

MILFORD PRIMARY SCHOOL

ONLINE SAFETY POLICY



Vision Statement

Milford school sits at the heart of the community, where all involved strive for excellence. Each child is supported in their learning journey and the fulfilment of individual potential.
Care, share, respect and learn

Spring 2017

1. Introduction

1.1 Online Safety encompasses Internet technologies and electronic communications such as mobile phones, internet, e-mail, instant messaging, online chat rooms, music and video downloading, social networking site, 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 Safety experience.

1.2 Our Online Safety policy has been written by the school in consultation with staff and governors.

2. Aims of the Policy

2.1 This Online Safety Policy aims to ensure responsible ICT use by all staff, parents, volunteers and pupils; encouraged by education and made explicit through published policies. The Online Safety Policy aims to ensure that all stakeholders will:

- behave at all times within the terms of current legislation and the expectations of the school community
- only use school resources to develop the pupils' skills and knowledge in the context of the wider school curriculum;
- make careful and considerate use of the school's resources, report faults and work in a way that minimises the risk of introducing computer viruses to the system;
- protect everyone in school from the harmful or inappropriate material accessible via the Internet both in school and outside community;
- use email and similar systems appropriately;
- recognise their responsibility to maintain the privacy of individuals;
- know and abide by the schools Online Safety Policy as it applies to them.

2.2 Milford Primary School expects that all parents and pupils will sign the 'Rules for Responsible Use' documents.

All staff are given a copy of the Online Safety Policy and its importance explained. All staff sign the Online Safety Agreement form.

3. Who is covered by the policy?

2.1 This policy relates to all children and adults who use any computing equipment in school – this may include PCs, laptops, notebooks, tablets, smart phones, memory sticks or any other new technology with similar applications. It also relates to children and adults working off-site, for example at home, but accessing the school website, or other applications recommended by school as part of school work.

4. Legal Issues

4.1 All of the school's software is legally licensed and catalogued. No software can be added to machines unless permission has been given by the school's Computing subject leader.

4.2 No material is to be shared (either via e-mail or via the school's website) until it has been checked by the school's Computing subject leader. This will ensure that no copyright laws are broken.

5. Access to the network

5.1 Access to the curriculum network is password controlled. Each class has its own login, as does each teacher. Children are not able to access any staff files or folders.

5.2 Access to the administrative network is limited to the office manager and the Headteacher, and is password controlled.

6. Internet and Email Access

6.1 Published content and the school web site

6.1.1 The school will only publish its own address, contact details on the school website. Pupils' personal information will never be published on the school's website.

6.1.2 Written permission from parents or carers will be obtained before photographs of pupils will be published on the school website.

6.1.3 The school's headteacher will take overall editorial responsibility and ensure that content is both accurate and appropriate at all times.

6.2 Teaching Safe use of the Internet and ICT

6.2.1 We encourage pupils to use the internet as a rich and challenging resource but recognise that electronic communication outside school is not always subject to the same level of filter as used at school. We have designed the curriculum to equip pupils with skills and knowledge to keep themselves safe in the wider world and give them an understanding of the risks associated with the internet and social media.

6.2.2 Pupils are taught about the potential dangers on the internet and social networking sites and what action to take if something worries them.

6.2.3 Pupils are taught what Internet use is acceptable and what is not and given clear objectives for internet use. They are taught about all forms of bullying including cyber bullying, racist and homophobic bullying. They are taught the law around sexting (At an age appropriate level) and what is and is not acceptable.

6.2.4 At Milford School we are aware that extremist material and material which promotes radicalisation is frequently posted on the internet and social media. Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. Children will be taught to speak with an adult if they read anything that makes them uncomfortable.

6.2.5 Parents/carers are kept informed and the school encourages them to play a role in keeping pupils safe when online or using social media networks. Useful links are posted on the Safeguarding page of the school website.

6.3 Using the internet for learning.

6.3.1. 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.

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

6.3.3 The Internet use will enhance learning. The school Internet access is designed expressly for pupil and induces filtering appropriate to the age of pupils.

