Britannia Primary School and Nursery

Online Safety Policy

'Developing responsible citizens, confident individuals, and independent learners'

Prepared by	**C Davies**
Adopted by Governors on	**Summer Term 2024**
Committee	**Full Governing Body**
Signed by Chair of Committee	**J Rogers**
Policy Number	**AB23**
Review Date:	**Summer Term 2026**

Definition of a Parent

- **All biological parents, whether they are married or not.**
- **any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative**
- **any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.**

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

1. 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 safeguarding, child protection and the school curriculum policy.

- The Deputy Headteacher is our Senior Designated Person for Safeguarding.
- Our Online Safety Policy has been agreed by senior management and approved by governors.
- It was approved by the Governors on:
- Review date: annual in the Spring Term of each year.

2. Internet use will enhance learning

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. They will also have a programme of training relating to internet safety (Online Safety) and its appropriate use in school. Aspects of Online Safety (e-bullying/ cyber-bullying) are also addressed in the PSHE curriculum.
- 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 safely present information to a wider audience.

3. Pupils will be taught how to evaluate Internet content

- The school will regularly advise staff to ensure that the use of Internet derived materials complies with copyright law and this up-to-date information is available to pupils.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content.

4 . Managing Internet Access

4.1 Information system security

- The school internet access is designed for education/business use, with access to manage filtering available at all times.
- If staff wish a site to be blocked/unblocked this must be put in writing to the ICT Technician and will be dealt within 24 hours or immediately in the case of unsuitable sites.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the ICT Technician\Online Safety team. (See Appendices 1 and 2).
- Staff will ensure that regular checks are made to ensure that the filtering methods selected are

appropriate, effective and reasonable. Any member of staff finding any areas deemed inappropriate should inform the ICT Technician\E Safety team so they can be noted and blocked, and information passed onto the Senior Designated Person for Safeguarding (SDP Safeguarding) if appropriate. ICT systems security will be reviewed regularly.

- Virus protection will be updated regularly.
- Smoothwall filtering system will be used and monitored by Technicians.
- Monitoring system Impero – notification sent to DSL, Online safety lead and Technician.

4.2 E-mail

- Pupils may only use approved school provided e-mail accounts on the school system.
- Pupils will be enrolled to on-line sites to allow for use of games (for example maths and literacy), website design and other ICT skills, the Computing team and Systems Technician will keep a full record of all sites used by the school and the children registered to individual sites.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communication, pupils are advised that they must not reveal their personal details or those of others, or arrange to meet anyone without specific permission and knowledge of their parents\carers.
- Incoming e-mail should be treated with caution and attachments not opened unless the author is known.

4.3 Published content and the school web site

- Staff or pupil personal contact information will not be published. The contact details given are to the school via general email and telephone contact information.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

4.4 Publishing pupil's images and work

- School will not publish pupils' full names anywhere on a school Web site or other on-line space in association with photographs.
- On admission parents are asked to sign an agreement, part of which relates to permission for photographs to be published on the school website.
- Pupil's work will be identified on the website by the first name of the child, following by surname initial and class.

4.5 Social networking and personal publishing

- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils. Parents will also be directed to appropriate advice on this matter via the school web site.
- Pupils will be advised to use nicknames and avatars when using social networking sites.

4.6 Protecting personal data

Staff will be advised about procedures for the protection of data during induction and during training sessions on introduction of new procedures etc.

- Regular changing of passwords

- Use of memory sticks
- Screensavers

(ICT Procedure information sheets, within Staff Induction Pack)

5. Policy Decisions

5.1 Authorising Internet access

- All staff must read and sign the Acceptable Use Policy - Staff 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.
- At Key Stage 1, access to the Internet will be by adult demonstration where necessary with supervised access (within sight of member of staff) on-line materials.
- At Key Stage 2, access to the Internet will be by adult demonstration, pupils are allowed to access the internet in a class-based situation.
- The school will arrange access by personal login to a number of educational sites to allow pupils to access learning materials from home to facilitate homework etc. Such sites and log on details will be issued to the pupils in paper copy with an email advising parents that this has been given to pupils.
- Parents will be asked to sign and return an Acceptable Use Policy – Pupils consent form.
- Any person not directly employed by the school will be asked to sign an Acceptable Use Policy – Staff before being allowed to access the internet from the school site.

5.2 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 SCC can accept liability for any material accessed, or any consequences of Internet access.

5.3 Handling Online Safety complaints

- Complaints of Internet misuse will be dealt with by the relevant member of staff.
- Any complaint about staff misuse must be referred to the ICT Technician/Online Safety team.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures. (See Appendices 1 and 2).

6. Communications Policy

6.1 Introducing the Online Safety policy to pupils

- Online Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- A programme of training in Online Safety will be developed, based on the materials from CEOP.
- Online Safety training is embedded within the ICT scheme of work or the Personal Social and Health Education (PSHE) curriculum.

