

Online Safety Policy

Rationale

We wish our pupils, parents, staff and members of the school community to benefit from access to the Internet and other electronic communications. We are aware of the dangers of unsupervised Internet access and mis-use of social networking and texting. We wish to protect our pupils from potential harm, including cyber-bullying, sexual exploitation and grooming, and radicalisation.

Aims

- To allow the pupils to benefit from supervised and appropriate use of the Internet, in the enhancement of their learning and in their preparation for life in the 21st Century
- To ensure the pupils, staff and other adults in school are not endangered by their use of the Internet, texting and social networking.
- To ensure the pupils, staff and other adults in school do not misuse the Internet and that all access is appropriate and safe
- To regularly remind staff, pupils and parents/carers of the potential dangers of Internet use, texting and social networking.

Organisation

Using the Computers – ALL USERS:

- will only access the computer system with the login and password they have been given
- will not access other people's files
- will not bring in devices from outside school and try to use them on school computers

Rules for Responsible Internet Use

The following rules will be followed by all pupils

Using the Internet

I will ask permission from a member of staff before using the Internet

I will report any unpleasant material to a member of staff immediately because this will help protect other pupils and myself

I understand that the school will check my computer files and monitor the Internet sites I visit

I will not complete and send forms without permission from my teacher

I will not give my full name, my home address, telephone number or other personal details when completing forms

Using e-mail

I will ask permission from a teacher before checking the e-mail

I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself

I understand that e-mail messages I receive or send may be read by others
The messages I send will be polite and responsible

I will only e-mail people I know, or my teacher has approved

I will only send an e-mail when it has been checked by a teacher/adult in school

I will not give my full name, my home address or telephone number

I will not use e-mail to arrange to meet someone outside school hours

Using Social Networking

Social networking Internet sites (such as, MySpace, Facebook) provide facilities to chat and exchange information online. This online world is very different from the real one with the temptation to say and do things beyond usual face-to-face contact.

- Use of social networking sites in the school, is not allowed and will be blocked/filtered.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Pupils will never give out personal details of any kind that may identify themselves, other pupils, our school or location. This will also include not using personal photographs and videos.
- Pupils will only interact with known friends, family and staff over the Internet and deny access to others.
- Parents, pupils and staff must be aware of the dangers of discussing pupils, staff or the school on social networking sites.
- **The governors will consider taking legal action, where appropriate, to protect pupils and staff against cyber bullying and defamatory comments.**

Using Mobile Phone

Many mobile phones have access to the Internet and picture and video messaging. This presents opportunities for unrestricted access to the Internet and sharing of images. There are risks of cyber-bullying or inappropriate contact.

- The sending of abusive or inappropriate text messages is forbidden.
- Staff are not permitted to access or use their mobile phones within the classroom during teaching time.
- Visitors to the school site are not permitted to use mobile phones whilst on the site unless specific permission has been granted.
- No pupils are allowed mobile phones on the school site. If they are brought into school they will be confiscated and arrangements made with their responsible adult for collection.

Ensuring Internet access is appropriate and safe

The following measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our Internet access is purchased from Birmingham LA which provides a "firewall" filtering system intended to prevent access to material inappropriate for children
- All access is monitored by a system which picks up on key words, these are then checked by the headteacher with the assistance of the ICT Development Worker. Any concerns regarding misuse are logged with the Local Authority.
- Children using the Internet will be supervised by an adult
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of the children
- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan
- Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others
- Our 'Rules for Responsible Internet Use' will be displayed near computer systems
- The ICT Development Worker will ensure that checks are made on files to monitor compliance with the school's Online Safety Policy

Adult use of Internet

All adults using school computers and other ICT hardware are given a user name and password.

All adults are required to use the internet responsibly including:

- Not accessing websites inappropriate to the nature and ethos of our school.
- Only using internet access for personal use in own time – i.e. not during teaching time.
- Reporting any concerns to headteacher regarding images/websites inadvertently accessed through search engine.
- In accessing personal e-mail being aware that all e-mails are monitored and therefore must be in keeping with the ethos of the school.
- Adults may use school laptops and tablets off-site – but must be vigilant in appropriate use. This use is also monitored.

