



St. Oswald's R.C. Primary School

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Headteacher: Mrs. C. Kippax

Online Safety Policy

Date amended: March 2017

by: Miss K Barlow

Date for review: March 2019

Signed:

Chair of Governors

Date:

Online Policy

St Oswald's is proud to be a Roman Catholic school where every person is helped to do their best to success in a place of love, peace and safety, following the teachings of Jesus. In our school family, we are enthusiastic learners and teachers.

Nihil Satis Nisi Optimum

1. Introduction

St Oswald's Roman Catholic Primary School fully recognises the contribution it can make to protect children and support them in school. The aim of this policy is to safeguard and promote our staff and pupils' safe use of the Internet and electronic communication technology.

This policy will highlight the need to educate children about the benefits and risks of using new technologies both in and away from school. It will also provide safeguards and rules to guide staff and visitors in their online experiences.

The school e-safety policy will operate in conjunction with other policies including; behaviour, anti-bullying, equal opportunities and Acceptable Use Agreement.

For the curriculum coverage of ICT and Computing please refer to the ICT and Computing curriculum policy.

2. Disability

We aim to help each child experience success and to reach their full potential by providing the best possible standard of education. At all times and in all areas of school life every possible measure will be taken to ensure that each member of this school community is enabled to participate as fully as possible, and achieve success.

3. Writing and reviewing the online policy

Our online safety policy has been written in accordance with the Catholic principles held by our school. It has been agreed by the Head Teacher and by governors. It will be reviewed bi-annually.

4. The Importance of Internet Use

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in education, business and social interaction.
- The school has a duty to provide students with quality Internet access as a part of their learning experience.

5. The Benefits of Using the Internet in Education

- Access to world-wide educational resources.
- Educational and cultural exchanges between pupils world-wide.
- Cultural, social and leisure uses in libraries, clubs and at home.
- Access to experts in many fields for staff and pupils.
- Staff professional development through access to national developments, educational materials and good curriculum practice.
- Communication with support services, professional associations and colleagues.
- Access to school resources and data.

6. Using the Internet to Enhance Learning

- The school Internet access has been designed for the pupils both at school and at home. At school it is monitored by staff and by Lancashire Grid for Learning (LGFL).
- Pupils will be taught what is and is not acceptable use of the Internet. They will be given clear guidelines and objectives when they use the Internet.
- The children will all write a set of Internet rules at the beginning of the year. These will be sent home and will be displayed around the school and in each classroom.
- Internet access will be planned to enrich, support and enhance learning activities.
- Staff will guide pupils in on-line activities.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

7. Education

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

E-safety education will be provided in the following ways:

- A planned online safety programme will be provided and taught in the Autumn Term across the whole school. This will also be in conjunction with the Catholic Ethos of the school and the SEAL materials based around being safe.
- This will cover the use of ICT and new technologies both inside and outside of school.
- Key online safety messages will be addressed throughout this teaching.
- Pupils will be taught in all relevant lessons to be aware of the materials and content they access on-line and be guided on how to keep safe and validate the accuracy of the information.
- Pupils will be helped to understand the importance of online safety.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using material accessed on the Internet.
- Rules for the use of ICT and the Internet will be posted around the school, on the laptop trolleys, in the ICT suite and all other relevant areas.
- Staff should be aware they are role models in their use of ICT, the Internet and mobile devices.
- Pupils will be informed that their Internet use will be monitored.

8. Training Staff

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training and assistance will be offered as follows:

- A planned series of lessons to teach online safety to all children has been provided and disseminated to all staff.
- All staff will receive online safety and child protection training.
- Staff will discuss and agree the online safety policy when appropriate.
- The ICT and Computing coordinator will provide advice, guidance and training as required to individuals.
- All staff will have agreed the Acceptable Uses policy and have signed to say they will use the Internet, in school, in a responsible and safe way. This is in line with LCC guidance.
- Staff will be made aware that all Internet use is monitored and can be traced.
- Staff development in the safe and responsible Internet use and on school Internet policy will be provided as required.

9. Governors

It is essential that governors of the school are familiar with online safety policy and understand their responsibilities in the safeguarding of children.

This may be offered in a number of ways:

- The ICT and Computing coordinator will update governors on any policy changes or reviews.
- The ICT and Safeguarding governors will be kept up to date with any relevant changes or issues that may arise.
- Governors will be invited to any relevant ICT, safeguarding or online safety training.

10. Parents/Carers

Many parents and carers may have a varied understanding of online safety risks and issues, yet they play an essential role in the education of their children and in monitoring/regulating their children's online experience. Parents/carers may not always realise or may underestimate how often children come across potentially harmful and inappropriate material on the Internet and are often unsure about what to do about it. In order to help bridge this gap school will:

- Provide online safety advice and guidance in the form of letters, leaflets and web-based information on the school website.
- Ask parents to sign an acceptable uses and agreement form as their child starts school. This gives the school permission to let the children use the Internet, that they agree to the school Internet rules and that their child's image can be used on the school website and Facebook site.
- The parents will be sent the school Internet rules at the start of every academic year.
- Parents are offered the opportunity to attend online safety training, which the school provides annually, free of charge to parents.

