Naburn CE Primary School
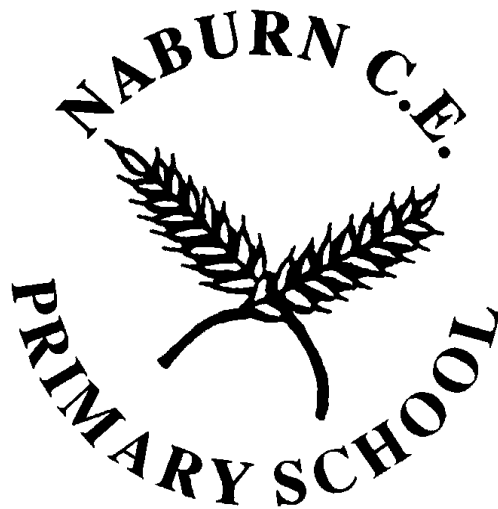

Online Safety Policy

Date of this Review: December 2021

Date of FAR Meeting:

Date next review is due: December 2022

The Internet is an essential element in 21st Century life for education, business and social interaction. At Naburn C of E Primary School we have a duty to provide children with quality internet access as part of their learning experience.

The purpose of internet use in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff.

Internet safety depends on staff, governors, advisers, parents and pupils to take responsibility for the use of the internet.

Acceptable internet use:

Use of school computers by pupils must be in support of the aims and objectives of the school and the National Curriculum.

Pupils must show respect for all computing equipment (Not solely computers, but wider pieces of equipment such as: headphones, speakers, software and other items used within the computing curriculum).

Our online safety statement:

'We should remind children that the online world can be an amazing place that connects people with others around the world and allows us to share information and inspiration with each other. They should communicate carefully and respectfully online, as they would in person, and remember that others should treat them with the same respect too. We should be careful about how much of ourselves we share online so that we can maintain our privacy. Use the internet as a resource for knowledge, inspiration and connection. If social media platforms do not feel like a positive and fun place to be, then find something else to spend your time and energy on. The world is your oyster...'

It is important that we work together as a community to ensure our children are safe online.

How will the community be informed about online safety?

Governors are involved in reviewing policies, ICT services, safeguarding and the evaluation of the school website. Information is shared on a number of levels: primarily to children in PSHE and computing sessions. Online rules are shared with children before they access the internet and these are displayed in school as a reminder. In discrete PSHE sessions and focus days/weeks on anti-bullying and e-safety, children learn about the potential dangers online and how to make choices that keep themselves and their information safe. The progression of skills and learning for computing offers suggestions for age appropriate content. Staff are made aware of safe internet use through the code of conduct and through the guidelines in this document. They are also advised to read and refer to the DfE document about 'Teaching Online Safety,' released in June 2019, as this offers up to date information and guidance around how to prepare children to manage current online issues and risks. Finally, parents will play an active role in online safety and can refer to a number of key documents on the e-safety page of the school website. A parent workshop will be held to offer additional information to parents.

Online activities which are not permitted include:

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Searching, viewing or retrieving materials that are not related to the aims of the curriculum.

Copying, saving or redistributing copyright-protected material, without approval.

Subscribing to any services or ordering and goods or services, unless specifically approved by the school.

Playing computer games or using other interactive 'chat' sites unless specifically approved by the school.

Using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages).

Publishing, sharing or distributing any personal information about a use (such as: home address; email address; phone number; etc).

Downloading software and screensavers unless given specific permission by the school.

Any activity that violates a school rule.

Guidelines

Children will:

Learn how to log on and off a computer safely.

Have equal access to a variety of approved websites.

Children will be taught all the skills in order to use internet & email as a life tool.

Children will use internet to support, enhance & develop all aspects of curriculum.

Not open any attachments from senders they do not know, and are aware of the risk of virus infecting their computer.

Children will develop internet & email capabilities at the appropriate level regardless of race, gender, intellect and emotional or physical difficulties.

Guidance for All Users:

Staff are encouraged to use ICT resources in their teaching and learning activities, to conduct research, and for contact with others in the education world.

Electronic information-handling skills are now fundamental to the preparation of citizens and future employees in the information age.

Staff are encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum.

They should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the internet.

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When using the Internet, all users are expected to comply with all laws and government regulations concerning copyright, libel, fraud, discrimination and obscenity and all school staff are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.

All users are prohibited from installing unauthorised software onto any school appliance.

Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of information and communication technologies is a required aspect of the National Curriculum, access to the internet is a privilege – not a right. It will be given to pupils who act in a considerate and responsible manner, and may be withdrawn if they fail to maintain acceptable standards of use.

