St Thomas' C.E.P School
Online Safety Policy

Using new learning technologies effectively and safely

Our Online Safety Policy has been written by the Computing Co-ordinator. It has been agreed by the senior leadership team and approved by Governors. It will be reviewed annually. Technology is commonplace and its effective use is an essential life skill. Unmediated access to a range of resources brings with it the possibility of placing pupils in embarrassing, inappropriate and even dangerous situations. A policy is required to help ensure acceptable use were the safety of pupils and staff is safe guarded.

Online Safety depends on staff, school governors, advisors, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The St. Thomas CEP Responsible use Policies intend to address all aspects of responsible internet use by both adult and child user and state clearly what the expectations and responsibilities of all users are. As communication technologies develop we anticipate reviewing and where necessary amending our policies accordingly for the benefit of all users.

Governors, staff, community groups, and visiting tutors requesting access to our network should sign a copy of the Acceptable Internet Use Statement and return it to the Head Teacher. Children will have their responsibilities explained and made clear to them and the Acceptable Use statements will be clearly displayed in all areas of school. The children will have the expectation that technology is for learning and the understanding that the rules are there to protect them and be adhered to. Through clear Online Safety discussions in each class throughout the year children will be reminded of the consequences of the misuse of technology. We will encourage the children to understand that Online Safety is a priority at home as well as school and that if they follow the basic rules of responsible use then the Internet is a very positive tool crossing all boundaries of race, religion gender and class.

Writing and reviewing the Online Safety policy

The Online Safety Policy is part of the School Development Plan and relates to other policies including those for computing, bullying and for child protection.

- Mrs D. Welsby is the schools e safety co-ordinator who works in collaboration with the child protection / pupil well being co-ordinator.

- Our Online Safety Policy has been written by the school, building on the Blackburn with Darwen amended version of the Kent Online Safety Policy and government guidance. It has been agreed by senior management and approved by governors.

- The Online Safety Policy and its implementation will be reviewed annually or in response to an incident.

Safety Audit

This quick self-audit will help the senior management team (SMT) assess whether the Online Safety basics are in place to support a range of activities that might include those detailed within Appendix 1.

Has the school an Online Safety Policy that complies with Becta guidance?	**Yes**
Date of latest update: **November 2015**	
The Policy was agreed by governors on:	
The Policy is available for staff at: **Staff Shared –Computing Folder / school website**	
And for parents at: **SCHOOL WEBSITE**	
The Designated Child Protection Coordinator is: **Miss V Bartram and Mrs C Morris**	
The Online Safety Coordinator is: **Mrs D Welsby**	
Has Online Safety training been provided for both students and staff?	**Yes**
Do all staff sign an ICT Code of Conduct on appointment?	**Yes**
Do parents sign and return an agreement that their child will comply with the School Online Safety Rules?	**Yes**
Have school Online Safety Rules been set for students?	**Yes**
Are these Rules displayed in all rooms with computers?	**Yes**
Internet access is provided by an approved educational Internet service provider and complies with DfES requirements for safe and secure access	**Websense**
Has an ICT security audit been initiated by SMT, possibly using external expertise?	
Is personal data collected, stored and used according to the principles of the Data Protection Act?	**Yes**

Teaching and learning

As the children's access and understanding expands, so should the guidance and rules to ensure safe access use of the internet.

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.

Pupils will be taught how to evaluate Internet content appropriate to their age.

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught what Internet use is responsible 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 appropriate to their age group.
- Sanctions for inappropriate use of the internet will be explained to the children.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security

- School computing systems capacity and security will be reviewed regularly.
- Virus protection is updated regularly.
- Security strategies will be discussed with Blackburn with Darwen.

Managing filtering

- The school will work with the LA, DCSF 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 head and Online Safety Coordinator and the LA will be informed so that they can take appropriate action.

Staying safe

The school will ensure that pupils and parents are aware of Online Safety issues. A list of useful addresses and resources is included in this document.

- The school internet access is designed expressly for pupil use and includes appropriate filtering.
- Pupils may only use approved digital methods of communication on the school system e.g. not forwarding chain letters.

- Pupils will be taught to tell an adult immediately about any offensive communications they receive or any inappropriate content they may encounter using digital technology.
- Pupils and staff will use equipment responsibly.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location or arrange to meet anyone without specific permission.
- Pupils and parents will be advised that the unsupervised use of social network spaces outside school is inappropriate for pupils.

Published content

Any information that can be accessed outside the school's intranet should be classed as published whether in electronic or paper format.

- Electronic communication 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.
- General contact details 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

- Staff and pupils using digital cameras, video recorders or sound recorders will ensure that they inform others before recording them and always use equipment in a respectful manner.
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Written permission from parents or carers will be obtained before photographs or video of pupils are published.

Managing emerging technologies

- The educational benefit of emerging technologies and any potential risks will be considered before it is used in school.

Protecting personal data

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

Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Responsible 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.
- 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 Blackburn with Darwen LA can accept liability for the material accessed, or any consequences of Internet access. Any inappropriate access whether intentional or unintentional will be reported to the Online Safety co-ordinator and to the LA where necessary.
- 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 and where appropriate inform the LA.
- 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 on request.

Communications Policy

Introducing the Online Safety policy to pupils

- Online Safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year. This will begin in Reception through to Year 6.
- Pupils will be informed that network and Internet use will be monitored and can be monitored and traced to the individual device or login.

Staff and the Online Safety policy

- All staff will be given the School Online Safety Policy and its importance explained through the planning and implementation of an Online Safety week and staff meetings when required.
- Staff should be aware that internet traffic may be monitored and traced to the individual device or login. Discretion and professional conduct is essential.
- The school may use monitoring software where this is available to ensure that inappropriate materials are not being stored or used on school equipment.

Enlisting parents' support

- Parents' attention will be drawn to the Online Safety Policy in newsletters, the School Website and through workshops / meetings.

*** Signed on hard copy

Leader……….. ……

Headteacher   …………………………………………………………………………………………………..

Nominated Governor   …………………………………………………………………………………………..