Action to be taken if an incident of upsetting material occurs:

- Computer/system displaying 'upsetting material' **MUST BE ISOLATED & SECURED FROM ANY CHILDREN & STAFF BUT MUST NOT BE CLOSED DOWN OR SWITCHED OFF** (as this might make it impossible for the Police and Child Protection Services to fully investigate)
- If it has occurred in the ICT Suite, this must be locked and no-one admitted until the Police arrive.
- LA Child Protection Services should be informed immediately.
- Child/children who have viewed/reported inappropriate material will be given support and their parents informed.

Maintaining the Security of the School Network

The ICT Development Worker will:

- ensure virus protection is updated regularly
- keep up-to-date with ICT developments
- work with the LA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary

Using the Internet to Enhance Learning

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines and to use the Internet to find and evaluate information.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access may be by teacher (or sometimes other-adult) demonstration
- pupils may access teacher-prepared materials, rather than the open Internet
- pupils may be given a suitable web page or a single web site to access
- pupils may be provided with lists of relevant and suitable web sites which they may access
- older, more experienced, pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher. Pupils will be expected to observe the 'Rules of Responsible Internet Use' and will be informed that checks can and will be made on files held on the system and the sites they access.

Using Information from the Internet

We believe that, in order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it. In particular, they should know that, unlike the library for example, most of the information on the Internet is intended for an adult audience, much of the information on the Internet is not properly audited/edited and most of it is copyright.

- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in a library or on TV
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet
- When copying materials from the Web, pupils will be taught to observe copyright
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed

Using e-mail

Pupils will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained.

Therefore:

- Pupils will only be allowed to use e-mail once they have been taught the 'Rules of Responsible Internet Use' and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail
- In-coming e-mail to pupils will not be regarded as private
- Children will have the e-mail messages they compose checked by a member of staff before sending them
- The forwarding of chain letters will not be permitted
- Pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours

Internet Access and Home/School Links

Parents are informed in our school prospectus that pupils are provided with supervised Internet access as part of the curriculum.

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for advice/guidance the school can offer with regard to safe access for children. The school has available a stock of relevant leaflets from organisations such as BECTa, PIN, and NCH Action for Children.

Reminders about internet safety at home are given in our school newsletters.

Our school website contains useful information on e-safety.

Use of digital/video cameras

Pictures, videos and sound are not directly connected to the Internet but images are easily transferred.

- Pupils will not use digital cameras or video equipment at school unless specifically authorised by staff.
- Parents will not use digital cameras, mobile phones or video equipment at school unless specifically authorised by staff.
- The Headteacher or nominee will inform parents/guardians and others present at school events that photographs/videos may be taken on the basis that they are for private retention and not for publication in any manner.

School Website

The school's website address is :www.sacredheart.bham.sch.uk. The following guidelines are observed:

- All material must be the stated author's own work, crediting other work included and stating clearly that author's identity and/or status.
- The point of contact on the web site will be the school address, telephone number and e-mail address
- We will not publish pupils' full names or photographs that identify individuals unless express permission has been obtained
- Home information or individual e-mail identities will not be published
- Staff will be identified by their title and surname unless they request otherwise
- Permission will be sought from other individuals before they are referred to by name on any pages published

Handling online safety complaints

- Complaints of Internet mis-use will be dealt with by a senior member of staff.
- Any complaint about staff mis-use must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Other complaints about mis-use will be dealt with through school's complaints procedure

Sanctions include

- interview/counselling by Class Teacher/Headteacher with parents/carers being informed
- Removal of Internet or computer access for a period of time.

Monitoring and Evaluation

The SLT will monitor the effectiveness of the policy by:

- Feedback from the ICT Development Worker
- Comments from staff, pupils and parents

Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider and the DfE.

However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen.

Neither the school nor Birmingham LA can accept liability for the material accessed, or any consequences thereof.

A most important element of our 'Rules for Responsible Internet Use' is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

Initial date of policy: September 2002
Policy last reviewed: July 2018

It is the intention to review this policy annually.