



# Online Safety Policy 2021

Witherslack, Grange-over-Sands, Cumbria LA11 6RS  
Head Teacher: Paul Macfarlane SENCO: Helen Fothergill  
Tel: 015395 52298 email: office@deanbarwick.cumbria.sch.uk

Signed: Paul Macfarlane (Headteacher)

A handwritten signature in black ink, appearing to read 'Paul Macfarlane', written over a horizontal line.

Date: September 2021

Pauline Mort (Chair of Governors)

A handwritten signature in black ink, appearing to read 'Pauline Mort', written over a horizontal line.

Date: September 2021

Review date: October 2022

## Introduction

The Internet is regarded as an essential resource to support teaching and learning. The curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web based resources and e-mail and mobile learning, such as phones and touch screen tablet devices. Computer skills are vital to access life-long learning and employment; indeed Computing is now seen as an essential life-skill.

Young people have access to the Internet from many places, home, school, friends' homes, libraries and in many cases mobile phones. Schools have a number of services to help ensure that curriculum use is safe and appropriate, however, access out of school does not usually have these services and has a range of risks associated with its use. Schools are ideally placed to help young people learn to become e-safe. This policy is designed to ensure safe internet use by pupils in school, but also while on-line at home etc.

### 1. Core Principles of Internet Safety

Internet safety depends on staff, schools, governors, parents and, where appropriate, the pupils themselves, taking responsibility for the use of Internet and other communication technologies, such as mobile phones. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

### 2. Why is Internet use important?

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.

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

### 3. How will Internet use enhance learning?

- The school Internet access will be designed expressly for educational use and will include filtering appropriate to the age of pupils.
- Pupils will learn appropriate Internet use and be 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.

### 4. How will Internet access be authorised?

- All staff and pupils are granted Internet access.
- All pupils will be provided with supervised Internet access

### 5. How will filtering be managed?

- The school will work in partnership with parents, the LEA, and relevant parties to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable or illegal sites, the URL (address) and content must be reported to a member of staff immediately, they in turn

inform the Headteacher. Parents of the children involved will be notified immediately.

- The Headteacher and School Office Manager will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

#### 6. How will the risks be assessed?

In common with other media, such as magazines, books and video, some material available via the Internet is unsuitable for pupils. 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 the Local Authority (LA) can accept liability for the material accessed, or any consequences of Internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed annually with reminders termly.
- The Head teacher and School Office Manager will ensure that the Internet policy is implemented and compliance with the policy monitored.

#### 7. Managing Content

How will pupils learn to evaluate Internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Headteacher.
- Schools should ensure that staff and pupils are aware that the use of internet derived materials should comply with current copyright laws.
- Specific lessons will be included within the Computing curriculum that teaches all pupils how to read for information from web resources.
- Nominated persons (Headteacher and School Office Manager) will be responsible for permitting and denying additional websites as requested by colleagues.

How should website content be managed?

- The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified by name.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

## Communication

### Managing e-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Whole-class or group e-mail addresses should be used.
- E-mail 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.

### On-line communications and social networking

- Safe use of Social Network sites will be taught as part of the computing curriculum.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Pupils will be advised to use nicknames and avatars when using social networking sites as part of the e safety programme.

### Mobile technologies

- Appropriate use of mobile phones will be taught to pupils as part of their e-safety programme.
- Pupil mobile phones are not permitted within the school.
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

### Introducing the Policy to Pupils

- Rules for Internet access will be posted in all classrooms
- A module on responsible Internet use and e-safety will be included in the curriculum covering both school and home use. This will include the necessity of keeping personal information safe, how to use mobile technologies appropriately and using online communication appropriately.
- Instruction on responsible and safe use should precede Internet access.
- Pupils will be informed that Internet use will be monitored.
- Parents and E-Safety (see also parental use of social networking & internet sites)
- Parents' attention will be drawn to the School E-Safety Policy on the school website.
- Regular information will be provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and home.
- Internet issues will be handled sensitively to inform parents without undue alarm.

- All parents will receive support information as and when available.

#### Consulting with Staff and their inclusion in the E-safety Policy

- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- The school's consequences for Internet and mobile phone misuse will be clear so that all teachers are confident to apply this should the situation arise.
- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- Staff development in safe and responsible Internet use and on the school Internet Policy will be provided as required.

#### How will complaints be handled?

- Responsibility for handling incidents will be undertaken by the Headteacher or delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.