<u>**Online Safety Policy**</u>

<u>**St. Patrick's RC Primary**</u>

"Christ with me as I learn, grow and shine"

June 2024

To be reviewed June 2025

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Rationale: The internet is an essential element in 21st century life for education, business and social interaction. We have a duty to provide our learners with internet access as part of their learning experience. St. Patrick's RC Primary School believes that this access must ensure the safeguarding of all learners. This policy should be read alongside St. Patrick's RC Primary School's other policies and procedures on child protection and safeguarding.

The purpose of this policy statement is to:
• ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
• provide staff and volunteers with the overarching principles that guide our approach to online safety
• ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

Online Safety Coordinator: Mrs Liz Hindley

ICT Coordinator: Mrs C Scanlan/ Nigel Smith (LancsICT)

Computing Coordinator: Mrs Lauren Stevenson

Designated Safeguarding Leads: Mrs Liz Hindley, Mrs Emily Rodriguez, Mrs Mandy Cross

1.5   Internet use to enhance and extend learning

- St. Patrick's internet access is designed expressly for pupil use and includes filtering appropriate to the age and needs of pupils. At St. Patrick's, we use filtering and monitoring systems by Lightspeed Systems – Netsweeper and Smoothwall. These systems are accredited by the UK Safer Internet Centre
- Clear boundaries will be set for the appropriate use of the internet and digital communications and discussed with staff, pupils and parents.
- Pupils will be educated in the effective us of the internet in research – how to critically evaluate the materials they read and shown how to validate information before accepting its accuracy through our ICT curriculum.
- We will ensure that the use of internet-derived materials will comply with copyright law.
- Children with SEND will be taught alongside their peers. Materials will be used that match the needs of these learners.

1.6   Managing Internet Access

1.2.1 Information system security

- St. Patrick's ICT system security will be reviewed regularly by blocking any inappropriate content. If something that is blocked which shouldn't be, a request to unblock it will be sent.
- Virus protections will be installed and updated regularly by Lancashire LA.

1.2.2 Email and messaging

- Pupils must immediately tell a teacher if they receive an offensive email or message
- In any email/message communication, students must not reveal their personal details or those of others, or arrange to meet anyone without specific permission
- Attachments should be treated as suspicious and not opened unless the author is known.

- The forwarding of chain emails/ messages is not allowed

1.2.3 Published content on the school website

- Any online contact details for staff should be the .sch.uk email address or the school office. Any pupil contact must be via the school office.
- The member of staff given overall responsibility for the website will take overall editorial responsibility and ensure that published content is accurate and appropriate.

1.2.4 Publishing pupils' images and work

- Written permission from parents will be obtained before photographs of children are published on the school website. This can be found in the school's admission's forms.
- Work can only be published with the permission of the pupil

1.2.5 Social Networking and personal publishing

- St. Patrick's will control access to social networking sites, and consider how to educate pupils in their safe use
- School issues should not be discussed on external social networking sites by staff, parents or children
- Newsgroups will be blocked unless a specific use is approved by the ICT coordinator
- Pupils are advised never to give out personal details of any kind which may identify them, their friends or their location.
- Children are encouraged to set strong passwords, to deny access to unknown individuals and block unwanted communication. Only known friends should be invited and access denied to others.
- SEND children are subjected to these same high standards, however, time is given to ensure understanding and appropriate language and materials are used

1.2.6 Managing Filtering

- The school will work in partnership with Lancashire LA (Lightspeed BT and LancsICT) to ensure that the systems in place to protect our pupils are reviewed and improved. The Lightspeed Systems Smoothwall and Netsweeper filtering and monitoring apps are fully accredited by the UK Safer Internet Centre.
- If staff or pupils discover an unsuitable site, it must be reported to the Online Safety Coordinator
- The ICT Coordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable

1.2.7 Managing Videoconferencing

- IP videoconferencing rights and privileges will be monitored and controlled by the ICT coordinator.
- Pupils must seek permission from the supervising teacher before answering or making a video conference call
- Video conferencing must be appropriately supervised for the pupils' ages. Please see our Remote Learning Policy for further information related to online interaction using video conferencing software in lockdown and isolation periods during COVID 19

1.2.8 Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed
- Technologies, such as mobile phones with wireless internet access, can bypass school filtering systems and present a new route to undesirable material and communications.