6.3.4 Internet access is planned to enrich and extend learning activities.

6.3.5 Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity and educate them in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

6.3.6 Children will always be supervised by an adult when using the Internet.

6.3.7 At Milford Primary School we aim to keep our children safe when using the Internet. The Internet Service Provider (ISP) used by the school is that recommended by Derbyshire County Council. Despite the best efforts of LA and school staff, occasionally pupils may come across something on the internet that they find offensive, unpleasant or distressing. This ISP provides a filtering service which eliminates unsuitable material from the Internet. Pupils will be taught to instantly report any unsuitable material that they may encounter on the Internet. If pupils discover an unsuitable site, they can turn off the monitor or click on the dolphin icon in the top right hand corner of the screen (this will stop anyone seeing the site) and report the site to the class teacher, who in turn will notify the Computing subject leader. Pupils will be told NOT to turn the actual computer off so that the site can be traced.

6.3.8 Staff will report unsuitable material encountered on the Internet immediately to either the Computing Co-ordinator/Headteacher. The ISP will then be contacted to eliminate the material.

6.3.9 The School will work in partnership with the service provider to ensure filtering systems are as effective as possible.

6.4 Social networking sites

6.4.1 The school's Internet Service Provider has blocked all social networking sites so children are unable to access them at school (see above).

6.4.2 Advice for parents on the dangers of social network sites is posted on the school website.

Children are taught:

- to never give out any personal details of any kind which may identify them or their location;
- The law surrounding abusive or inappropriate e-mails, texts, or messages through social media
- About Cyber bullying
- Who to go to for help if such e-mails, messages or texts are received.
- An awareness of the dangers of using chat rooms.

6.5 E-mail

E-mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail and how to use it appropriately and effectively.

6.5.1 We teach the use of e-mail as part of ICT curriculum, and use appropriate pupil e-mail accounts where necessary.

6.5.2 Pupils may only use approved e-mail accounts on the school system.

6.5.3 Pupils must immediately tell a teacher if they receive offensive e-mail.

6.5.4 Pupils will be taught to not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

6.5.5 E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

6.6 Virus Protection

6.6.1 The school has an annual virus protection subscription. This software ensures that all networked machines are kept up to date against viruses. In addition, all machines' operating systems and browsers are kept up to date, to minimise the possibility of a virus attack.

6.6.2 Pupils should not bring in from home any ICT devices (see 2.1 above) nor connect them to any equipment in school without permission from the Computing subject leader/Headteacher.

7. Out of Hours Provision

7.1 There is a breakfast club and after school club. There will be no unsupervised access to the internet at any time during Out of Hours Provision.

8. Privacy

8.1 The school will only use information about pupils to further curriculum, professional and managerial activities in accordance with the business of the school and will contact the parents or guardians, if it is necessary, to pass information beyond the school or DCC. For other members of the community, the school will advise in advance if it is necessary to pass the information on to anyone else other than the school and DCC

8.2 The school will hold personal information on its systems for as long as someone remains a member of the school community and remove it in the event of leaving or until it is no longer required for the legitimate function of the school. We will ensure that all personal information supplied is held securely, in accordance with the policies and practices of Derbyshire County Council and as defined by the Data Protection Act 1998. (See School Data Protection Policy)

8.3 Anyone has the right to view the personal information that the school holds about them and to have any inaccuracies corrected.

9. Managing Emerging Technologies

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

9.2 Children's personal mobile phones will not be used unless the class teacher has agreed to use them in a particular lesson and will be kept in the headteacher's office.

10. How will complaints regarding e-Safety be handled?

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

International scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Any complaints about pupil misuse should be directed to the headteacher. The schools 'Behaviour Policy' will be followed.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the internet by members of the school community using the connection provided by the school. Staff and pupils understand the legal and disciplinary implications of using the internet at a school for illegal purposes.

Any complaint about staff misuse should be referred to the Head teacher.

Date Spring **2017**

Signed (Chair of Governors) **G. Taylor**

Review **Spring 2018**

This policy should be read in conjunction with:-

- Child Protection and Safeguarding Policy
- Separated Parents Policy
- Children Missing from Education policy
- Physical Intervention Policy
- Code of Conduct for Staff Policy
- Domestic violence Policy
- Anti Bullying Policy
- Behaviour Policy
- Data Protection Policy

APPENDIX ONE

Milford Primary School

Rules for Responsible Use of ICT Resources in **Foundation Stage and Key Stage 1**

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign below to show that our ICT Safety rules have been understood and agreed.

