



Healthy Empowered Ambitious Respectful Together

*Our values are at the HEART of our school*

# Online Safety Policy

Policy Author:	Alison Hall
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Online Safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

Washingwell Community Primary School's Online Safety Policy operates in conjunction with other policies and guidance:

- Behaviour and Exclusions
- Anti-bullying
- Curriculum
- Data Protection
- Safeguarding Children in Education
- Child Protection
- PREVENT
- Computing
- Use of Social Media
- Health and Safety
- Home School Agreement
- Keeping Children Safe in Education

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Washingwell Primary School are part of the National Online Safety Community and are committed to ensuring that all service users are safe online.



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## **Good Habits**

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

- Responsible IT use by all staff and pupils; 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 including the effective management of content filtering and monitoring.

## **Roles and Responsibilities**

Online Safety is an important aspect of strategic leadership within the school. The Head Teacher and Governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored.

The named Online Safety and ICT co-ordinator in our school is Mr Barnes and all members of the school community have been made aware of who holds this post. It is the role of the Online Safety Co-ordinator to keep abreast of current issues and guidance through organisations such as Gateshead LA, Becta, CEOP (Child Exploitation and Online Protection) and Childnet, and update Senior Leaders and Governors as required.

## **Why is Internet Use Important?**

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21<sup>st</sup> century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality internet access.

Pupils will use the internet outside school and will need to learn how to evaluate internet information and to take care of their own safety and security.

### **How can Internet Use Enhance Learning?**

- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not, and they are given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff guide pupils in online activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research including the skills of knowledge location, retrieval and evaluation.
- Pupils will regularly learn about online safety across the Computing and PSHE curriculum.

### **Authorised Internet Access**

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents are informed that pupils will be provided with supervised Internet access.
- Parents are asked to sign and return a consent form for pupil Internet access.

### **World Wide Web**

- If staff or pupils discover unsuitable sites, the URL (address), time and content must be reported to the School Business Manager or Head Teacher immediately.
- School will ensure that the use of internet derived materials by pupils and staff complies with copyright law.
- Pupils are taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

### **Email**

- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive email.
- Pupils must not reveal personal details of themselves or others in email communication.
- Whole class or group email addresses should be used in school.
- Access in school to external personal email accounts may be blocked.
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

## **Social Networking – see also Use of Social Media Policy**

- Access to social networking sites and newsgroups is prohibited unless a specific use is approved by the Head Teacher.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils. However, we accept that some pupils will still use them; they will be advised never to give out personal details of any kind, which may identify them or their location
- Pupils are advised not to place personal photos on any social network space.
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils are encouraged to invite known friends only and deny access to others.
- Twitter and Facebook social media platforms are used responsibly in school.

## **Filtering**

- Washingwell Community Primary School works in partnership with Omnicom (IT Provider) to ensure filtering systems are as effective as possible.

## **Video Conferencing**

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

## **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.
- Staff should not use mobile phones to take pictures or videos of children – only ipads or digital cameras provided by the school are acceptable for this purpose.
- Mobile phones are not permitted for use anywhere in school, around the children. Mobile phones may be used in office areas or the staffroom. The only exception to this, is staff taking a mobile phone with them on a school visit outside of school, for use in emergencies only.
- Children who bring mobile phones to school (only those in Years 5 or 6 who are walking home themselves) are required to hand them in to the school office each morning and collect them at home time.

## **The PREVENT Duty and Online Safety**

All schools have a duty to ensure that children are safe from terrorist and extremist material when accessing the internet in school. We have an important role to play in equipping children to stay safe online. Internet safety is integral to our computing curriculum. Staff are aware of the risks posed by online activity of extremists and have a duty to take action if they believe the wellbeing of any pupil is compromised.

## **Published Content and the School Website**

The contact details on the website are the school address, e-mail and telephone number. Staff or pupils' personal information will **not** be published. The School Business Manager will take overall editorial responsibility and ensures that content is accurate and appropriate.

## **Publishing Pupils' Images and Work**

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website. This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue.

Parents/carers may withdraw permission, in writing, at any time.

Pupils' full names will not be used anywhere on the school Website, particularly in association with photographs. Only pictures of groups or group activities will be permitted.

Pupil's work can only be published by outside agencies with the permission of the pupil and parents.