11. Technical

Infrastructure

- The school will be responsible for ensuring that the network is safe and secure as is reasonably possible and that all policies and procedures are approved and implemented.
- Schools ICT will be managed in ways that ensure school meets the agreed acceptable uses policy in accordance with LCC.
- There will be regular reviews and audits of the safety and security of school ICT carried out by the ICT and Computing coordinator and ICT technician.
- Staff will be issued with usernames and passwords for their laptops. On the computers there will be separate staff and pupil settings, the staff one requiring a password.
- The 'administrator' password will be held by the relevant staff.
- Appropriate and relevant security measures are in place to protect all users. Any information deemed to be a risk is blocked by LGFL.
- The school employs an ICT technician, who will assist the school in a range of technical issues.

Equipment

- Servers, wireless systems and cabling must be securely located and physical access is restricted.
- Staff should be vigilant when carrying personal data. Every attempt should be made to protect documents.
- Staff should not install any programmes onto school laptops at home without prior permission from the Head Teacher.
- Staff should not allow other members of the family to use their school laptop at home for inappropriate activities which would not be deemed acceptable by the Head Teacher.

12. E-mail

- Pupils may only use approved e-mail accounts set up by school.
- Pupils must immediately tell their teacher if they receive an inappropriate email.
- Pupils must not reveal personal details about themselves or others, such as addresses or telephone numbers, or arrange to meet anyone on line.
- Staff will be issued a staff email account to use.
- All children's email accounts will be deactivated once the children have finished using them.

13. The management of the school website

The content of the school's website will contain all relevant information, as set out by LCC. The website will include pictures of pupils that have prior agreement by the parents. These pupils will not be named and will often not be solo pictures. Written permission is gained for each pupil at the beginning of their time at St Oswald's.

14. Mobile Phones

- The use of mobile phones by pupils at school is strictly prohibited. If any child brings a mobile phone in, it will be confiscated and kept by the class teacher until the end of the day.

- In only special circumstances, will pupils be allowed to bring a mobile phone into school. This will be taken from the child on arrival, kept in the school office and then be given back to the child at the end of the day.
- Photographs of staff or pupils should not be taken on mobiles phones.

15. Facebook and Twitter

School has a Facebook and Twitter account which is closely monitored by school and an external monitoring provider called 'Get Logged In'. This is being used as a useful tool of communication with parents and a wonderful way to showcase the exciting things that the children do day to day whilst they are at school. Parents will give permission for their child's image to be shown on the site. These permission slips are kept in children's files in the school office. Should a parent request that their child's image is not used, the school will respect and uphold this request. Teachers will be notified by the Head Teacher or SBM if a parent has refused permission for their child's image to be used in this way.

15. Recording Internet misuse and sanctions

Responsibility for handling incidents will be dealt with by the class teacher and other senior members of staff. Any complaints about staff misuse must be referred to the Head Teacher who will refer to the school's disciplinary policy. Parents and pupils will need to work in partnership with staff to resolve any issues. Sanctions can be found in the school's behaviour policy.

16. Roles and Responsibilities

- The **Governors** will be responsible for approving the online safety policy and being notified of any changes to the way online safety is carried out in the school. Online safety will be mentioned in the ICT subject leaders report at the end of every academic year, which is read by all governors.
- The **Head teacher and senior leaders** are responsible for ensuring the safety of all members of the school community, that suitable CPD is available to all staff and that all issues arising from online safety are dealt with accordingly.
- The **ICT coordinator** will take the lead on online safety, organise training for staff, ensure all staff teach online safety to the children, liaise with the ICT technician, report to the governors and senior leaders, attend relevant training and updates and be made aware of any online -safety issues within the school.
- The **ICT technician** will install any programmes purchased by the school, maintain the school network, and fix any problems arising from the computers throughout the school.
- The **teaching and support staff** will teach online safety each year to the pupils, have an up to date awareness of online safety issues, read and understood all online safety policies, signed and agreed to the Acceptable Uses Policy, report any misuse to the appropriate member of staff, be professional and use all ICT in a professional way, ensure that pupils are aware of online safety and the Internet rules, use appropriate websites in lessons and ensure that all resources are checked before they are used with or by the children.
- The **pupils** will be expected to understand the school Internet and online safety rules, understand what is and isn't acceptable use of ICT and understand the importance of telling a teacher when they see or they themselves misuse any piece of ICT.
- **Parents/Guardians** will be expected to sign and support the school's policy on online safety and Internet use.

Signed: *Kelly Barlow*
(ICT and Computing Coordinator)

Date: March 2017