



Wiltshire Learning Trust Online Safety Policy 2016

Schools' Online Safety Policy

St. George's School believes in the educational benefits of Digital Technology for effective teaching and learning practices. Secure and effective internet access for pupils should be seen as an entitlement on the basis of educational need and an essential resource for staff. Management that recognises the online safety issues and plans accordingly will help to ensure appropriate, effective and safe use by all. To help achieve this, each school needs to write and implement its own online safety policy.

This document is written with the following key principles in mind;

- All users are protected from inappropriate material, bullying and harassment
- Users have access to resources to support learning and teaching
- Users should be given clear boundaries on responsible and professional use

Disclaimer

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2. Teaching and Learning

2.1 The Curriculum

The Internet is an essential resource to support teaching and learning. The statutory curriculum requires pupils to be responsible, competent, confident and creative users of information and communication technology. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources, e-mail and mobile learning. Computer skills are vital to access life-long learning and employment; indeed Computing is now seen as an essential life-skill.

- *Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.*
- *The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, ensure wellbeing, to support the professional work of staff and to enhance the school's management information and business administration systems.*
- *Whilst Internet access is an entitlement, users will need to show a responsible and mature approach to its use or this privilege may be removed.*
- *The Internet is an essential part of everyday 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.*
- *Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.*

2.2 Enhancing Teaching and Learning

Benefits of using the Internet in education include:

- *Access to a variety of worldwide educational resources.*
- *Inclusion in the National Education Network which connects all UK schools.*
- *Educational and cultural exchanges between pupils worldwide.*
- *Vocational, social and leisure use in libraries, clubs and at home.*
- *Access to experts in many fields for pupils and staff.*
- *Professional development for staff through access to national developments.*
- *Educational materials and effective curriculum practice.*
- *Collaboration across networks of schools, support services and professional associations.*
- *Improved access to technical support including remote management of networks and automatic system updates.*
- *Access to learning wherever and whenever convenient.*
- *Developing an understanding of online safety for use both in and out of the school.*

2.3 Evaluating Content

- *Pupils will be taught to be critically aware of the materials they read and how to validate information before accepting its accuracy.*
- *Pupils will use age-appropriate tools to research Internet content.*
- *The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.*
- *If staff or pupils discover unsuitable site or content they consider to be inappropriate, the URL (address) and content should be reported to their ISP/SWGfL*
- *Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.*
- *Pupils will be taught to acknowledge the source of information used and to respect individuals and intellectual property when using Internet material in their own work.*

3. Communication and Content

3.1 Website Content

- *The point of contact on the school website should be the school address, school e-mail and telephone number. Staff or pupils' personal information will not be published.*
- *Written permission from individuals, parents or carers will be obtained before photographs of pupils are published on the school website.*
- *Pupils' full names will not be used anywhere on the website, particularly in association with photographs.*
- *The nature of all items uploaded will not include content that allows the pupils to be identified, either individually or through aggregated pieces of information.*
- *The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.*
- *The website should comply with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright.*

3.2 Managing e-mail

- *Pupils may only use the approved password protected multi-access RM Easymail e-mail accounts on the school system: pupil@st-georgesrc.wilts.sch.uk & pupil1@st-georgesrc.wilts.sch.uk.*
- *Pupils must immediately tell a responsible adult if they receive offensive e-mail.*
- *Staff must use official school provided email accounts for all professional communications.*
- *Pupils should use email in an acceptable way. Sending images without consent, explicit images, messages that cause distress and harassment to others are considered significant breaches of school RUP and will be dealt with accordingly.*
- *E-mail sent to an external organisation should be written carefully and where appropriate, authorised before sending, in the same way as a letter written on school headed paper.*

3.3 On-line communications and Social Media.

On-line communications, social networking and social media services are filtered in school by their ISP but are likely to be accessible from home.

All staff are aware of the potential risks of using social networking sites or personal publishing either professionally with students or personally. They should be made aware of the importance of considering the material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status. All staff are to have read the Social Networking Procedure Document produced by Wiltshire Safeguarding Children Board.

Pupils will be encouraged to think about the ease of uploading personal information, the associated dangers and the difficulty of removing an inappropriate image or information once published. Schools have a key role to teach young people about the importance of how to communicate safely and respectfully online, keeping personal information private.

