



St Michael's School

St Michael's C of E Infant School

On-line Safety policy September 2021

Created	February 2019
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Modified by	P.Bliss September 2021
Next Reviewed	September 2023
Source	St Michael's
Review cycle	2 year (or before if necessary)

Writing and reviewing the On-line Safety policy

The On-line Safety Policy is a part of the school's safeguarding provision and also relates to other school policies.

- The On-line Safety leader is Nicola Cleather, supported by Gayle Priestley CEOP trained, January 2017 (in our partner school).
- Our On-line Safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by the teachers and approved by governors.
- The On-line Safety Policy and its implementation will be reviewed annually, in September.
- This policy is in line with Keeping Children Safe in Education – September 2021

'All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.' (KCSIE September 2021, pg. 11)

Teaching and learning

Why Internet and digital communications are important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide the pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory 2013 curriculum and a necessary tool for staff and pupils.
- A diverse cross-curricular range of high quality material can be accessed via the internet to inspire and support children's learning.

Internet use will enhance learning

- The school Internet access includes 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 shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content

- The school will seek to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be told to report unpleasant Internet content by telling a teacher if in school or a parent/guardian if at home.

Managing Internet Access

Information system security

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.

E-mail

- Pupils and staff may only use approved e-mail accounts on the school system.
- Staff are to avoid opening and sending personal e-mails at school.
- In the Foundation Stage, Year 1 and generally in Year 2, e-mails will only be sent and received in a whole class scenario.
- If Year 2 pupils do participate in individual correspondence by e-mail they will be directly supervised or the e-mail will be checked before being sent.
- Pupils will be taught that if inappropriate e-mails have been received at school or home an adult must be informed.
- Pupils are taught to not reveal personal details, theirs or others, in e-mail/social media/ on-line communication.
- Pupils are taught to never arrange to meet anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

Published content and the school web site

- The contact details on the Web site are the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The Head of School/Executive Head will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Pupils' names will be avoided on the website, as appropriate, particularly in association with photographs.
- Parents are informed of the school policy on image taking and publishing, both on school and independent electronic repositories.
- When children start at the school the parents are sent an electronic permission form to be signed and returned before photographs maybe shown/published on the school website/in the local newspaper.

Social networking and learning platforms

- The school do not currently use a learning platform
- Pupils will be advised never to give out personal details of any kind which may identify them or their location on any social network site or learning platform
- Pupils will be taught not to place personal photos on any social network space or learning platform
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for pupils
- Our infant pupils will not be expected to access any social networking sites

Managing filtering

- The school will work in partnership with I-Boss to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the On-line Safety Leader who will seek support from her CEOP trained colleague if necessary
- The school leaders will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

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
- Pupils are not allowed mobile phones in school
- Games machines including the Nintendo D.S., Sony PlayStation, Microsoft Xbox and others are not allowed in school

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 Use Policy' before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- **Access to the Internet will be by adult demonstration with supervised access to specific, approved on-line materials only due to the age of our infant children**
- Any person not directly employed by the school will also be asked to sign an 'acceptable use policy' before being allowed to access the internet

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor SCC can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish if the On-line Safety policy is adequate and that the implementation of the On-line Safety policy is appropriate and effective.

Handling On-line Safety complaints

- Any complaint about staff or children's misuse of the internet must be referred to the Head of School
- Complaints of a child protection nature must be dealt with in accordance with school safeguarding and child protection policy
- Pupils and parents will be informed of the school's normal complaints procedure

Community use of the Internet

- All use of the school Internet connection by community and other organisations shall be in accordance with the school On-line Safety policy.

Communications Policy

Introducing the On-line Safety policy to pupils

- Appropriate elements of the On-line Safety policy will be shared with pupils
- On entry to the school, parents are sign to agree our computer rules and these rules are shared with children regularly and re-enforced during on-line safety week
- Curriculum opportunities to gain awareness of On-line Safety issues and how best to deal with them will be provided for pupils through 'on-line safety weeks' each year and in general day to day practice

Staff and the On-line Safety policy

- All staff will be given the School On-line Safety Policy and its importance explained
- Staff are made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential

Enlisting parents' support

- Parents' and carers attention will be drawn to the School On-line Safety Policy in newsletters, the school brochure and on the school website
- All new parents are encouraged to watch the 'On-line Safety' video that will be circulated at the start of each academic year and to request support if they feel they need further help from the school
- Parents and carers will from time to time be provided with additional information on On-line Safety, for example in the school newsletter