Pupil Agreement I want to feel safe all the time. I agree that I will:

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable
- make sure all messages I send are polite
- not reply to any nasty message or anything which makes me feel uncomfortable
- talk to my teacher before using anything on the internet
- click on the dolphin if I see anything on the screen that I don't like

I know that anything I do on the computer may be seen by someone else.

Pupil Declaration

My name is _____ **Signature** _____

Parent/Guardian Agreement:

- The school has installed ICT equipment (computers which are connected to the internet) to help with your child's learning. The Internet Service Provider used by this school provides continually updated, filtered services to attempt to ensure only acceptable Internet sites are available.
- Your child's teacher will only set ICT work which is related to the curriculum and which will benefit their learning.
- We encourage you to contact the school if you have any concerns regarding your child's use of our ICT provision, and our 'Online Safety Policy' is available for viewing at school and on our website.
- Portable storage devices (DVDs, memory sticks etc) from home, cannot be used in school due to virus and licensing implications.
- Occasionally digital images containing children and/or their work will be taken. Permission will be sought before these are stored or used in school. The computers in school can only be accessed through username and password.
- Our school website may occasionally have children's work, or images of them working, but children will not be named.

In addition staff:

- Supervise children using the internet at all times.
- Check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Are extra vigilant when pupils are undertaking their own research and check that pupils are following the agreed search plan.

Parental Declaration

1. I have read the school's Online Safety Policy (available from school or on our website) and agree to allow my child to use the resources for the purposes described. I understand that if circumstances change before my child reaches the end of Key Stage 1, it is my responsibility to inform the school.

Parent/Guardian of _____ Signature _____ Date ___/___/___

2. The school website may occasionally have children's work, or images of them working, but children will not be named. I agree/do not agree (please delete as appropriate) to such images being shown.

Signed _____ Date ___/___/___

Rules for Responsible Use of ICT Resources in **Key Stage 2**

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign below to show that our ICT Safety rules have been understood and agreed.

Pupil Agreement When I am using the computer or other technologies, I want to feel safe all the time. I agree that I will:

- only use the internet to assist my learning, using websites that an adult has chosen or approved.
- immediately tell an adult, and turn off my monitor or click on the dolphin in the top right hand corner, if I see any webpage or receive a message I am uncomfortable with.
- on the school network or Learning Platform, use only my own login and password, which I will keep to myself and share only with my teachers and parents.
- only e-mail people an adult has approved and communicate in a polite and friendly manner.
- never give out personal information or passwords.
- not open e-mails sent by anyone I don't know.
- not use chat rooms or social networking sites unless a specific use is approved.
- not bring in computer games or files from home unless asked by a teacher.
- not use digital cameras without permission.
- not bring a mobile phone into school.

I know that school may check my computer files and may monitor the sites I visit.

I know that once I post a message or an item on the internet then it is completely out of my control.

Pupil Declaration

My name is _____ **Signature** _____

Parent/Guardian Agreement:

- The school has installed ICT equipment (computers which are connected to the internet) to help with your child's learning. The Internet Service Provider used by this school provides continually updated, filtered services to attempt to ensure only acceptable Internet sites are available.
- Your child's teacher will only set ICT work which is related to the curriculum and which will benefit their learning.
- We encourage you to contact the school if you have any concerns regarding your child's use of our ICT provision, and our 'Acceptable Use Policy' is available for viewing at school and on our website.
- Portable storage devices (DVDs, memory sticks etc) from home, cannot be used in school due to virus and licensing implications.
- Occasionally digital images containing children and/or their work will be taken. Permission will be sought before these are stored or used in school. The computers in school can only be accessed through username and password.

In addition staff:

- Supervise children using the internet at all times.
- Check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Are extra vigilant when pupils are undertaking their own research and check that pupils are following the agreed search plan.

Parental Declaration

1. I have read the school's Online Safety Policy (available from school or on our website) and agree to allow my child to use the resources for the purposes described. I understand that if circumstances change before my child reaches the end of Key Stage 2, it is my responsibility to inform the school.

Parent/Guardian of _____ Signature _____ Date ___/___/___

2. The school website may occasionally have children's work, or images of them working, but children will not be named. I agree/do not agree (please delete as appropriate) to such images being shown.

