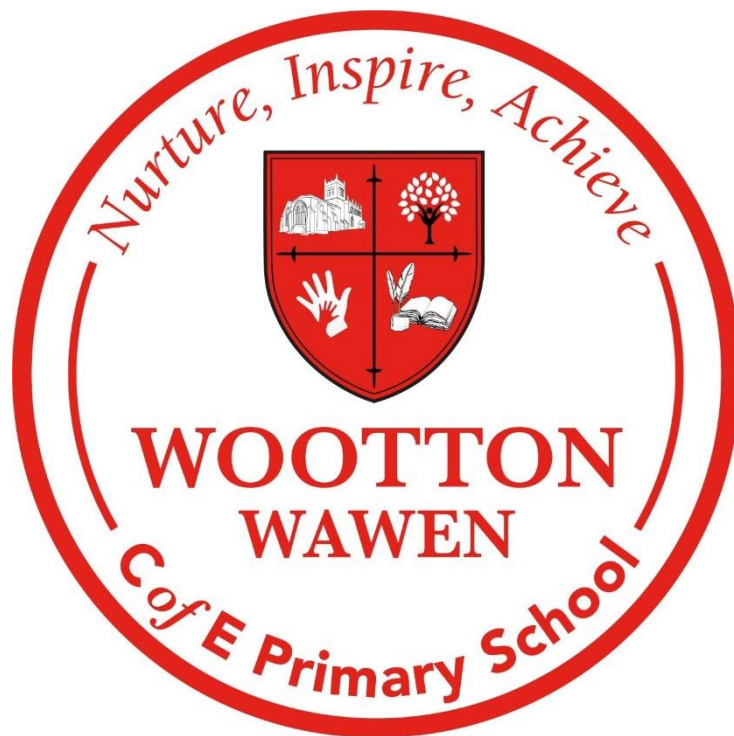# Wootton Wawen CE Primary School Online Safety Policy

This policy was approved by the Full Governing body and supersedes any previous Online Safety Policy. The policy has been developed by the Head of School, incorporating information from the E Safety 360-degree Audit, KCSIE and advice from WES, and in consultation with Governors (including Parent Governors). It will be reviewed every 2 years or earlier if needed. Any amendments will require Governor approval.

APPROVAL BODY	Full Governors
APPROVAL DATE	December 2022
REVIEW DATE	December 2023
Head of School	
CHAIR OF GOVERNORS	

ONLINE SAFETY POLICY

This policy should be read alongside *Keeping Children Safe in Education, The Information Security Policy and the Remote Learning Policy*

The "Keeping Children Safe in Education" provides statutory guidance for online safety duties for schools. The proposed revisions state the following:

- An effective approach to online safety empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene in and escalate any incident where appropriate.

- Governors and proprietors should ensure that, as part of the requirement for staff to undergo regularly updated safeguarding training and the requirement to ensure children are taught about safeguarding, including online), that online safety training for staff is integrated, aligned and considered as part of the overarching safeguarding approach.

- As part of providing a broad and balanced curriculum, governing bodies and proprietors should ensure that children are taught about safeguarding, including online safety, through teaching and learning opportunities.

- Designated Safeguarding Leads should be able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college.

Overview

Online Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The Head of School, ICT Co-ordinator and ICT technician are the Online Safety Coordinators and will meet yearly with an Online Safety Team to review any issues that may arise.

The Technologies

The following technologies are those our pupils will encounter in their everyday life:

- Internet
- E mail
- Instant messaging
- Blogs
- Podcasting
- Social Networking sites
- Video Broadcasting sites
- Music download sites
- Microsoft Teams

Teaching and Learning

Why Internet use is important

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. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

Internet use will enhance learning

School Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use and these will be displayed around school. Each year they will help to update the school's Acceptable Use Policy and will sign to say they will follow it.

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

Staff should guide pupils in on-line 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.

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

When appropriate, pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Pupils 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

The School Portal

All children, staff and parents have access to the school's learning portal through an assigned Username and password www.welearn365.com

Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection is updated regularly.

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive an offensive e-mail.

- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

Published content and the school website

- The contact details on the school website should be the school address, e-mail and telephone number.
- Staff or pupils' personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Photographs that include pupils will be selected carefully and only used if parental permission has been granted.
- Pupils' full names will not be used anywhere on the website or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupil's work can only be published with the permission of the pupil and parents/carers.

Social Networking and Personal Publishing

- Pupils will be advised never to give out personal details of any kind that may identify them or their location.
- Pupils, parents and carers will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

Warwickshire provide a filter for content on the school network using SMOOTHWALL. If staff or pupils discover an unsuitable site, it must be reported to the Online Safety Coordinator immediately. The school receives and analyses monthly forensic reports.

Policy Decisions

Authorising Internet access

All staff must read and adhere to the Social Networking Policy

The school will keep a record of all staff and pupils who are granted Internet access. This list is constantly updated by WES. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

Parents are asked to sign and return a consent form at the beginning of each key stage.

Assessing risks

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.

The school cannot accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the online safety policy is adequate and that its implementation is effective.

Methods to identify, assess and minimise risks will be reviewed regularly.

Handling Online Safety complaints

A senior member of staff will deal with complaints of Internet misuse.

Any complaint about staff misuse must be referred to the Head of School.

Complaints of a child protection nature must be dealt with in accordance with school Child Protection procedures.

Staff and pupils must be made aware of what is acceptable use of the Internet and the sanctions that are available. These include:

- Interview/ counselling by Online Safety Co-ordinator
- Informing parents or carers
- Removal of Internet access for a period of time
- Referral to LA/Police

Parents, carers and pupils will need to work in partnership with staff to resolve issues.

Roles and Responsibilities

Online Safety is recognised as an essential aspect of strategic leadership in the school and the Head of School, with the support of Governors, aims to embed safe practices into the culture of the school. The Head of School ensures that the policy is implemented and compliance with the policy is monitored.

The responsibility for Online Safety is the responsibility of the Head of School **but all staff should be aware of the contents of Keeping Children Safe in Education Appendix C** and plan for E safety lessons each term using resources such as Education for a connected world https://www.gov.uk/government/publications/education-for-a-connected-world

The Co-ordinator will:

- Ensure they keep up to date with e-safety issues and guidance through liaison with the LA and CEOP.
- Carry out an Online safety audit on a yearly basis using the 360-audit tool
- Update staff and Governors as necessary
- Ensure Online Safety is planned into the ICT curriculum

Staff will:

- Be familiar with all policies relating to Online Safety
- Promote and support safe behaviours when using ICT
- Include aspects of Online Safety in their ICT planning using the yearly overviews
- Report any cases of Internet misuse

Following the recent move from face to face learning to remote learning, the school has developed a remote learning policy, which uses advice from the following organisations to provide clear guidance on keeping children safe on line whilst teaching remotely:

- NOS - https://nationalonlinesafety.com/
- Internetmatters - https://www.internetmatters.org/
- Safer Internet - https://www.saferinternet.org.uk/