

Padiham Green Church of England Primary School

St Anne's Street, Padiham, Lancashire, BB12 7AX
Headteacher: Mr. M. S. Dixon B.Ed. (Hons), M.Ed.
Telephone: 01282 776855 Email: bursar@padihamgreen.lancs.sch.uk



ONLINE SAFETY POLICY 2020 / 2021

Online safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience. The previous Safe Internet Use Policy has been revised and renamed as our E-Safety policy to reflect the need to raise awareness of the safety issues associated with electronic communications.

End to End Online safety

Online safety depends on effective practice at a number of levels:

- Responsible use of ICT by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of Online safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from CLEO and LancsNGfL including the effective management of Lightspeed filtering.
- National Education Network standards and specifications.

Teaching and Learning - Why Internet use is important

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet use will enhance learning.

School Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

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

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Pupils should be taught to be critically aware of the materials they read and should be shown how to validate information before accepting its accuracy.

Acceptable use for all staff and pupils

The computer system is owned by the school and is made available to pupils to further their education, and for staff to develop curriculum material, management and administration.

The school reserves the right to examine or delete any files that may be held on its computer system and to monitor all email and Internet sites visited.

The school will endeavour to ensure that pupils and staff will only be able to access approved sites.

Visits to unapproved sites by pupils will mean that the Headteacher and parents will be informed.

Visits to unapproved sites by teachers will be notified to the Headteacher and Governing Body for action.

All staff must sign a copy of this Online safety Policy and return it to the ICT Subject Leader.

All pupils and parents/guardians must sign a copy of the school's Online safety Rules (See Appendix 1).

All Internet activity should be appropriate to the curriculum requirements of pupils and staff.

All websites have to be approved by the Online safety Coordinator in conjunction with the Internet provider before they can be used / accessed.

Access should only be made through the authorised account and password, which should not be made available to any other person.

Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems is forbidden.

Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.

Use for personal shopping, financial gain, gambling, political purposes or advertising is forbidden.

When using e-mail, good professional levels of language and content shall apply. All offensive words of any description are forbidden. All communications shall comply with good equal opportunities and non-discriminatory practices.

Use of the network to access unsuitable materials of a sexual nature, racist or any kind of offensive material is forbidden.

This policy is to protect all parties, namely the school, all pupils and all staff.

MANAGING INTERNET ACCESS

Information system security

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

Security strategies will be discussed with BTLS & LCC.

E-mail

Pupils may only use approved e-mail accounts on the school system and will only be permitted to access these email accounts under staff supervision.

Published content and the school website

The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

Photographs that include pupils will be selected carefully.

Pupils' full names will not be used anywhere on the website, particularly in association with photos.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Pupil's work can only be published with the annual permission of the pupil and parents. Social networking and personal publishing

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved.

Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

The school will work with the LCC and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the Online safety Coordinator.

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing videoconferencing

Video conferencing will be appropriately supervised for the pupils' age.

Staff using videoconferencing for the purposes of communication outside of school, such as an enforced period of self-isolation as a result of COVID-19, will ensure a parent is present when conversing with a pupil.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile phones will not be used during formal school time. The sending of abusive or inappropriate text messages is forbidden.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018.

POLICY DECISIONS

Authorising Internet access

All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up to date, for instance a member of staff may leave, or a pupil's access be withdrawn.

At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Parents will be asked to sign and return a consent form.

Assessing risks

The school will take all reasonable precautions to ensure that users access only appropriate 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 school computer. Neither the school nor LCC can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the Online safety policy is adequate and that its implementation is effective.

Handling Online Safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the Headteacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure.

Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues as they arise.

COMMUNICATIONS POLICY

Introducing the Online safety policy to pupils

E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.

Pupils will be informed that network and Internet use will be monitored.

Staff and the Online safety policy

All staff will be given the School Online Safety policy and staff Internet Safety policy and its importance explained.

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support

Parents' attention will be drawn to the School Online safety policy in newsletters, the school brochure and on the school Website.

This policy is to be reviewed annually

Policy reviewed: September 2020

Next review: Autumn 2021

Subject Leader: Mark Tranmer

Chair of Governors: Debbie Barsby