Signed _____ Date ___/___/___

APPENDIX THREE

Rules for Responsible Use of Computers and Digital Technology

- The school has installed computers with Internet access to help your learning. These rules will keep you **safe**.
- Always ask permission from a member of staff before using the Internet.
- Do not access other people's files without permission.
- Only use the computers for school work.
- Do not bring in memory sticks from outside school unless you have been given permission.
- Only send e-mail to people that your teacher has approved.
- Only send polite messages.
- Never give out any addresses, telephone numbers or arrange to meet someone unless your parent or teacher know and have given you permission.
- Do not give names of friends or family members to anybody on the Internet
- Do not go into any 'chat rooms' (These should already be blocked)
- If you see any unpleasant material, or have unsuitable messages sent to you, click on the dolphin in the top right hand corner of the screen or turn off the monitor, and tell a member of staff immediately (DO NOT turn off the actual computer itself).
- The school may check your computer files and may monitor the Internet sites that you visit.

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Milford Primary School

On line Safety Policy Staff Agreement Form

This document covers use of school digital technologies, networks etc both in school and out of school. Access

- * I will obtain the appropriate log on details and passwords from the ICT Co-ordinator.
- * I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- * If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- * I will not allow unauthorised individuals to access school ICT systems or resources Appropriate Use
- * I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- * I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- * I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- * I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the e-Safety coordinator or member of the SMT.

Professional Conduct

- * I will not engage in any online activity that may compromise my professional responsibilities
- * I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role
- * I will never include pupils or former pupils as part of a non-professional social network or group
- * I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
- * I will not browse, download or send material that could be considered offensive to colleagues
- * I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact

Personal Use

- * I understand that I may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.

* I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network area.

* I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden.

* I will not use the school Internet facilities for personal access to public discussion groups or social networking sites

Email

* I will only use the approved, secure email system for any school business: (currently: LGfL Mail)

* I will only use the approved school email, or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.

Use of School equipment out of school

* I agree and accept that any computer or laptop loaned to me by the school, is provided mainly to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue and Customs.

* I will return school equipment regularly (to be agreed with ICT Administrator) to be checked and updated

* I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software

Teaching and Learning

* I will always actively supervise, or arrange for suitable supervision of pupils that I have directed or allowed to use the Internet

* I will embed the school's e-safety curriculum into my teaching, using agreed resources and materials

* I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice

* I will only use the Internet for professional purposes when pupils are present in an ICT suite, or a classroom with Internet access

Photographs and Video

* I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission

* I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance)

Data protection

* I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or students working at the school.

* I will not take pupil data, photographs or video from the school premises without the full permission of the head teacher e.g. on a laptop, memory stick or any other removable media

* I will ensure that I follow school data security protocols when using any confidential data at any location other than school premises

* I will respect the privacy of other users' data, and will never enter the file areas of other staff without their express permission

* I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

Copyright

* I will not publish or distribute work that is protected by copyright

* I will encourage pupils to reference online resources and websites when they use them in a report or publication

User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I agree to have a school user account, be connected to the Internet via the school network and be able to use the school's ICT resources and systems.

SignatureDate

Full Name (printed)

Job title

School

Authorised Signature (Head Teacher (primary) I approve this user to be set-up.

Signature Date

Full Name (printed)

Staff Laptop and ICT Equipment Loans

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this e-Safety Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of School Name at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to

Staff Laptop and ICT Equipment Loan Agreement

I have borrowed a school laptop to use out of school in agreement with both Head Teacher and the ICT co-ordinator.

Make:

Model:

Serial number:

It is understood that I will return the equipment to school if requested to do so by either the Head Teacher or the ICT co-ordinator.

I undertake to take proper care of the equipment whilst in my possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. I agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, I will replace or arrange for the repair of the equipment at my own expense.

I will use the equipment in accordance with the schools e-Safety Policy and Staff Acceptable Use policy.

I agree to the above conditions:

(Signature) _____

(Print name) _____ Date:

Returned equipment at the request of the Head teacher or ICT CO-ordinator.

Make:

Model:

Serial Number

Signature..... Head teacher.....

Print Name..... Confirmed receipt.

