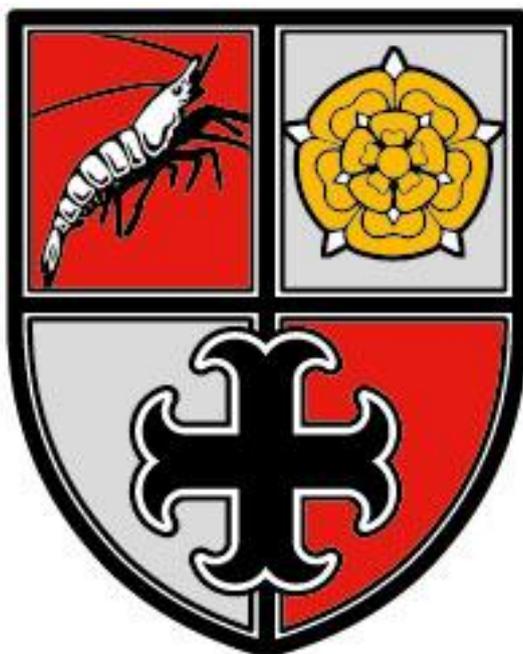


# MARSHSIDE PRIMARY SCHOOL



## Online e-safety Policy

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Chair: Andrew Brown

Headteacher: Katharine Hall

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### EQUALITY STATEMENT

Our school recognises children's diverse circumstances and is committed to its legal responsibilities under the Equality Act 2010. Each child regardless of their background could be a victim of child abuse and is therefore entitled to the same degree of protection and support.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Aims

The use of technology has become a significant component of many safeguarding issues, for example, technology often provides the platform that facilitates child sexual exploitation, criminal exploitation, radicalisation and sexual predation.

There are three categories of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material, for example, pornography, fake news, racist or radical and extremist views;
- **Contact:** being exposed to harmful online interaction with other users, for example, commercial advertising as well as adults posing as children or young adults; and
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm, for example, making, sending and receiving explicit images, or online bullying.

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

## Legislation and guidance

This policy is based on the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on [preventing and tackling bullying](#) and [searching, screening and confiscation](#). It also refers to the Department's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the [National Curriculum computing programmes of study](#).

## Roles and responsibilities

### The Governing Body

The Governing Body has had due regard to the additional information and support set out in KCSiE and ensures that the school has a whole-school approach to online safety and a clear policy on use of communications technology in school;

### Online safety governor is Colette Vaianella

The online safety governor will meet regularly with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

Governors use the [Questions for the Governing Body](#) as part of the annual review.

Governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 2)

### The headteacher

The headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

### The designated safeguarding lead

Details of the school's designated safeguarding lead (DSL) and Deputy are set out in our child protection and safeguarding policy.

The DSL takes lead responsibility for online safety in school, in particular:

- Ensuring that staff understand this policy and that it is being implemented consistently throughout the school;
- Working the ICT manager and other staff, as necessary, to address any online safety issues or incidents;
- Ensuring that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy;
- Updating and delivering staff training on online safety (appendix 3 contains a self-audit for staff on online safety training needs);
- Liaising with other agencies and/or external services if necessary;
- Providing regular reports on online safety in school to the headteacher and/or governing board.

This list is not intended to be exhaustive.

## **The ICT Network Manager**

Apex Solutions are contracted to manage the school's network.

They are responsible for:

- Ensure that appropriate filtering and monitoring systems are in place to safeguard children and young people from potentially harmful and inappropriate online material. The use of filters is routinely monitored and updated any breaches dealt with in accordance with school procedures;
- Be careful to ensure that these systems do not place unreasonable restrictions on internet access or limit what children can be taught with regards to online teaching and safeguarding;
- Acknowledge that whilst filtering and monitoring is an important part of schools' online safety responsibilities, it is only one part of our role. Children and adults may have access to systems external to the school control, such as mobile phones and other internet enabled devices and technology 3 and 4 G data;
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly;
- Conducting a full security check and monitoring the school's ICT systems on a weekly basis;
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files;
- Ensuring that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy.

This list is not intended to be exhaustive.

## **All staff and volunteers**

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy;
- Implementing this policy consistently;
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 2), and ensuring that pupils follow the school's terms on acceptable use (appendix 1);
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy.

This list is not intended to be exhaustive.

## **Parents**

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendix 1)

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues?, UK Safer Internet Centre: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues>
- Hot topics, Childnet International: <http://www.childnet.com/parents-and-carers/hot-topics>
- Parent factsheet, Childnet International: <http://www.childnet.com/ufiles/parents-factsheet-09-17.pdf>

## **Visitors and members of the community**

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 2).

