



## DRAFT Glory Farm Primary School ICT Online Safety Policy

Oct 2016

### Introduction

The purpose of this policy is to ensure that all users of all forms of ICT understand the way in which these resources are to be used, with specific reference to internet and email use. The policy also aims to ensure that the internet is used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risks. The internet is an essential tool in 21st century life for education, business and social interaction. Glory Farm Primary School has a duty to provide pupils with quality internet access as part of their learning experience and developing pupils' life skills is a key area to which this contributes.

ICT and internet access in school is used to raise educational standards, to support the professional work of staff and to enhance the school's business and information management systems. Within the curriculum, teachers plan for, and make use of, communications technology, such as web-based resources for learning and enhancing pupils' ICT and computing skills. Protection of the pupils is of paramount importance and so every activity is designed to minimise any risk. **Internet use is an entitlement for pupils based on responsible and acceptable use.**

### Aims

- To provide full protection for the school community.
- To raise educational standards through accessing global educational resources.
- To support the professional work of staff through access to educational materials and good curriculum practice.
- To enhance the school's management, information and administration systems.
- To protect users in school through a filtered system.
- To protect all children from exposure to inappropriate materials on the web.

### Roles and responsibilities

All users of ICT within the school and the wider community are to be made aware of their own roles and responsibilities, to ensure internet safety and to minimise online safety risks. All adults and children must adhere to their responsibilities.

Key people are Mr Ian Elkington, Head Teacher; Mr Luke Hutchinson, IT Services Manager; Ms Nyky Wordsworth, Computing and IT consultant.

### Internet usage

Teaching staff will encourage pupils to develop good practice in using the internet. As a tool for teaching and learning, internet access will be planned to enrich and extend learning activities. Staff will select sites that will support the learning outcomes planned for pupils' age and maturity, and set clear learning objectives for internet use.

Benefits of use include:

- Access to approved world-wide educational resources.
- Staff professional development - access to educational materials and good curriculum practice.

Glory Farm Primary School expects all users to use the internet responsibly according to the rules and responsibilities set out in the relevant Acceptable User Policy, ie Staff AUP, Younger Children AUP and Older Children AUP.

Users shall not visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- Child abuse
- Pornography
- Promoting discrimination of any kind
- Promoting racial or religious hatred
- Promoting illegal acts
- Any other information which may be offensive to colleagues, peers and the wider community.

Internet usage will be as follows:

- Pupils and adults will be given clear guidelines when using the internet and taught about safe use of the internet.
- E-safety for pupils will be taught across all age groups. Staff Continuing Professional Development on this will be undertaken regularly.
- Internet access will be planned to enrich and extend learning; teachers will select, and help pupils to select, websites appropriate for their age.
- The internet will not replace books but will provide an additional learning resource for pupils. Pupils will be taught to assess which is the most appropriate resource to support learning objectives and ways to validate information before accepting that it is accurate.
- Safe use of the internet for children will be displayed for pupils and adults in the network room and by all classroom-based computers.
- Parents will be informed of Acceptable User guidelines which they will sign and return.
- Chat rooms and newsgroups will not be used in school.
- It is not permitted for anyone to use school computers for any form of illegal activity, eg downloading copyrighted materials, introducing viruses, etc

### **Online safety scheme of work**

Glory Farm Primary School uses CEOP ThinkUKnow and Childnet resources which educate children to be aware of potential risks when using ICT. It is the responsibility of the class teacher to ensure that all pupils are aware of their responsibility when using ICT.

### **School website**

The school website is used to provide up-to-date news to parents and access to all relevant school documents. All material posted on the website will comply with all rules regarding internet acceptable usage.

The school follows these guidelines to ensure pupils are not put at risk, by inclusion of photos on the website:

- Parents may request photographs that include their child never to be posted onto the website.
- Parents may request that a particular photograph be removed or not included.
- Full names of children will not be in any way associated with an image.
- There will be no contact information other than for the school.

### **Use of images**

The school keeps up-to-date records of parental permission for the use of children's images. Photographs are taken using school digital cameras and ipads only. No photographs will be associated with pupil's names or personal details unless the parent has requested that the information be given, eg sporting achievements.

### **Monitoring**

ICT support will monitor and audit the use of Google emails to see whether users are complying with this policy. Any potential misuse identified will be reported to the headteacher. In class, staff monitor pupils' use and work in the internet to ensure they are working safely.

### **Communication**

All members of staff have secured school email addresses that are used for correspondence and file sharing.

Guidelines for staff email use are:

- Check emails regularly, reply to emails and keep a copy of incoming business-related emails.
- The school email system should not be used for sending personal email unconnected with school work or activity.
- Any email received by a member of staff, which is regarded as illegal or offensive, should be reported to the headteacher immediately.
- To safeguard against computer viruses, do not open external emails or an email attachment that look in any way suspicious. Report it to the BLA ICT support team for checking.
- The school will email selected school letters/newsletter to parents if the email address is provided by the parents.

### **School network and digital devices**

Staff using the school network, laptops, digital cameras, projectors or any other form of digital device or media, whether at school or off-site, must still abide by the agreed rules regarding the acceptable use of the internet, email and images.

### **Mobile phones**

The school policy is that pupils are not allowed to use mobile phones in school. The school phone can be used to contact parents/carers with important messages. Staff are not permitted to use their personal mobile phones to take images of the children.

### **Social networking and personal publishing**

Glory Farm Primary School will block/filter access to open social networking sites and give access only to those sites that are approved by BLA.

Although pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary-aged pupils, pupils will be taught about the potential risks of social networking sites and what information should not be shared on such sites. The purpose of this is to acknowledge (but not condone) the reality that some pupils may already have access to social networking sites by this age.

### **Emerging technologies**

Emerging technologies will be examined for educational benefit and their suitability will be determined before being introduced into school.

### **Conclusion**

Access to the internet and digital communication media have the potential to greatly enhance learning and engagement with parents. The school is committed to extending these opportunities whilst maintaining the highest standards of safety. Everyone in school has a personal responsibility to work towards keeping themselves and others safe online.

### **Review**

This policy will be reviewed by the Directors, Senior Leadership Team, Staff and ICT support on a regular basis and should be read in conjunction with the Equal Opportunities, Inclusion and Acceptable User Policies.

Date: .....

Signed..... Headteacher