- *Users will be taught about how to keep personal information safe when using online services. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends/family, specific interests and clubs etc.*
- *Users must not reveal personal details of themselves or others in online communication, including the tagging of photos or video, or to arrange to meet anyone.*
- *Staff wishing to use Social Media tools with students as part of the curriculum will risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate. Staff will obtain documented consent from the Senior Leadership Team before using Social Media tools in the classroom.*
- *Staff official blogs or wikis should be password protected and only operate with approval from the SLT.*
- *Personal publishing will be taught via age appropriate sites that are suitable for educational purposes. They will be moderated by the school where possible.*
- *Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications. Pupil will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private.*

- *No member of the school community should publish specific and detailed private thoughts about the school, especially those that may be considered threatening, hurtful or defamatory.*
- *Parents wishing to photograph or video at an event should be made aware of the schools expectations and be required to comply with the schools RUP as a condition of permission to photograph or record.*
- *Concerns regarding students' use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents/carers, particularly when concerning students' underage use of sites.*
- *Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour will be outlined in the school Responsible Use Policy.*
- *In line with, 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' it will not be considered appropriate for staff to engage in personal online communications with children and young people, parents or carers. Express care is also to be taken regarding the use of social networking sites.*

3.4 Mobile Devices (Including Bring You Own Device-BYOD)

Mobile devices refer to any device that provides access to the internet or internal network for example, tablet (Apple Android, Windows, and other operating systems) e-readers, mobile phone, iPad, iPod touch, digital cameras.

- *Personal mobile devices, except for mobile phones*, may not be brought in to school and the school accepts no responsibility for the loss, theft or damage of such items should they brought in to school.*
- **Mobile phones may be brought in where parents have specifically requested for use regarding contacting parents at the end of the day regarding travel arrangements etc but MUST be handed to the class teacher at the beginning of the day to be kept securely in the class room.*
- *School staff authorised by the Head teacher may search pupils or their possessions, and confiscate any mobile device which they believe to contravene school policy, constitute a prohibited item, is considered harmful, or detrimental to school discipline. If it is suspected that the material contained on the mobile device relates to a criminal offence, the device will be handed over to the Police for investigation.*
- *Sending abusive or inappropriate messages or content is forbidden by any user within the school community.*
- *School mobile devices only may be used during lessons or formal school time as part of approved and directed curriculum based activity.*
- *Where staff may need to contact children, young people and their families within or outside of the setting in a professional capacity, they should only do so via an approved school account (e.g. e-mail, phone, social media) In exceptional circumstances there may be a need to use their own personal devices and account; this should be notified to a senior member of staff ASAP.*
- *Staff should be provided with school equipment for the taking photos or videos of pupils linked to an educational intention. In exceptional circumstances staff may need to use personal devices for such a purpose and when doing so, should ensure they comply with the school's Responsible Use Agreement.*
- *Staff may use their own mobile phones for emergency use on school trips providing they comply with the school's Responsible User Policy.*
- *For the safeguarding of all involved, users are encouraged to connect mobile devices through the school wireless provision and service that allows the ability to filter any device that uses the school Internet connection, without having to configure the user's device.*
- *The school will take steps to monitor responsible use in accordance with the Staff Computer Use Policy*

3.5 Emerging Technologies

- *Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.*

3.8 Cyber Bullying

Cyber bullying can be defined as "The use of Information Communication Technology, particularly mobile phones and the internet, to deliberately hurt or upset someone" DCSF 2007.

Cyber bullying (along with all other forms of bullying) of or by any member of the school community will not be tolerated. Full details are set out in the school's behaviour, anti-bullying and child protection policies, which will include:

- *Clear procedures set out to investigate incidents or allegations of cyber bullying.*
- *Clear procedures in place to support anyone in the school community affected by cyber bullying.*
- *All incidents of cyber bullying reported to the school will be recorded.*
- *The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the ISP and the police, if necessary.*
- *Pupils, staff and parents/carers will be required to work with the school to support the approach to cyber bullying and the school's online safety ethos.*

3.9 Data Protection

The quantity and variety of data held on pupils, families and on staff is expanding quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused. The Data Protection Act 1998 gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information.

Information on Data Protection is published on the school website.

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

4 Implementation

4.1 Policy in Practice - Pupils

Pupils will be reminded of the school rules at the point of Internet use.

- *All users will be informed that network and Internet use will be monitored.*
- *Online Safety teaching should be integral to the curriculum and raise the awareness and importance of safe and responsible internet use amongst pupils.*
- *Online Safety teaching will be included in PSHE, Citizenship and/or Computing and cover safe use at school and home.*
- *Online Safety rules and/or copies of the Responsible Use Policy will be on display in all rooms with Internet access.*
- *Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas.*

4.2 Policy in Practice - Staff

- *The Online Safety Policy will be provided in the Staff Handbook and discussed with all members of staff and Responsible User Policy signed for compliance.*
- *Staff should be aware that Internet traffic is monitored (and automatically reported by the SWGfL) and can be traced to the individual user. Discretion and professional conduct is essential.*
- *Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff.*
- *All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.*

4.3 Policy in Practice - Parents

- *Parents' attention will be drawn to the Online Safety Policy and Responsible User Policy in via the website and on first joining the school.*
- *A partnership approach with parents will be encouraged. This could include offering parent evenings, demonstrations, practical sessions and suggestions for resources and safer Internet use at home.*
- *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.*
- *Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.*
- *For more information on internet safety, parents will be referred to www.childnet.com and www.kidsmart.org.uk.*

4.4 Handling of complaints

- *Responsibility for handling incidents will be delegated to a senior member of staff.*
- *Any complaint about staff misuse must be referred to the head teacher.*
- *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.*