



Waterhouses CE
Primary Academy

Online Safety Policy

Committee	SSSE
Date Approved by Governing Body	April 2018
Last Review Date by Committee	March 2018
Next Review Date by Committee	March 2019

Celebrate, Learning, Achieving and Friendship in God's Love
Core Christian Values: Love, Hope, Trust, Respect

1. Aims

1.1 We at Waterhouses CE Primary Academy recognise the Internet and other digital technologies provide a vast opportunity for children. More than any other mode of technology, the Internet and digital technologies allow all those involved in the education of children to promote creativity, stimulate awareness and enhance learning.

1.2 Along with the desire for children to access every opportunity for learning, there will be the need to keep them safe from the dangers of the Internet, digital and mobile technologies. With this in mind, Waterhouses CE Primary Academy has created a policy that is aimed at developing not only a whole school approach to e-safety, but also an approach that seeks to protect children who access the Internet and digital technologies outside the school environment.

2.1 Writing and reviewing Online Safety Policy

2.1.1 The Online Safety policy is part of the School Development Plan and relates to other policies including those for ICT, anti-bullying and child protection.

2.1.2 The Online Safety policy has been written by Waterhouses CE Primary Academy, building on Staffordshire's guidance, the Kent e-Safety Policy and Government guidance. This policy has been agreed by senior management and approved by governors. The policy is reviewed annually by the Online Safety coordinator and the senior management team.

2.2 Teaching and Learning

2.2.1 The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience. Using the Internet is part of the statutory curriculum and a necessary tool for staff and pupils.

2.2.2 Online safety is covered as part of Computing / PHSE / other lessons and is regularly revisited. Key online safety messages are reinforced throughout the year e.g. Internet Safety day. Pupils are taught to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.

2.2.3 Internet access at Waterhouses CE Primary Academy is designed expressly for pupil use. We use RM Futures Cloud- filtering provided by Staffordshire Learning Network. This is appropriate to the age of the children. As part of the Computing curriculum the children will be taught what Internet use is acceptable and what is not and given clear objectives for internet use (See AUP). These objectives are displayed clearly on each computer when the children log on (E-monitoring objectives). The monitoring of this software is carried out by the Online Safety co-ordinator/ICT technician.

2.2.4 We at Waterhouses CE primary Academy will ensure that the use of Internet derived materials by both staff and pupils complies with copyright law. Pupils will be taught the importance of cross-checking information before accepting its accuracy.

2.3 Managing Internet Access

2.3.1 The ICT systems security will be reviewed regularly by the Online Safety coordinator, the ICT technician and the senior management team. The ICT technician will ensure virus protection is updated regularly (See Appendix B - Technical)

2.3.2 Children may only use approved e-mail accounts on the school system, they must immediately tell a member of staff if they receive an offensive e-mail. In e-mail communication, children must not reveal their personal details or those of others. The Telecommunications Act 1984, section 43 makes it an offence to send by means of a public telecommunications system, a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. All incoming e-mail should be treated as suspicious and attachments not opened unless the author is known. The forwarding of chain letters is not permitted.

2.3.3 On the School website only the school office contact details will be given online. Staff or pupil contact information will not be published. The headteacher will take overall editorial responsibility for the school website and ensure that content is accurate and appropriate.

2.3.4 When publishing images of children we will take care to ensure that individual children cannot be identified or their images misused. Children's full names will not be used anywhere on the school Web site, particularly in association with photographs. Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site. Children's work can only be published with permission of the child and parents/carers.

2.3.5 The staff at Waterhouses CE Primary Academy will educate children in the safe use of social networking sites, however these sites will not be accessible on school grounds. Children will be advised never to give out personal information of any kind which can identify them, their friends or their location. We will advise children and parents that using social networking sites brings a range of dangers.

2.3.6 Waterhouses CE Primary Academy will work with outside agencies such as CEOP to ensure the systems in place to protect pupils are reviewed and improved. If staff or children come across unsuitable on-line materials, the site should be reported to the Online Safety coordinator. The Online Safety coordinator and senior management team will ensure that regular checks of e-monitoring software are made to ensure that the filtering systems are appropriate and effective.

2.3.7 Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. The senior management team should be aware that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable materials and communications. Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

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

2.4 Policy Decisions

2.4.1 All staff must read and sign the 'Staff Acceptable Use Policy (AUP) before using any school ICT resource. The school office will maintain a current record of all staff and children who are granted access to the school ICT systems. Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' before being allowed to access the Internet from the school site. In KS1, access to the Internet will be by adult demonstration with directly supervised access to specific online materials.

2.4.2 Waterhouses CE Primary Academy 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. The school cannot accept liability for any material accessed, or any consequences of Internet access. The Online Safety coordinator will 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.

2.5 Communications Policy

2.5.1 The Online Safety coordinator will ensure online safety rules will be displayed in all rooms where computers are used and they will be discussed with children regularly. Children will be informed that Internet use will be monitored using e-monitoring software and appropriately followed up. A programme of training in online safety will be developed and led by the Online Safety coordinator. Online safety training will be embedded within the ICT scheme of work.

2.5.2 All staff will be given the School online safety Policy and its importance explained. Staff will be informed that Internet traffic can be monitored and traced to individual users. Staff will always use a child friendly search engine when accessing the Internet with children.

2.5.3 Parents' and carers' attention will be drawn to the School Online Safety Policy in newsletters and on the school

website. The school will also maintain a list of online safety resources for parents/carers and hold Parent workshop/assemblies to explain online safety and discuss any concerns.

2.6 Internet Misuse

2.6.1 Should there be a complaint of Internet Misuse involving illegal activity ie.

- child sexual abuse images
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials

These will be dealt with by the Online Safety coordinator and Designated Safeguarding Lead (DSL) using the flow chart from the Staffordshire Safeguarding Children's board which will be consulted and actions followed in line with the flow chart.

2.6.2 Any complaint about staff misuse of the Internet must be referred to the headteacher (DSL). Any complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

2.6.3 Futures Cloud software detects potentially inappropriate content and conduct as soon as it appears on the screen, is typed in by the user or received by the user. A screen capture is taken of every incident detailing the time and date of capture, machine name, username and reason for capture. A weekly headline summary is produced from the system detailing captures of particular interest to alert the person monitoring the system. These particular violations will be investigated and dealt with in accordance to the Acceptable Use Policy (AUP), behaviour policy and other relevant school policies.

2.6.4 Serious breaches of the e-monitoring solution within school will be dealt with accordingly and investigation / action / sanctions will be the responsibility of the head of school.

The Online Safety Coordinator is Mrs Karen Cooper.

The Online Safety Link Governor is Mark Longson.