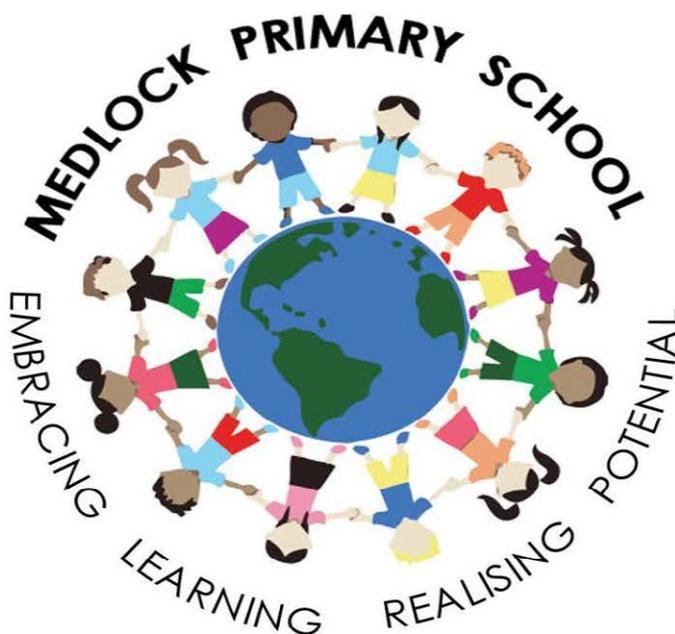


Medlock Primary School



Online Safety Policy

(agreed by governors September 2017, Review: September 2018)

Article 2 (non-discrimination)

The Convention applies to every child without discrimination, whatever the ethnicity gender, religion or language, abilities or other status, whatever they think or say, whatever their family background.

Article 3 (best interests of the child)

The best interests of the child must be a top priority in all decision and actions which affect children.

Article 12 (respect for the views of the child)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times.

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Online Safety

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

The Policy will be revised to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole. The school's Online Safety policy will operate in conjunction with other policies including those for Student Behaviour, Bullying, Curriculum, Data Protection and Security.

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

- Responsible ICT use by all staff and students; 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 network including the effective management of web filtering.
- National Education Network standards and specifications.

Article 28 (right to education)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights.

Article 29 (goals of education)

Education must develop every child's personality, talents and abilities to the full. It must encourage child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Online Safety Policy

Writing and Reviewing the Online Safety Policy

The Online Safety policy is part of the School Development Plan and relates to other policies including ICT, bullying and Child Protection.

- Our Online Safety policy has been written by the school in accordance with government guidelines.
- The Online Safety policy and its implementation will be reviewed annually.

Teaching and Learning

Why Internet use is so important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide children
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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 is designed expressly for pupil use and includes filtering.
- 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 systems capacity and security will be reviewed regularly.

- Virus protection will be updated regularly.
- Advice on security strategies will be provided by MCC and any further clarification will be sought as necessary.

E-mail

- Email is not available to children within school.

Published Content and the school website

- The contact details on the Web site should be the school address, e-mail and telephone number.
Staff or pupils' personal information will not be published.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's 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 are published on the school Website.
- Pupil's work can only be published with the permission of the pupil and parents.

Article 19 (protection from violence, abuse and neglect)

Governments must do all they can to ensure children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Social networking and personal publishing

- The school will block/filter access to social networking sites e.g. Facebook and other sites such as YouTube.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind that 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.
- If staff or pupils discover an unsuitable site, it must be reported to the Online Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing Videoconferencing

- When this becomes available within the school, videoconferencing will use the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils will be required to gain permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing 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.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden. All mobile phones are to be left at the school office during the school day.

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 must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance, a member of staff may leave or a pupil's access be withdrawn.
- Access to the Internet will be supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form.

Assessing risks

- 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 MCC can accept liability for the material accessed, or 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 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.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Communications policy

Introducing the Online Safety policy to pupils

- 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.

Staff and the Online Safety policy

- All staff will be given the School Online Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user.
Discretion and professional conduct is essential.