No internet user is permitted to:

Retrieve, send, copy or display offensive messages or pictures.

Use obscene or racist language.

Harass, insult or attack others.

Damage computers, computer systems or computer networks.

Violate copyright laws.

Use another user's password.

Trespass in another user's folders, work or files.

Use the network for commercial purposes.

Social Media

Social networking applications include, but are not limited to: Blogs, Online discussion forums, Collaborative spaces, Media sharing services, 'Microblogging' applications, and online gaming environments. Examples include Twitter, Facebook, Windows Live Messenger, YouTube, Flickr, Xbox Live, Blogger, Tumblr and comment streams on public websites such as newspaper sites.

Many of the principles of this policy also apply to other types of online presence such as virtual worlds.

All pupils, parents and staff should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation.

Personal use of social media:

School staff will not invite, accept or engage in communications with parents or children from the school community in any personal social media whilst in employment at Naburn C of E Primary School.

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Any communication received from children on any personal social media sites must be reported to the designated person for Child Protection.

If any member of our community is aware of any inappropriate communications involving any child in any social media, these must immediately be reported as above.

Members of the school staff and wider community are strongly advised to set all privacy settings to the highest possible levels on all personal social media accounts.

All email communication between staff and members of the school community on school business must be made from an official school email account.

Staff should not use personal email accounts or mobile phones to make contact with members of the school community on school business, nor should any such contact be accepted, except in circumstances given prior approval by the Headteacher.

Staff are advised to avoid posts or comments that refer to specific, individual matters related to the school and members of its community on any social media accounts.

Staff are also advised to consider the reputation of the school in any posts or comments related to the school on any social media accounts.

Staff should not accept any current pupil of any age or any ex-pupil of the school under the age of 18 as a friend, follower, subscriber or similar on any personal social media account.

Supervising and Monitoring Usage:

Teachers should guide pupils toward appropriate materials on the internet. Staff should pre-check any sites the children will be using to check that content is appropriate to the age and maturity of the children. This will provide a way towards monitoring the sites accessed by pupils.

Internet access for pupils in schools should be available only on computers that are in highly-used areas of the school. Machines, which are connected to the internet, should be in full view of people circulating in the area. Primary aged pupils should never use Internet services without close supervision. If teachers wish pupils to surf the net, it is strongly advised that the pupils be restricted to a "walled garden site".

While using the internet at school, pupils should be supervised. In all cases pupils should be reminded of their responsibility to use these resources in line with the Pupils Internet Use Policy, and the e-safety rules agreed with classes.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on LA Intranet or school servers to be absolutely private. An email is as private as a postcard, it is quite likely that no one other than the sender and receiver will ever read it, but emails can be monitored at any time by the class teacher and ICT Subject Leader.

School Website:

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Our website aims to:

Provide accurate and up to date information about our school.

Promote the school.

Provide us with the platform to celebrate our successes.

Give us the opportunity to share children's work with a wide audience including pupils, parents, carers, governors and members of the local community.

Provide parents and pupils with links to useful and informative websites.

Publishing Information on the Internet:

Permission must be given by parents before a child's photograph may be used on the school website.

Any photo being used on the school website will not have a child's name attached. Care must be exercised to ensure that the filename of a photograph does not inadvertently name a child.

At no time will a child's personal information (names and addresses, ages, like and dislikes etc) be used on the school website.

Within the children section of the website, an information page about e-safety will be shared to offer relevant and up to date information for parents regarding online safety. This is in addition to parent workshops and information shared via newsletters or email updates.

Acceptable Internet Use Statement – Staff:

The computer network and laptops are owned by the school, and may be used by children to further their education and by staff to enhance their professional activities including teaching, research, administration and management.

This policy has been drawn up to protect all parties – the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the ICT Co-ordinator.

All Internet activity should be appropriate to staff professional activity or the children's education;

Access should only be made via the authorised account and password, which should not be made available to any other person;

Users will log off the computer they are using as soon as they have finished using it;

Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received;

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Use for personal financial gain, gambling, political purposes or advertising is forbidden;

Copyright of materials must be respected;

Posting anonymous messages and forwarding chain letters is forbidden;

As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;

Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Users taking laptops home must follow the same guidelines.

LAPTOPS – Used on and off site.

Staff need to be aware that laptops are insured if they are accidentally or maliciously stolen by means of forced entry or assault.

If a laptop has been stolen the police need to be notified and a crime reference obtained.

Staff need to be vigilant about where they store their laptop in school.

Laptops will be not be covered whilst in transit or left unattended in a vehicle.

Laptops must only be connected to the internet at home through a firewall.