

RUSKIN INFANT SCHOOL AND NURSERY



Online Safety Policy

Revised: December 2019

Revised by: Ben Morris

To be reviewed by: September 2020

This school policy reflects the consensus of opinion of the whole teaching and support staff and has the full agreement of the governing body.

RUSKIN INFANT SCHOOL AND NURSERY ONLINE SAFETY POLICY

Introduction

At Ruskin Infant School we understand that using online services is an important aspect of raising educational standards, promoting pupil achievement and enhancing teaching and learning. To enable this, we are committed to ensuring that children learn how to access and use online services and modern technologies safely so that they:

- are able to use ICT safely to support their learning in school
- know how to use a range of ICT equipment safely
- are able to use ICT and modern technologies outside of school safely, including using ICT as a tool for communication
- are prepared for the constant changes in the world of technology and understand how to use new and emerging technologies safely
- know what to do if they feel unsafe when it comes to using technology and Computing

The Law

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Voyeurism (Offences) Act 2019
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- DfE (2019) 'Keeping children safe in education'
- DfE (2019) 'Teaching online safety in school'
- DfE (2018) 'Searching, screening and confiscation'
- National Cyber Security Centre (2017) 'Cyber Security: Small Business Guide'
- UK Council for Child Internet Safety 'Education for a Connected World'
- UK Council for Child Internet Safety (2017) 'Sexting in schools and colleges: Responding to incidents and safeguarding young people'

For an up to date list of legislation applying to schools please refer to the Department for Education website at www.education.gov.uk/schools.

Roles and Responsibilities

The Head Teacher alongside the online safety lead will:

- Ensure the policy is implemented and communicated
- Ensure staff training in online safety is provided and updated as part of safeguarding training
- Ensure immediate action is always taken if any risks or dangers are identified
- Ensure that all reported incidents of online bullying are investigated
- Ensure appropriate web filtering software is used to protect users from potentially damaging or offensive material

Teachers and staff will:

- Keep passwords private and only use their own emails
- Monitor and supervise pupils' internet usage and use of other IT resources
- Adhere to the acceptable use policy
- Promote online safety and teach online safety as part of units of the computing curriculum and discuss online safety in other aspects of the curriculum where relevant
- Engage in online safety training and implement it
- Ensure they meet GDPR

Governors will:

- Ensure that the school is implementing the policy effectively by challenging the online safety lead and DSL's.
- Adhere to the acceptable use policy
- Have due regard for the importance of the online safety policy
- Ensure they meet GDPR

Teaching and Learning

The school will actively teach online safety at an age appropriate level, through using stories such as Smartie the Penguin. Children should have opportunities to discuss online safety in other aspects of the curriculum when appropriate. Online safety should not be taught as a stand alone area of computing and it should be embedded within the whole of the computing curriculum and other aspects of the curriculum. Teachers should ensure children are encouraged to be resilient and understand how to protect themselves when using technology and when they are online.

Managing and monitoring internet access

The school ICT system security will be reviewed regularly along with the virus protection by the IT technician. If staff or pupils encounter unsuitable online materials, the site must be reported to the online safety lead, IT technician or a member of SLT. The school will ensure regular checks are made to ensure filtering methods selected are appropriate, effective and reasonable. Internet usage and technology use will be randomly monitored and checked. Misuse will be dealt with by following the school's disciplinary procedures.

Publishing photographs, images and work

Written permission from parents or carers will be obtained before photographs or images of pupils are taken and published. This ensures GDPR is met. Photographs that include pupils will be selected carefully and will enable pupils to be clearly identified. Pupils' full names will be avoided on the website. Staff will not keep images of children on personal devices and will ensure devices issued by school are encrypted.

Published content and the school website

The contact details on the website will be the school address, email and telephone number. Staff or pupils personal information will not be published. The Head Teacher and Deputy Head Teacher will take overall responsibility of ensuring that content is accurate and appropriate.

Authorising internet access

- All staff must read and sign the code of conduct, acceptable use policy and the online safety policy before using the schools ICT resources.
- The school will maintain a record of all staff and pupils who are granted access to school ICT systems.
- Parents will be asked to sign and return a consent form to use ICT within the school (appendix 1).
- Parents will be asked to sign and return a consent form to using their images on the website (appendix 2).
- Pupils must agree and comply to the rules regarding internet use before being granted internet access (appendix 3). This will be kept on display in the classroom for quick references to during teaching.

- Any person not directly employed by the school will be asked to read the above policies before being allowed to access ICT resources.

Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate material. Due to the international scaled and linked 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 has a reliable filtering system that is regularly monitored and updated by the IT technician, online safety lead and members of the senior leadership team.

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 safeguarding nature must be referred to a Designated Safeguarding Lead and dealt with in accordance with the school child protection procedures
- Pupils and parents will be informed of any misuse of the schools ICT resources

Appendices

Appendix 1- parents agreement to internet use within school

Dear Parent/ Carer

Ruskin Infant School we are committed to ensuring that children learn how to access and use ICT and modern technologies so that they can use ICT safely to support their learning in school and their use of ICT outside of school. We teach online safety during Computing lessons as well as during other aspects of the curriculum to make sure children understand how they can keep themselves and others safe when using the internet. Children use the internet at school to support their learning in all curriculum areas. Senior members of staff regularly monitor which websites have been accessed and our school has a reliable filtering system to protect the children for accessing inappropriate content. Children sign an online pledge to confirm that they will follow the school's rules for responsible ICT use.

If you have any concerns please discuss this with your child's teacher or a member of the senior leadership team.

Please complete and return the form below to your child's teacher to give your child permission for using the internet at school and other ICT facilities at school.

Kind regards,

Mr Morris

Computing subject lead

Name: _____ Class: _____

	IF CONSENT IS GIVEN- PLEASE TICK
I give permission for my child to have access to use the internet at school.	
I give permission for my child to use ICT facilities at school.	
I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and prevent them from accessing inappropriate materials.	

Signed:Parent/Guardian.

Appendix 2- consent form images on the website

Dear Parent/Carer

To keep you informed about what your child has been learning we will be posting images and videos on our website www.ruskininfantschool.org.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter or son. We have already asked for permission regarding the display of photos in public areas around the school; however we now need permission to use images and recordings on our website.

We will not name children if their photograph has been used and will ensure their name is not mentioned in a recording. Recordings and photographs will be kept in an encrypted file and destroyed when they are no longer needed.

Please complete the below consent form and return to your child's teacher.

If you have any questions please speak to your child's class teacher or a member of the senior leadership team.

Kind regards,

Mr Morris

Computing subject lead

Please complete and return to your child's teacher

Name _____ Class: _____

	IF CONSENT IS GIVEN- PLEASE TICK
I give permission for photographs, which may include my child, to be on the school <u>website</u> .	
I give permission for videos, which may include my child, to be on the school <u>website</u> .	

Signed:Parent/Guardian

