

# Clipston Primary School and Great Creaton Primary School

## Online - Safety Policy

Appendix 4 to the Safeguarding Policy



## Online - Safety Policy

Presented and adopted by Governors: October 2017

Proposed Review: Autumn 2018

Signed .....

Mr Graham Leah - Chair of Governors

## **AIMS OF CLIPSTON SCHOOL**

Clipston Endowed VC Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

## **AIMS OF GREAT CREATON SCHOOL**

Great Creaton Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence and a deep sense of self-worth. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual, moral, social and cultural development to support the ability to grow and flourish as human beings.
- c) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- d) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- e) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- f) Ensure equal opportunities for all.
- g) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- h) Develop a sense of pride in belonging to Great Creaton Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

## BENEFITS AND RISKS

Computing covers a wide range of activities, including access to information, electronic communications and social networking. As use of technology is now universal, it is imperative that children learn computing skills in order to prepare themselves for the working environment and that the inherent risks are not used to reduce the use of technology by pupils. Further, the educational advantages of computing need to be harnessed to enhance children's learning. This document provides guidance on developing an effective e- safety strategy to ensure that staff recognise the risks and take action to help children use the internet safely and responsibly.

## COMPUTING IN OUR SCHOOLS.

Computing is now a key part of the school curriculum and one of the key aims of computing is to ensure that pupils are aware of online safety messages and guidelines that we continue to teach and instill in our pupils. This is part of our school's responsibility to safeguard and promote the welfare of our pupils, as well as the duty of care to children and their parents to provide a safe learning environment.

Clipston Primary School and Great Creaton Primary School have an online safety strategy in place based on a framework of policy, practice, education and technological support that ensures a safe online- learning environment that maximises the educational benefits of ICT whilst minimising the three main areas of -

### Associated Risks:

Content: being exposed to illegal, inappropriate or harmful material;

Contact: being subjected to harmful online interaction with other users; and

Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

Our purpose is to:

- a) promote the use of technology within the curriculum;
- b) protect children from harm;
- c) safeguard staff in their contact with pupils and their own use of the internet;
- d) ensure the school fulfils its duty of care to pupils;
- e) provide clear expectations for staff and pupils on acceptable use of the internet.

In particular, both schools ensure the following:

- A **safe internet procedure** that provides filtering software to block access to unsuitable sites, anti-virus software and monitoring systems (for example Surfprotect).
- A culture of **safe practice** underpinned by a strong framework of online safety policy that ensures everyone is aware of expected standards of on-line behaviour.
- Children are **taught to keep themselves and others safe** on-line and use technology responsibly; this should be achieved by working in partnership with parents and carers and raising awareness of the potential risks of internet use.

## **ROLES AND RESPONSIBILITIES**

A successful online safety strategy needs to be inclusive of the whole school community, including teaching assistants, governors and others, and forge links with parents and carers. The strategy must have the backing of school governors, should be overseen by the head teacher and be fully implemented by all staff.

### **Mrs Mercer has ultimate responsibility for all online safety issues within the school including:**

- the overall development and implementation of the school's online safety policy;
- ensuring that online safety issues are given a high profile within the school community;
- linking with the board of governors and with parents and carers to promote online safety;
- ensuring online safety is embedded in the curriculum;

### **Governors' role**

Governing bodies have a statutory responsibility for pupil safety and should therefore be aware of online safety issues, providing support to the head teacher in the development of the school's online safety policy.

### **Online safety/Computing Coordinator's role**

All schools should have a designated online safety coordinator who is responsible for co-ordinating online safety procedures on behalf of the schools.

**Clipston: Miss Steph Glascodine**

**Great Creaton: Mrs Emma Mercer**

### **Role of school staff**

All school staff have a dual role concerning their own internet use and providing guidance, support and supervision for pupils. Their role is:

- adhering to the school's online safety policy and procedures;
- communicating the school's online safety policy to pupils;
- keeping pupils safe and ensuring they receive appropriate supervision and support whilst using the internet;
- reporting breaches of internet use to the online safety coordinator / Headteacher;
- teaching the online safety and digital literacy elements of the new curriculum.

## **WORKING WITH PARENTS AND CARERS**

Most children will have internet access at home or own mobile devices and might not be as closely supervised in their use as they would be at school. Therefore, parents and carers need to know about the risks so that they are able to promote online safety education at home and regulate and supervise children's use as appropriate to their age and understanding.

From time to time, parents are made aware of e- safety issues and are offered support in reinforcing online safety messages at home.

## **TEACHING ONLINE-SAFETY**

One of the key features of our school's online safety strategy is teaching pupils to protect themselves and behave responsibly while on-line.

- Overall responsibility for the design and co-ordination of online safety education lies with the head teacher and the online safety coordinator but all staff should play a role in delivering online safety messages.
- Teachers are primarily responsible for delivering an ongoing online safety education in the classroom as part of the curriculum.
- The start of every lesson where computers are being used should be an opportunity to remind pupils of expectations on internet use and the need to follow basic principles in order to keep safe.
- Teachers should be aware of those children who may be more vulnerable to risk from internet use, generally those children with a high level of experience and good computer skills but coupled with poor social skills.

### **Content**

Pupils should be taught all elements of online safety included in the computing curriculum so that they can use technology safely and respectfully, keeping personal information private and identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies. Ultimately we aspire to our pupils being responsible, competent, confident and creative users of information and communication technology.

### **IT and safe practice**

School staff need to be aware of the importance of maintaining professional standards of behaviour with regards to their own internet use, particularly in relation to their communications with pupils.

The following points are followed by staff to ensure that their behaviour is not open to misinterpretation and to safeguard them from misplaced or malicious allegations.