6.2 Staff and the Online Safety policy

- All staff will be given the School Online Safety Policy and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff are vigilant that when accessing sites in front of pupils they have previously checked the content of any sites and advised the ICT technician of any possible Online Safety issues. Sites will be blocked on request from any member of staff.

6.3 Enlisting parents' and carers' support

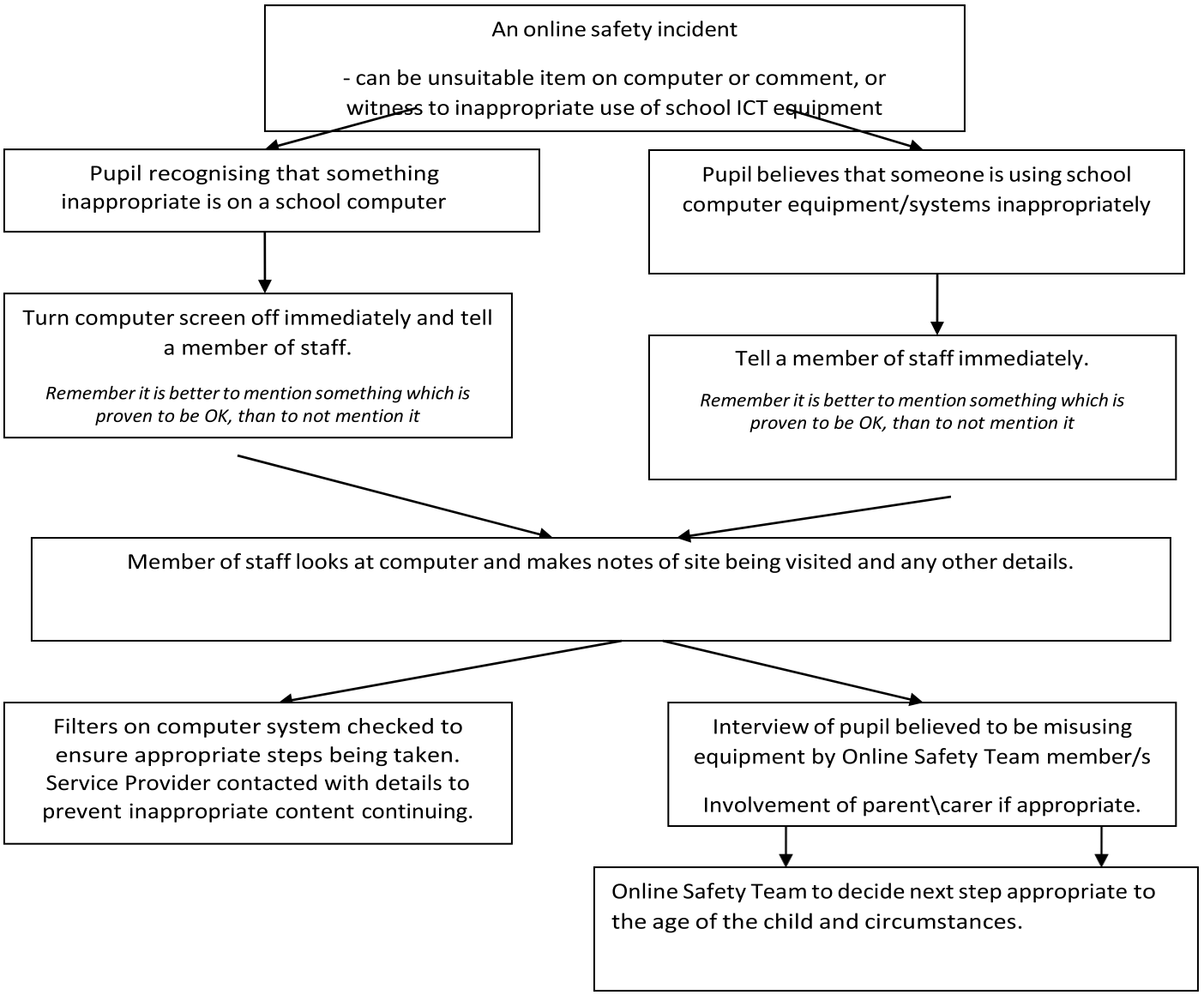
- Parents and carers attention will be drawn to the School Online Safety Policy in newsletters and on the school Website.
- The school will maintain a list of Online Safety resources for parents/carers.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

Appendix 1

Britannia Primary School

Response to Online Safety incidents (intentional and non-intentional)
Pupils

At this school we take the matter of computer misuse very seriously. This flow chart has been designed to provide guidance for staff and assure parents that best care is taken to avoid any possible Online Safety incidents and where these are identified the method of dealing with them.