- Therefore, mobile phones should not be used at any time during the school day.
- The use by adults or children of cameras in mobiles phones is not allowed. If a photograph is needed, school iPads must be used.
- Staff should not contact children directly from their own mobile phones unless in exceptional circumstances and a member of SLT has been informed. Staff should be vigilant to avoid the receipt of items via Bluetooth whilst in school.

1.2.9 Protecting Personal Data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and GDPR 2018

1.7   Policy Decisions

1.3.1 Introducing the Online Safety Policy

- All staff must read and sign the "Staff Code of Conduct for ICT" (below) to allow use of the school ICT resources
- A list of all current staff and pupils granted access to school ICT systems will be maintained
- Pupils must also apply for Internet access individually by agreeing to comply with the Responsible Use Statement on view in all rooms with ICT resources. This will be explained more fully for our SEND children to ensure compliance and understanding of what is being asked.
- Parents/ carers are also asked to sign and return a consent form

1.2.3 Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. Neither the school, nor Lancashire LA can accept liability for any material accessed, or any consequences of internet access.
- The school will annually audit ICT use to establish if the Online safety policy is appropriate and effective

1.3.3 Handling Complaints

- Complaints of internet misuse will be dealt with primarily by the class teacher then, if support is needed, go to the ICT and Online Safety Coordinator
- Any complaints about staff misuse must be referred to the ICT and Online Safety Coordinator and the Headteacher
- Complaints of a child protection nature must be dealt with in accordance with the school child protection procedures
- Discussions will be held with the Police or Community Support Officers to establish procedures for handling potentially illegal issues

1.8   Communicating Online Safety

1.4.1 Introducing the Online Safety policy to pupils

- Online safety rules will be posted in all rooms where computers are used
- Pupils will be informed that network and internet use will be monitored
- Training in Online Safety will be developed based on the materials suggested by the UK Council for Internet Safety, including Education for a Connected World Resources, and delivered to pupils via assemblies, and through lessons in class relevant to their age, need and relevant issues arising in class

1.4.2 Staff and the Online Safety Policy

- All staff will be given the policy and its importance will be explained
- Staff will be informed that the network and internet traffic can be monitored and traced to the individual used
- Staff managing filtering systems and monitoring ICT use will be overseen by the ICT coordinator and work to clear procedures for reporting issues (see appendix)

1.4.3 Enlisting Parent' and Carers' support

- Parents and carers' attention will be drawn to the school Online Safety Policy on the website

Headteacher Signature: _____

Chair of Governors Signature: _____

Date of signatures: _____

Appendix 1

Staff Procedures for Breeches of the Policy

1. If a teacher finds unacceptable material on a pupil's account or screen

a) DO NOT PRINT OFF ANY PORNOGRAPHIC MATERIAL
b) Alert the Online Safety Coordinator

2. If a pupil reports any cyber bullying issue (malicious text, email, messages) to a member of staff

a) Record the incident in CPOMs. Who, What, When, Actions
b) Refer to the relevant online safety coordinator
c) Online safety coordinator should report the incident to the Headteacher

Appendix 2

Online Safety Summary for Parents

Online Safety Coordinator: Mrs. Liz Hindley

<u>What is Online Safety?</u>

Online Safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, 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 experience.

<u>End to end Online Safety</u>

Online safety depends on effective practice at number of levels:

- Responsible ICT use by all staff and children; 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 from Lancashire LA, including the effective management of filtering.

<u>Writing and Reviewing the Online Safety Policy</u>

- The Online Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, Friendship and Anti-bullying and Child Protection
- Our Online Safety Policy has been written by the school and from government guidance. It has been agreed by senior management and approved by the Governors.
- The Online Safety policy and its implementation will be reviewed annually.

<u>Teaching and Learning</u>

<u>*Why internet use is important*</u>

- The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide children 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.

Internet use will enhance learning

- The school internet access will be designed expressly for pupil use and will include 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 taught how to evaluate internet content
- The school will ensure that the use of internet-derived materials by staff and 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.

Managing Internet Access

Information system security

- School ICT capacity and security will be reviewed regularly
- Virus protection will be updated regularly
- Security strategies will be discussed with Lancashire LA

Messaging

- Pupils may only use approved messaging accounts on the school system (Seesaw/ Spag.com/ IDL/ Maths.com, Odizzi.co.uk)
- Pupils must immediately tell a teacher if they received offensive messages
- Pupils must not reveal personal details of themselves or others in messages, or arrange to meet anyone without specific permission
- Messages 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

Published content and the school website

- The contact details on the website should be the school address, email and telephone number
- Staff or children's personal information will not be published

Publishing pupils' images and work

- 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 or pupils' work are published on the school website, This is done on entry to school via the Admissions Forms.