- Photographic and video images of pupils should only be taken by staff in connection with educational purposes, for example school trips, classroom practice.
- Staff should use school equipment and only store images on the school computer system.
- Staff should take care regarding the content of and access to their own social networking sites.
- Staff should ensure that any materials published on their own social networking sites are neither inappropriate nor illegal.
- Staff should be particularly careful regarding any comments to do with the school or specific pupils that are communicated over the internet; remarks that are private may go to a wider audience and raise questions regarding confidentiality.
- When making contact with parents by email, staff should always use their school email address or via the office/bursar account. Personal email addresses and accounts should never be used.

## **SAFE USE OF TECHNOLOGY**

### **Internet search engines**

- When using the internet, children should receive the appropriate level of supervision for their age and understanding. Teachers should be aware that often, the most computer-literate children are the ones who are most at risk.
- Pupils should not be allowed to aimlessly “surf” the internet and all use should have a clearly defined educational purpose.
- Despite filtering systems, it is still possible for pupils to inadvertently access unsuitable websites. Systems are in place to report, log and act upon these incidents.

### **Safe use of applications**

- Our schools have identified a clear educational use for certain social networking sites (e.g. Twitter and Facebook) and other forum for on-line publishing (e.g. Primary Blogger) These approved sites are used to inform parents and careers of news and events.
- Pupils are taught to be wary of opening attachments to emails where they are unsure of the content or have no knowledge of the sender.
- Pupils are taught not to disclose personal contact details for themselves or others such as addresses or telephone numbers via email correspondence or on social networking sites.
- Pupils should be warned that any bullying or harassment via email, chat rooms or social networking sites will not be tolerated and will be dealt with in accordance with the school's anti-bullying policy. This should include any correspondence or contact taking place outside the school and/or using non-school systems or equipment.
- In order to teach pupils to stay safe online inside and outside of school, they are taught to follow our schools online safety guidelines:
  - a) not to give out personal details to anyone on-line that may help to identify or locate them or anyone else, for example home address, name of school or clubs attended;
  - b) to think carefully before uploading personal photos of themselves or others onto sites and to take care regarding what information is posted as the images may be used by the site as they see fit and therefore there is no control where images may end up or who can see them;
  - c) to behave responsibly whilst on-line and keep communications polite;
  - d) not to respond to any hurtful or distressing messages but to let their teachers, parents or carers know so that appropriate action can be taken;
  - e) not to arrange to meet anyone whom they have only met on-line.

## **SCHOOL WEBSITE**

Mrs J Heaney is our school's designated person responsible for uploading materials onto the school websites as requested by school staff.

- We ensure the privacy and security of staff and pupils, the contact details on the website should be the school address, email and telephone number. No contact details for staff or pupils should be contained on the website.
- Children's full names should not be published on the website.
- Links to any external websites are regularly reviewed to ensure that their content is appropriate for the school and the intended audience.

## PHOTOGRAPHS AND VIDEO IMAGES

- Children's names are not published where their photograph can be linked directly to their name, except on the Tapestry secure site, which is personal to each child and only accessed by the parent (and shared by others only approved by them).
- Staff should ensure that children and staff are suitably dressed to reduce the risk of inappropriate use of images.
- Staff should not use personal devices to take photographs of pupils unless this has been approved by the online safety lead (for example when the number of groups on school trips means that there are insufficient camera devices. In such circumstances the images are uploaded onto the school system and deleted from the personal device).

## RESPONDING TO INCIDENTS

- All incidents and complaints relating to online safety and unacceptable internet use will be reported to Mrs Mercer.
- Incidents involving the head teacher should be reported to the chair of the board of governors.
- The school's online safety coordinator will keep a log of all online safety incidents and complaints and regularly review the information for evidence of emerging patterns of individual behaviour or weaknesses in the school's online safety system, and use these to update the online safety policy.

## CYBERBULLYING

### Definition and description

Cyberbullying is defined as the use of technology such as email and social networking sites to deliberately hurt or upset someone or harass or threaten. Unlike physical forms of bullying, the internet more easily enables bullying to continue past school hours and invades the victim's home life and personal space. It also allows distribution of hurtful comments and material to a wide audience.

Cyber bullying is extremely prevalent as people who would not consider bullying in the physical sense may find it easier to bully through the internet, especially if it is thought the bullying may remain anonymous.

Bullying may take the form of:

- rude, abusive or threatening messages via email or text;
- posting insulting, derogatory or defamatory statements on blogs or social networking sites;
- setting up websites that specifically target the victim;
- making or sharing derogatory or embarrassing images or videos of someone via mobile phone or email (for example, sexting/"happy slapping").

Cyber bullying can affect pupils, parents and staff members. Often, the internet medium used to perpetrate the bullying allows the bully to remain anonymous. In extreme cases, cyber bullying could be a criminal offence under the Harassment Act 1997 or the Telecommunications Act 1984.

## Dealing with incidents

The following covers all incidents of bullying that involve pupils and staff at school, whether or not they take place on school premises or outside school.

- School anti-bullying and behaviour policies should cover the issue of cyber bullying and set out clear expectations of behaviour and sanctions for any breach.
- Any incidents of cyber bullying should be reported to Mrs Mercer who will notify record the incident on the incident report form and ensure that the incident is dealt with in line with the school's anti-bullying policy. Incidents should be monitored and the information used to inform the development of anti-bullying policies.
- Where incidents are extreme, for example threats against someone's life, or continue over a period of time, consideration should be given to reporting the matter to the police as in these cases, the bullying may be a criminal offence.
- As part of online safety awareness and education, pupils should be told of the "no tolerance" policy for cyber bullying and encouraged to report any incidents to their teacher.
- The designated child protection teacher or the online safety coordinator should notify the pupil's parents of any concerns or incidents and where appropriate, arrange to meet with them discuss what action they can take to ensure their child's safety.