

# Seaview Primary School



## Online Safety Policy

### **The purpose of Online Safety at Seaview is to:**

- ✓ Educate pupils about Online Safety issues and appropriate behaviours, so that they remain safe and legal online.
- ✓ To help pupils to develop critical thinking skills to reflect and enable them to keep themselves safe.
- ✓ To minimize the risks of handling sensitive information.

### **Different technologies**

This policy refers to the use of different technologies, these include: computers, laptops, iPads, iMacs and other hardware devices that have access to the internet websites and emails.

### **Effective Practice in Online Safety**

Online Safety depends on effective practice in each of the following areas:

- ✓ Education for responsible IT use by staff and students
  - ✓ A comprehensive, agreed and implemented Online Safety Policy
  - ✓ Secure, filtered broadband.
  - ✓ A school network that is compliant with National Education Network standards and specifications.
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- Our Online Safety Policy has been written by the school, building on the Kent Online Safety Policy; and NSPCC and government guidance. It has been agreed by senior management and approved by governors.
  - The Online Safety Policy was revised by: Paul Gingell (Online Safety Leader) March 2019
  - The next review date is (at least annually): February 2020

### **Roles and responsibilities**

The role of the Head teacher and Senior Leadership Team in Online Safety at Seaview:

- ✓ The Headteacher is responsible for ensuring the safety (including Online Safety) of members of the school community
- ✓ The Headteacher will appoint a designated person as Online Safety Leader for the school.
- ✓ The Headteacher and another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious Online Safety allegation being made against a member of staff.
- ✓ The Headteacher and Senior Leadership Team (SLT) are responsible for ensuring that the Online Safety Leader and other relevant staff receive suitable CPD to enable them to carry out their Online Safety roles and to train other colleagues, as relevant.

### **The role of the staff and governors in Online Safety at Seaview:**

The nominated link governor to Computing and IT (Debra Robinson) and a designated safeguarding lead (Karen Field) are both kept informed of developments in online safety and policy review by the Online Safety leader at Seaview (Paul Gingell).

The role of the Online Safety leader is:

- ✓ To oversee the curriculum, ensuring all members of staff are aware of their roles, responsibilities and requirements in keeping children safe online.
- ✓ To ensure planning and resources are available for staff to deliver a progressive Online Safety curriculum across the academic year.
- ✓ To ensure that all pupils and staff are kept up to date in online safety developments and issues.

The role of the IT Technician at Seaview (Stephen Haram) is:

- ✓ To implement and oversee the IT systems, infrastructure and filtering systems.

**Teaching and Support Staff at Seaview are responsible for ensuring that:**

- ✓ They have an up to date awareness of online safety matters and of the current school online safety policy and practices
- ✓ They have read and understood the school Staff Acceptable Use Policy (AUP)
- ✓ They report any suspected misuse or problem using CPOMs
- ✓ Online safety issues are embedded in all aspects of the curriculum and other school activities
- ✓ Pupils understand and follow the school online safety and acceptable use policy
- ✓ Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- ✓ They monitor IT activity in lessons, extra-curricular and extended school activities
- ✓ They are aware of online safety issues related to the use of mobile phones, cameras and hand held devices
- ✓ They monitor the use of devices listed above and implement current school policies with regard to these devices
- ✓ In lessons, where internet use is pre planned, pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches (as per the Behaviour Policy)

**Pupils:**

- ✓ Are responsible for using the school IT systems in accordance with the Acceptable Use Policy
- ✓ Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations (please see Computing Curriculum Plans for more guidance)
- ✓ Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so (as per Safeguarding protocols and policy)
- ✓ Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices
- ✓ Should know and understand school policies on the taking images, using images and on cyber-bullying
- ✓ Should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school

**Parents and Carers**

Parents and Carers play a crucial role in ensuring that their children understand the need to use the internet **and** mobile devices in an appropriate way. Therefore, we take every opportunity to help parents understand these issues through newsletters, parents' evenings, parents' afternoons & literature.

**Staff training**

All members of staff at Seaview receive annual Safeguarding training. This specifically includes Online Safety training. All members of staff have access to the National Online Safety Seaview Hub to access online training and regular updates.

Details of members of staff who have received training can be found from the school's Designated Safeguarding Lead (Mrs K Field).

## **Teaching and learning**

Why the Internet and digital communications are important

The Internet is an essential element in 21st century life for education, business and social interaction. At Seaview, we have a duty to provide students with high-quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary learning tool for staff and pupils.

Internet use will enhance and extend learning

Seaview's internet access is designed expressly for pupil use and includes Smooth Wall filtering appropriate to the age of pupils. Clear boundaries will be set for the appropriate use of the Internet and digital communications and discussed with staff and pupils in accordance with the Acceptable Use Policy. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be taught how to evaluate Internet content

At Seaview, we ensure that the use of Internet derived materials by staff and by pupils complies with copyright law. Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

How Online Safety is covered in the curriculum

Children at Seaview have access to a progressive Online Safety curriculum. Online Safety is a part of everyday practice, although children do receive discrete safety lessons every year. Every classroom displays the Acceptable Use Policy rules, which teachers refer to during everyday teaching.

## **Pupils with SEND**

Pupils with SEND have an increased vulnerability to risk online, especially those with language and communication needs, or social communication difficulties. The school makes the following provisions to protect those children:

- ✓ Any SEND children with identified language, communication or social difficulties are identified on SEND list.
- ✓ Teachers are aware of those children, and differentiate Online Safety lessons as required.

