



Online Safety Policy

'From a very early age, gaming consoles, mobile phones and laptop computers are now familiar resources, and young children can use the World Wide Web with ease, often astounding adults with their abilities.

Just like any other environment, everyone has a responsibility to help children learn how to stay safe. We teach them how to safely cross the road, to be polite in public, and to not go away alone with strangers. And we must also teach our children how to stay safe on the internet, from an early age....Children will learn from how they see adults use the internet and how we behave online. This means we should not pretend the internet does not exist, or stop children from using computers or mobiles. Instead, we must role model good behaviour and safe use.'

Online Safety. A toolkit for Early Years Settings. <http://swgfl.org.uk>

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems.

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. Where appropriate to their developmental level, we need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

Online Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

Aims

To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed the Headteacher Joanne di Castiglione to be the Coordinator for Online Safety;
- nominated Governor for Online Safety is Ms. Ali Brown
- undertaken training in order to understand Online Safety issues and procedures;
- a responsibility for the effective implementation, monitoring and evaluation of this policy



Role of the Headteacher

The Headteacher will:

- work with the GB and the Online Safety Coordinator to create a safe ICT learning environment by having in place:
 - an effective range of technological tools
 - clear roles and responsibilities
 - safe procedures
 - a comprehensive policy for pupils, staff and parents;
- monitor the implementation of this policy and its effectiveness

Role of the Online Safety Co-ordinator:

The Co-ordinator will:

- ensure that all Internet users are kept up to date with new guidance and procedures;
- monitor the implementation of this policy and its effectiveness

Role of School personnel:

School personnel:

- before using any Internet resource in school must accept the terms of the 'Responsible Internet Use' statement;
- are responsible for promoting and supporting safe behaviours with pupils and Online Safety procedures;
- will ensure that the use of Internet derived materials complies with copyright law

Role of Greenhall pupils:

As appropriate to their age and stage of development, pupils will be taught to:

- be critically aware of the materials they read;
- validate information before accepting its accuracy;
- acknowledge the source of information used;
- use the Internet for research;
- respect copyright when using Internet material in their own work;
- report any offensive e-mail

Role of Parents:

Parents will:

- be asked to support the Online Safety policy & be encouraged to support online safety in the home environment

Internet Use

The school Internet access will:

- be designed for pupil use (due to the age and stage of our children, they will be closely supervised)
- include filtering



- include filtering appropriate to the age of pupils
- be reviewed and improved

We use PCE / Futures Cloud system to monitor internet usage. We are aware of our duties under the Prevent Strategy and have a commitment to ensuring that monitoring, filtering and close supervision ensure that our children are safe from terrorist and extremism material when accessing the internet in school.

Authorising Internet Access

- Before using any school ICT resource, all staff must read and sign the 'Acceptable ICT Use Agreement'.
- An up to date record will be kept of all school personnel who have Internet access.

E-mail

Due to the age and stage of our pupils, they will not have email accounts in school.

School Website

Contact details on the website will be:

- the school address
- e-mail address
- telephone number
- Headteacher's work email address

The school website will not publish:

- staff or pupils contact details
- the pictures of children without the written consent of the parent/carer
- the names of any pupils who are shown
- children's work without the permission of the pupil or the parent/carer

Social Networking and Personal Publishing

Pupils will not be allowed access:

- to social networking sites except those that are part of an educational network or approved Learning Platform;
- to newsgroups unless an identified need has been approved

Inappropriate Material

Any inappropriate websites or material found by pupils or school personnel will be reported to the Online Safety Coordinator who in turn will report to the Internet Service Provider.

Internet System Security

- New programs will be installed onto the network or stand alone machines by IT technicians.
- Personal USB memory sticks, CD's and other data record devices may not be used in school.



- Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

Complaints

- The Headteacher will deal with all complaints of Internet misuse by school personnel or pupils.
- Parents will be informed if their child has misused the Internet, this includes accidental misuse.

Effectiveness

- We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

This policy should be read in conjunction with the following;

- Greenhall Safeguarding Policy including child protection
- KCSIE (2016 / 2018 from 1st September 2018)
- Staff Code of Conduct
- Data Protection Policy
- Information Security & Acceptable Use Policy
- SSCB E-safety Procedure & toolkit

Further Information can be obtained from the following sources (this is not an exhaustive list)

- UK Safer Internet Centre
- NEN – The Education Network
- CEOP
- UK Council for Child Internet Safety (UKCCIS)
- Childnet
- NSPCC
 - Share-aware: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/>
- Net-aware:
 - <https://www.net-aware.org.uk/>

Policy reviewed & approved by Governing Board on 13/6/18. Due for review June 2019.

Signed:.....Date:.....
(Headteacher)

Signed:.....Date:.....
(Chair of Governors)