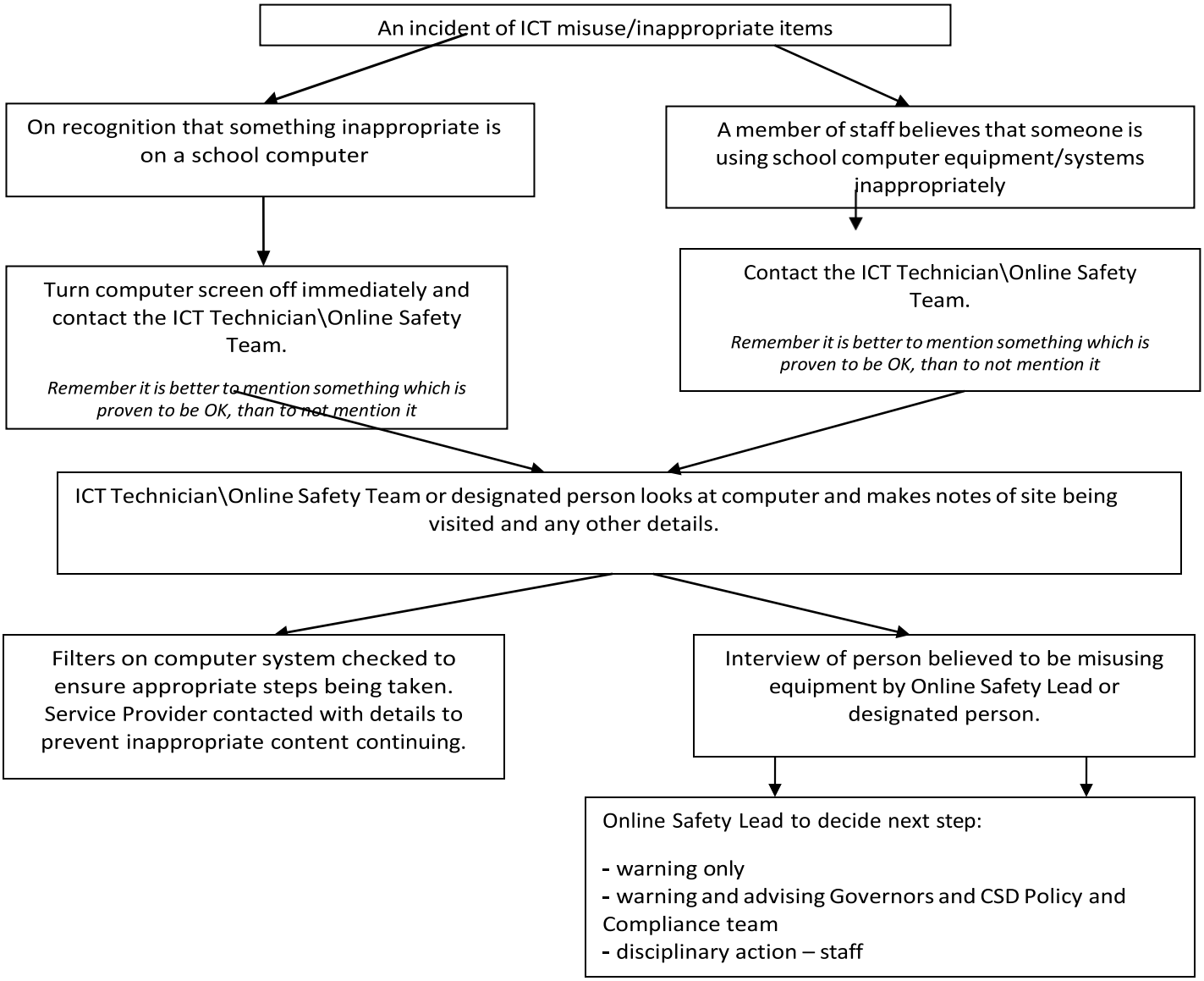


Please note: If a pupil confides in you relating to a misuse of school IT equipment or because they are worried by something they have seen on a computer screen it is your responsibility to action the above steps.

Britannia Primary School

ICT Misuse - Staff

At this school we take the matter of computer misuse very seriously. This flow chart has been designed to provide guidance for staff and assure parents that best care is taken to avoid any possible misuse incidents and where these are identified the method of dealing with them. Staff in the context of this diagram includes anyone volunteering at school, students and supply teachers.



Appendix 3

Senior Leading Designated Person for Safeguarding

Miss Emma Campbell

Mr Keith Hart (in absence of Miss Emma Campbell)

Online Safety Team

Mrs Claire Davies

Mr Jon Birch

Mr Keith Hart

Mrs Claire Dawson

Miss Megan LeGrice

Online Safety Lead

Mrs Claire Davies

DSL's for Phases
Mrs Hannah Jordan

Miss Megan LeGrice

Mrs Sophie Coyston

Ms Anita Johnson