should not be left open when the computer is unattended. Staff must log out of SIMS and Launchpad when it is not being used. Staff should also log off the network when moving away from their stations.

Laptops and iPads should always be stored securely and out of sight, when away from school. When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Images should only be taken on school equipment - the personal equipment of staff should not be used for such purposes.

The ICT co-ordinator, or person responsible for populating the school website has permission to take digital images off site on a memory stick in order to work at home, on the understanding that the images are removed or returned to school as soon as they have been used.

Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute. Pupils must not take, use, share, publish or distribute images of others without their permission. Photographs published on the website, or elsewhere, that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.

3.3 Installation of Software

All software installations are to be made via the ICT Technician. Up to date virus checking software will be installed on all computers to ensure the integrity of the networking system.

4.0 Policy Decisions

4.1 How will Internet access be authorised?

Authorisation is on an individual basis

- All pupils are provided with the Internet access policy at the beginning of each year
- Pupils must read the policy and sign it if they wish to have internet access
- A letter will be sent home to each parent at the start of each academic year to explain the Internet access policy. Parents must also read the policy and sign it if they agree to their child using the Internet
- A member of staff will sign on behalf of the school

4.2 How will it be policed?

- Checks will be made by staff to ensure that pupils using the internet have their agreements signed

- Rules for internet access will be posted near all computer systems (acceptable Use Policy)
- Pupils will be informed that Internet use will be monitored
- PCE software will be used to monitor the use of the internet. Staff and the ICT Coordinator will be notified if pupils are accessing unsuitable material
- The reports will be reviewed on a weekly basis by the Executive Head/Head of School
- Staff will monitor the use of the Internet and inform the ICT Coordinator if any pupils are accessing unsuitable material

4.3 What will pupils do if they find unsuitable material?

Inappropriate material should not be visible to pupils using the Web. This is not easy for the school to achieve and cannot be guaranteed. Pupils may be confronted with inappropriate material despite all attempts at filtering. Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.

If pupils encounter material they feel is distasteful, uncomfortable or threatening, they should report the address of the site to the member of staff who will then inform the ICT coordinator, who will then contact RM or SLT to block these sites.

4.4 What happens if there is abuse of the policy?

- Any member of staff noticing any abuse of the policy will refer the pupil to the ICT coordinator/ Executive Head/Head of School (see action plan flow chart)
- The ICT Coordinator/ Executive Head/Head of School may contact the parent/carer to discuss the matter
- An Internet incident sheet will be filled in by the ICT Coordinator/ Executive Head/Head of School and the pupil will be blocked from the use of Internet/e-mail for 1 month
- Staff will be alerted during the weekly staff meeting
- Any complaint about staff misuse must be referred to the Executive Head/Head of School. Staff are supported by the LA policy ICT document Acceptable Use that outlines the professional duty of care when using the internet and computer equipment

5.0 Communications Policy

Introducing the online- safety to pupils

Online- safety rules will be posted in all network rooms. Pupil will be informed that the network and Internet use will be monitored. All Pupils will be taught about online- safety through the use of Kid Smart, Think U Know, Common Sense Media and CEOP materials. (see Online- Safety and digital Literacy timetable in appendix)

Staff and the online- safety policy

All staff will be given the school online- safety Policy and its importance explained. Staff will be made be aware that Internet traffic is monitored and traced to the individual user.

Parents' attention

- Parents' attention will be drawn to the School online-safety Policy on the school Website and via regular online-safety items on the fortnightly Newsletter
- Opportunities will be taken to emphasis the schools process for accessibility and online-safety
- All visitors to school must sign in to school. As part of that signing in they must first read and agree to the **Use of mobile phones Policy for parents & other visitors**

Dear Parents/Carers

ACCEPTABLE INTERNET USE

As part of your child's curriculum and the development of ICT skills, Oulton First School is providing access to the Internet and the use of e-mail. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the Acceptable Internet Use rules and discuss these rules with your child. If you are both in agreement that your child will abide by the rules, then will you and your child sign in the appropriate place in order to authorise access to the Internet.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school internet provider operates a filtering system that restricts access to inappropriate materials. We are also able to block unsuitable sites. We have software that constantly monitors all computer use including access to websites and e-mail that are sent and received in school.

If there is a breach of the rules by a pupil then the pupil will be given a verbal warning. If it occurs again, then the pupil will be banned from the use of the internet and e-mails for 1 month and a letter will be sent home to you. If the problem still persists then you will be contacted by phone to discuss the matter. It is also logged by the school.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate material, the school cannot be held responsible for the nature or content of materials accessed through the Internet. If your son/daughter accidentally comes across an unsuitable website then they should report it to a teacher or to ICT Coordinator so that the site can be blocked. The school will not be liable for any damages arising from your child's use of the Internet facilities.

Yours sincerely

Oulton First SCHOOL

Acceptable Use Policy

Internet access is to help users learn.

These rules will keep everyone safe and help us be respectful of other users

- I will ask permission from a member of staff before using the Internet
- I will only access the system with the login and password provided
- I will not access other people's files
- I will only use the computers for work related activities or on sites previously agreed by staff
- I will not use CDs or other computer media unless I have been given permission
- I will only e-mail people I know for work/learning related purposes
- The messages I send will be polite and responsible
- I will not give out personal information like my home address or phone number
- I will report any unpleasant material or messages I find or sent to me
- I understand that there will be checks and monitoring of computer use and the Internet sites I visit
- I understand reports about problems will be confidential and will help protect myself and others
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

I have read and understood the Acceptable Use Policy and I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed (pupil)

.....date

Signed (parent/guardian)

.....date

Signed (on behalf of the school)

.....date

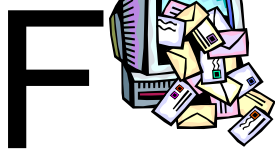
Think before you click



I will only use the Internet and email with an adult



I will only click on icons and links when I know they are safe



I will only send friendly and polite messages



If I see something I don't like on a screen, I will always tell an adult

My Name:

My Signature:

Date:

Use of mobile phones by parents & other visitors:

I agree by signing into school that ...

- I will not use my mobile phone or any other device capable of recording images in the school building or grounds unless in an emergency.
- I will not use my mobile phone or any other device capable of recording images used to take photographs in the school building or grounds unless permission is granted by the Senior Leadership Team.
- Before being permitted to take photographs, or make recordings, at assemblies or performances consent will need to be obtained from **all** parents of other children. If consent is not permitted from **all** parents then permission for photographs and videos will be refused.
- I will be asked to switch off my mobile phones whilst on school premises and refrain from using it.

We very much appreciate our parents' and visitor's support in implementing this policy in order to keep our pupils safe.

Staffordshire Local Safeguarding Children Board