## **Educating pupils about online safety**

Children are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy as well as advised never to give out personal details of any kind which may identify them or their location e.g. disclosing their real name, address, mobile or landline phone numbers, school, e-mail address, names of friends, specific interests and clubs etc;

Ensure a comprehensive whole- school curriculum response is in place to enable all pupils to learn about and manage online risks effectively and support parents and the wider school community (including all members of staff) to become aware and alert to the need to keep children safe online; Our e-Safety programme raises the awareness and importance of safe and responsible internet use. All staff partake in annual online safety training as part of their safeguarding update Teachers ensure SMART Rules for Internet access are posted in all classrooms and that children's internet use is only with adult supervision. Parents' support is enlisted through drawing their attention to the School's Online Safety Policy in the school prospectus and will be reminded of its importance through the school's newsletter. Parents and carers will also be provided with additional information on Online safety through annual parent training sessions.

Pupils will be taught about online safety as part of the curriculum.

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

### **Educating parents about online safety**

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. As part of Internet Safety day held annually in February, workshops will be held for pupils and parents. This policy will also be shared with parents.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

## **Cyber-bullying**

### **Definition**

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

### **Preventing and addressing cyber-bullying**

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their class, and the issue will be addressed in assemblies.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

The school also sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour and Anti-bullying policy. Parents will be asked to come into school to discuss the incident. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

### **Examining electronic devices**

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on screening, searching and confiscation.

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

### **Acceptable use of the internet in school**

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 and 2). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 and 2.

### **Mobile devices in school**

#### **Pupils**

Pupils in Y5 and Y6 may bring mobile phones into school, after prior agreement with the Headteacher but are not permitted to use them during the school day. On arrival at school, they must be switched off and handed to the office staff. They can then be collected at the end of the school day as they leave or after an extra-curricular club.

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendix 1).

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

#### **Staff**

Staff are allowed to bring their personal phones to school for their own use but will limit such use to non-contact time when pupils are not present. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils.

Staff will not take pictures or recordings of pupils on their personal phones or cameras.

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

Under no circumstances should staff have their mobile phone on their desk, on display or use their phone whilst in the classroom. Staff need to recognise that this could lead to accusations against themselves regarding the filming/photographing of children or children using it to film/photograph an incident in the classroom. Social Networking sites e.g. Facebook, MySpace, MSN, should not be accessed on the school premises. Public comments on such networking sites that may be detrimental to the school will result in possible disciplinary procedures.

In an emergency regarding the safety of children or adults, staff must use their professional judgement to inform the relevant people and / or summon the emergency services. This may include:

- Initiating lockdown procedures;
- Informing senior staff of a trespasser on site;
- In an emergency situation during an off-site visit.

### **Staff using work devices outside school**

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 2.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager.

Work devices must be used solely for work activities.

### **How the school will respond to issues of misuse**

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

### **Training**

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

The DSL and Deputy will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

### **Monitoring arrangements**

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 4.

This policy will be reviewed annually. At every review, the policy will be shared with the governing body.

### **Links with other policies**

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure

## Appendix 1: acceptable use agreement (pupils and parents/carers)

### Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers

Name of pupil:

#### When using the school's ICT systems and accessing the internet in school, I will not:

- Use them for a non-educational purpose;
- Use them without a teacher being present, or without a teacher's permission;
- Access any inappropriate websites;
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity);
- Use chat rooms;
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher;
- Use any inappropriate language when communicating online, including in emails;
- Share my password with others or log in to the school's network using someone else's details;
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer;
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision.

If I bring a personal mobile phone or other personal electronic device into school:

- I will switch it off and hand it into the office;
- I will not use it during the school day or other activities organised by the school;
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online;
- I agree that the school will monitor the websites I visit;
- I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others;
- I will always use the school's ICT systems and internet responsibly.

Signed (pupil):

Date:

**Parent/carer agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

## Appendix 2: acceptable use agreement (staff, governors, volunteers and visitors)

### Acceptable use of the school's ICT systems and the internet: agreement for staff, governors, volunteers and visitors

**Name of staff member/governor/volunteer/visitor:**

When using the school's ICT systems and accessing the internet in school, or outside school on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature;
- Use them in any way which could harm the school's reputation;
- Access social networking sites or chat rooms;
- Use any improper language when communicating online, including in emails or other messaging services;
- Install any unauthorised software;
- Share my password with others or log in to the school's network using someone else's details.

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

**Signed (staff member/governor/volunteer/visitor):**

**Date:**

**Appendix 3: online safety training needs – self-audit for staff**

Online safety training needs audit	
<b>Name of staff member/volunteer:</b>	<b>Date:</b>
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training? Please record them here.	