## **Managing Internet Access**

Information system security

At Seaview, our information system security is put in place, monitored and overseen by Mr Haram, the school's IT Technician. School IT system security will be reviewed regularly by Mr Gingell and the SLT. Virus protection is installed and updated regularly. Security strategies are discussed with the Local Authority.

## **Published Content**

At Seaview, we have a vast and informative website. It includes up-to-date news and information about school. The site will be updated by the ICT team, with overall editorial responsibility taken by the Head Teacher, to ensure content is accurate and appropriate. Before content is added, the following rules should be considered, and adhered to:

- ✓ Staff or student personal contact information will not be published.
- ✓ The contact details given online are the school's main office.
- ✓ Children's full names will never be used on the school website.
- ✓ Children's names will never accompany a photograph.
- ✓ Pupils without published photograph permission will not appear.

To keep in touch with parents, the school also has an official Facebook page. It includes links to the school website, as well as news updates for parents. The ICT team, administrative assistants and class teachers will be responsible for uploading content to the page, as well as answering questions or queries. Overall editorial responsibility will be taken by the Head Teacher, who will ensure content is accurate and appropriate. Before content is added, the following rules should be considered, and adhered to:

- ✓ Staff or student personal contact information will not be published.
- ✓ The contact details given online are the school's main office.
- ✓ Children's full names will never be used by the school.
- ✓ Children's photographs will only be uploaded if the school has written permission from parents. This is obtained from the data pack, completed by all parents when their children join the school.
- ✓ Children without permission for photograph use are reported to class teachers each September and a list can be obtained at any time from the office.
- ✓ During school trips, key members of staff are identified (in risk assessment) to capture key images.
- ✓ Parents are NOT permitted to capture images of the children.

#### Social Networking and Personal Publishing

- ✓ The school will control access to social networking sites, and consider how to educate students in their safe use.
- ✓ Newsgroups will be blocked unless a specific use is approved.
- ✓ Students will be advised never to give out personal details of any kind which may identify them, their friends or their location. They will be advised of this during Online Safety lessons (see section 6.1).
- ✓ Students should not place personal photos on any social network space without considering how the photo could be used now or in the future.
- ✓ Students should be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications.
- ✓ Students should only invite known friends and deny access to others.
- ✓ Students should be advised that advertising scams can be dangerous.

#### Managing Filtering

- ✓ The school will work in partnership with Durham LEA and the Internet Service Provider to ensure that systems to protect pupils are reviewed and improved.
- ✓ If staff or students discover an unsuitable site, it must be reported to the Online Safety Coordinator or the IT technician and a CPOM alert completed.
- ✓ The ITSS technician will ensure that regular checks are made to ensure that the filtering method selected are appropriate, effective and reasonable.

#### Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **Assessing Risks**

At Seaview, we will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. Neither the school nor DCC can accept liability for any material accessed, or any consequences of internet access.

The Online Safety leader will annually audit ICT use to establish if the Online Safety Policy is adequate and that the implementation of the Online Safety policy is appropriate and effective.

## **Communicating Online Safety**

- ✓ Online Safety rules will be posted in all rooms where computers are used.
- ✓ Pupils will be informed that network and Internet use will be monitored.
- ✓ All children will sign a Key-Stage-Appropriate AUP.
- ✓ A programme of training in Online Safety will be developed, based on the materials from UKCCIS

## **Staff and the Online Safety policy**

- ✓ All staff will be given the School Online Safety Policy and its importance explained.
- ✓ During online safety training, staff will be informed that network and internet traffic can be monitored and traced to the individual user.
- ✓ Staff that manage filtering systems or monitor IT use will be supervised by senior management and work to clear procedures for reporting issues.
- ✓ Staff should understand that phone or online communications with pupils is not permitted and must take care always to maintain a professional relationship.

## **Information on Monitoring and Evaluation**

This policy will be reviewed on an annual basis by the Online Safety leader

## ***National Links and Resources***

Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

BBC WebWise: [www.bbc.co.uk/webwise](http://www.bbc.co.uk/webwise)

CEOP (Child Exploitation and Online Protection Centre): [www.ceop.police.uk](http://www.ceop.police.uk)

ChildLine: [www.childline.org.uk](http://www.childline.org.uk)

Childnet: [www.childnet.com](http://www.childnet.com)

Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)

Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)

Kent e-Safety Blog: [www.kentesafety.wordpress.com](http://www.kentesafety.wordpress.com)

Lucy Faithfull Foundation: [www.lucyfaithfull.org](http://www.lucyfaithfull.org)

Know the Net: [www.knowthenet.org.uk](http://www.knowthenet.org.uk)

Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)

NSPCC: [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)

Parent Port: [www.parentport.org.uk](http://www.parentport.org.uk)

Professional Online Safety Helpline: [www.saferinternet.org.uk/about/helpline](http://www.saferinternet.org.uk/about/helpline)

The Marie Collins Foundation: <http://www.mariecollinsfoundation.org.uk/>

Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Virtual Global Taskforce: [www.virtualglobaltaskforce.com](http://www.virtualglobaltaskforce.com)

UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

360 Safe Self-Review tool for schools: <https://360safe.org.uk/>

Online Compass (Self review tool for other settings): <http://www.onlinecompass.org.uk/>