



Millhouse

Primary School and Nursery

Online Safety Policy

Approved by Governors on:

Signed (CoG or Chair of Committee):

To be reviewed:

Inspiring tomorrow's generation, today.

MILLHOUSE PRIMARY SCHOOL AND NURSERY

ONLINE-SAFETY POLICY

INTRODUCTION TO ONLINE-SAFETY

“The virtual world opens up new opportunities for everyone, promoting creativity and effective learning. However, it also means thinking ahead of new risks.” BECTA

Online-safety encompasses Internet technologies and electronic communications. 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.

At Millhouse Primary School and Nursery, we aim to provide a happy, safe and healthy environment for all.

Our online-safety policy is part of the school development plan and it operates in conjunction with other policies including those for safeguarding, Behaviour, Anti-Bullying, Curriculum and Data Protection.

Our appointed online-safety co-ordinator is the school’s ICT leaders.

TEACHING & LEARNING

Why internet use is important

The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school’s management information and administration systems.

The internet is an essential element in 21st century 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.

Internet use is part of the statutory curriculum and a necessary tool for both staff and pupils.

Internet use benefits education

Benefits of using the internet in education include:

- Access to world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between pupils world-wide
- 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 support services and professional associations
- Improved access to technical support including management of networks and automatic system updates
- Exchange of curriculum and administrative data with the Local Authority and DCSF
- Access to learning wherever and whenever is convenient.

Internet use will enhance learning

The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of the pupils.

Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.

Internet access will be planned to enrich and extend learning activities.

Staff will guide pupils in on-line activities that will support learning outcomes planned for the pupil's age and maturity.

Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

MANAGING INTERNET ACCESS

Authorising internet access

Access to the internet for pupils will be a combination of adult demonstration and supervised access to specific, approved on-line materials.

World Wide Web

If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the online-safety coordinator.

Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.

Published content and the school website

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

The head teacher (or named delegate) will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing staff and pupil's images and work

Photographs that include pupils will be selected carefully and will not contain any pupils who have not had permission granted.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Parents and carers may photograph or video special events, such as school plays, where the focus lies on their own child/children.

Social networking and personal publishing

All social networking sites and newsgroups will be blocked, unless a specific use is approved.

Pupils will be advised never to give out personal details of any kind which may identify them or their location (i.e. Real name, address, phone numbers, email address, names of friends, specific clubs, etc.)

Pupils and parents will be advised that the use of social networking sites outside school is inappropriate for primary aged pupils.

Filtering

The school will work in partnership with the Local Authority, Becta and the Internet Service Provider to ensure filtering systems are as effective as possible.

Senior staff will ensure that regular checks are made to ensure the filtering methods selected are appropriate, effective and reasonable.

Emerging technologies

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

Mobile phones are not permitted to be used by pupils in school.

Information system security

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be kept up-to-date.

Security strategies will be in line with those provided by and supported by the Local Authority, and managed by the network manager (technician).

Protecting personal data

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

ASSESSING RISKS

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. 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. The school cannot accept liability for the material accessed, or any consequences of internet access.

The school will audit ICT use to establish if the online-safety policy is adequate and that its implementation is effective.

HANDLING E-SAFETY COMPLAINTS

Complaints of internet misuse will be dealt with by a senior member of staff.

Any complaints 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.

COMMUNITY USE OF THE INTERNET

The school will be sensitive to internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

Parents will be advised of the risks of internet use in the home, and a list of suitable websites to support learning at home will be provided on request.

The school will liaise with local organisations, where appropriate, to establish a common approach to online-safety.

COMMUNICATION OF POLICY

Pupils

Rules for internet access are posted in areas where there are computer work stations. These are discussed with pupils at regular intervals.

Pupils will be informed that internet use will be monitored.

An online-safety training programme is studied in each year group to raise the awareness and importance of safe and responsible internet use.

Staff

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 are essential.

Parents

Parent's attention will be drawn to the school's online-safety policy in newsletters and on the school's website.

This online-safety policy will be reviewed in 2018.

Written by S.Bridge
July 2016