Social networking and personal publishing

- The school will block/ filter access to social networking sites apart from the school Twitter account where the Headteacher has sole responsibility for the content published
- School issues should never be discussed on social networking sites
- Pupils will be advised never to give out personal details of any kind which may identify them or their location

Managing Filtering

- The school will work with the LA, DFES and the internet service provider to ensure systems to protect pupils are reviewed and improved. We currently use Smoothwall and Netsweeper.
- If staff or pupils discover an unsuitable site, it must be reported to the Online Safety Coordinator
- The ICT Coordinator 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
- Mobile phones are not permitted at any time in school. The sending of abusive or inappropriate text messages is forbidden

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, pupils and parents must read and adhere to the Acceptable ICT Use Agreement before using any ICT resource
- Access to the internet will be by directly supervised access to specific, approved online materials

Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate materials. 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 Lancashire Council can accept liability for the material accessed, to any consequences of internet access
- 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 the Online Safety Coordinator
- Any complaint about staff misuse must be referred to the Online Safety Coordinator and the Headteacher
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures

Community use of the Internet

- External organisations using the school's ICT facilities must adhere to the online Safety Policy

Communicating the Online Safety Policy to Pupils

Introducing the Online Safety Policy to Pupils

- Children will sign the Online Safety agreement before being allowed to use the network and internet
- Online Safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year
- Pupils will be informed that network and internet use will be monitored

Mrs Liz Hindley

Online Safety Coordinator

Policy Written April 2023

Reviewed and Edited Date: June 2024

Next review: June 2025

St. Patrick's Primary School Staff Code of Conduct for ICT

To ensure that all members or staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, you are asked to sign this code of conduct. Members of staff should consult the school's Online Safety Policy for further information and clarification

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner
- I appreciate that ICT include a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business
- I understand that school information systems may not be used for private purposes without specific permission from the ICT coordinator or Headteacher
- I understand that my use of school information systems, internet and email may be monitored and recorded to ensure policy compliance
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager
- I will not install any software or hardware without permission
- I will ensure that personal data is stored securely and is used appropriately whether in school, taken off the premises or accessed remotely.
- I will respect copyright and intellectual property rights
- I will report any instances of concern regarding children's safety to the Online Safety Coordinator and the Designated Child Protection Leaders
- I will ensure that electronic communications with pupils, including email and other messaging systems are compatible with my professional role and that messages cannot be misunderstood or misinterpreted
- I am aware that images and text posted on public sites may be viewed by pupils and parents. I will strive to ensure that my professional status will not be affected by anything I post in the public domain
- I will not discuss school issues on any social networking sites
- I will promote Online Safety with children in my care and will help them to develop a responsible attitude to system use, communication and publishing.
- I understand that breeches of this Code of Conduct may result in disciplinary action being taken

St. Patrick's Primary School may exercise its right to monitor the use of the school's information systems and internet access, to intercept email and to delete inappropriate materials where is 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, images or sound

I have read, understood and accept the Staff Code of Conduct for ICT

Signed: _____

Name: _____

Date: _____

Acceptable Use Agreement

"Christ with me as I learn, grow and shine"

Agreement / online Safety Rules - KS2

- I will only use ICT in school for school purposes
- I will only use my class email address or my own school email address when emailing
- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked by my teachers and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher
- I will not bring a Smart Watch to school because I am not allowed to wear one during the school day
- I will not sign up to online services until I am old enough

Child's Name ....

Signature ....

Parent/Carer ....

Signature ....

Acceptable Use Agreement

"Christ with me as I learn, grow and shine"

Agreement / online Safety Rules – KS1 and EYFS

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets

- I will only use activities that a teacher or suitable adult has told or allowed me to use

- I will take care of the computer and other equipment

- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong

- I will tell a teacher or suitable adult if I see something that upsets me on the screen

- I know that if I break the rules I might not be allowed to use a computer / tablet

- I know that everything I do online can be seen and checked by my teachers

Child's Name ....

Signature ....

Parent/Carer ....

Signature ....