## **Photographs taken by parents/carers for personal use**

In the event of parents/carers wanting to take photographs for their own personal use, the school will demonstrate our protective ethos by announcing that photographs taken are for private retention and not for publication in any manner, including use on personal websites, e.g. School performances and assemblies etc. The consent form that parents sign at the beginning of their child's time at Washingwell states *'We do not wish to prohibit parents from capturing special memories however if you wish to video or photograph your child during school events, you must be aware that they cannot be shared on any open forums or websites, and are for personal use only. Please be aware that other parents may prosecute you personally if you have displayed images of their child without their consent'*.

## **Information system security**

- School IT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be organised by Omnicom (IT Provider).

## **Protecting Personal Data**

Personal data will be recorded, processed transferred and made available according General Data Protection Regulations. [See also Data Protection Policy.](#)

## **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 Omnicom can accept liability for the material accessed, or any consequences of Internet access. The school regularly audits IT use to establish if the Online Safety policy is adequate and that the implementation of the Online Safety policy is appropriate.

## **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 Head Teacher.
- 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. [See also Complaints Policy.](#)

## **Communication of Policy**

### **Pupils**

- Rules for internet access will be posted in all networked rooms.
- Pupils are informed that Internet use will be monitored.

### **Staff**

- All staff will be given the School Online Safety policy and its importance explained.
- All staff will be trained in Safeguarding procedures, including elements of Online Safety and The PREVENT Duty.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

### **Parents**

- Parents' attention will be drawn to the schools Online Safety Policy in newsletters, the school prospectus and on the school website. The school will also organise online safety workshops to support parents' understanding of how to best safeguard their children against potential online dangers.

### **Community**

- External organisations using the school's IT facilities must adhere to the Online Safety policy.

### **Monitoring**

Washingwell Community Primary School subscribes to the use of Securus – an internet use monitoring software tool. Securus is checked and managed by the School Business Manager. Any online safety incidents are reported to the Head Teacher.

**Appendix 1:** Pupil Guidelines for Safe Internet / Email Use

**Appendix 2:** Internet Acceptable Use Agreement for Staff

## **PUPIL GUIDELINES FOR SAFE INTERNET/EMAIL USE**

I will only use the Internet when there is a teacher present.

I will always ask for permission before accessing the Internet/Email.

I will only use my own usernames and passwords to log on to the system/email and keep them secret.

I will not access other people's files.

I will only email people I know, or my teacher has approved and ensure that the messages that I send will be polite and responsible.

I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using the internet/Email etc.

I will not give personal details (like my home address, telephone or mobile number), or the personal details of any other person to anyone, or arrange to meet someone under any circumstance.

I will only download, use or upload material when I have been given the owner's permission.

I will only view, download, store or upload material that is lawful, and appropriate for other users. If I am not sure about this, or come across any potentially offensive materials, I will inform my class teacher straight away.

I will avoid any acts of vandalism. This includes, but is not limited to, uploading or creating computer viruses and mischievously deleting or altering data from its place of storage.

I will always quote the source of any information gained from the Internet i.e. the web address, in the documents you produce.

I will use the Internet for research and school purposes only.

I will not bring in memory sticks from home to use in school unless I have been given permission by my class teacher.

I understand that the school may check my computer files/Emails and may monitor the Internet sites that I visit.

I understand that if I don't follow these rules, my access to the school computer system/Internet may be suspended, and my parents/carers will be informed.

### **Appendix 2**

## **Washingwell Primary School Internet Acceptable Use Agreement for Staff**



The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the students, the staff and the school.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use statement and return it to the School Business Manager for approval.

- All Internet activity should be appropriate to staff professional role or the student's education
- Access should only be made via the authorised account and password, which should not be made available to any other person
- Activity that threatens the integrity of the school IT systems, or activity that attacks or corrupts other systems, is forbidden
- Installation of software or hardware is not acceptable unless permission is sought from the Head Teacher.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received
- Staff should not use personal email accounts for school business. All staff have an @washingwell.org.uk email account set up for this purpose.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected
- Posting anonymous messages and forwarding chain letters is forbidden
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden
- Staff will promote online safety with pupils in their care and help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including internet access, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

<b><i>I agree to abide by the internet acceptable use agreement detailed above throughout my time of employment at Washingwell Primary School.</i></b>	
<b>Name</b>	
<b>Signed</b>	
<b>Date</b>	