Newton Tony CE VC Primary School's Online Policy 'Love One Another As I Have Loved You' (John 15:12) Newton Tony Primary School fully recognises its responsibilities for safeguarding and child protection	
Policy agreed :	1/9/2023
Policy published (including on website) **:**	20/9/2023
Next review :	1/9/2024 or as required

Our School Vision
Our school is a safe, welcoming and nurturing school that offers a sense of belonging. We are situated in a small, rural village and we pride ourselves that we know each and every child. Our strength lies in putting the needs of the child at the heart of everything we do. We offer an exciting and stimulating curriculum, with high quality teaching that provides a rich, rewarding and enjoyable learning environment for all. Through a solid partnership working with parents, our church and His Majesty's Armed forces, we encourage children to become confident, caring and independent young learners. We believe that 'Everyone cares and Everyone counts'. In our school our vision is underpinned by the bible verse **'Love One Another As I Have Loved You' (John 15:12)** ; it shapes all we do.

Our Commitment
Newton Tony Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. We are committed to providing an environment that enables full curriculum access that values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to taking positive action in the spirit of the Equality Act 2010 with regard to disability and to developing a culture of inclusion, support and awareness within the school.

Newton Tony Primary School ensures that children and young people are able to use the internet and related communications technologies appropriately and safely, as part of the wider duty of care to which all who work in schools bound. We ensure that we meet our statutory obligations to ensure that children and young people are safe and are protected from potential harm, both within and outside school. The policy will also form part of the school's protection from legal challenge, relating to the use of digital technologies.

Due to the ever changing nature of digital technologies, we review our Online Safety Policy at least annually and, if necessary, more frequently in response to any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place.

<u>Leadership and Management</u>

1.1 Who will write and review the policy?

Our online safety policy has been written by Newton Tony Primary School, building on the Wiltshire online safety template policy and government guidance. It has been agreed by all staff and approved by governors. It will be reviewed annually.

1.2 How will Internet access be authorised?

- We will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to date; for instance if a pupil's access is withdrawn.
- Our home-school agreement will include a statement asking parents/carers/children to adhere to the guidance on the online safety policy and GDPR permissions for the acceptable use policy and guidance for video, sound and images for web publication will be sought.
- Access to the Internet will be by adult demonstration with directly supervised access to specific, approved online materials.
- Use of iPads and laptops for the purposes of research, homework and class work will be closely monitored by staff supervising the children.

1.3 How will filtering be managed?

- A log of all staff with unfiltered access to the Internet will be kept and regularly reviewed.
- The Head Teacher and all staff will review the popular permitted and banned sites accessed by the school.
- The Head Teacher and teaching staff will carry out a regular review of internet access to see which sites have been accessed and take action where appropriate.
- The school will work in partnership with parents, Wiltshire Council, the DFE and Oakford Technology to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (web address) and content will be reported to the Internet Service Provider (Oakford Technology) via the Head Teacher.
- The head teacher and teaching staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable
- Any material that the school believes is illegal will be referred to the relevant agencies (see Safeguarding and Child Protection Policy).
- New/previously unknown popular websites are reviewed and filtered accordingly.

1.4 How will the risks be assessed?

In common with other media such as magazines, books and video, some material available via the Internet are 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. Neither the school nor Wiltshire Council can accept liability for the material accessed, or any consequences of Internet access.

- Oakford Technology will be made aware of any new websites, apps, links or key word searches (e.g. through Google etc) which lead to unsuitable websites, images or video material. At this point, the suitable blocks can be put on these websites to make use of the internet safer for the children and adults in school.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- The Head Teacher will ensure that the online policy is implemented and compliance with the policy monitored.

Teaching and Learning

2.1 Why is Internet use important?

- 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, well-being and to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- 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 How will Internet use enhance learning?

Benefits of using the Internet in education include:

- Access to worldwide educational resources including museums and art galleries;
- 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.
- Provide a network of support/educational enrichment through home and school links e.g. school website/ mathletics/ class webpages/blogs.

2.3 How will pupils learn to evaluate Internet content?

- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will use age-appropriate tools to research Internet content with guidance from adults.
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to Oakford Technology– children feel happy to share their concerns, adults remind children of this.
- Newton Tony CE VC Primary School will 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 copyright when using Internet material in their own work.
- Children are not permitted to "log-in" to any websites they have registered with outside school.

Communication and Content

3.1 Website content

- The point of contact on Newton Tony CE VC Primary School's website is the school address, school e-mail and telephone number. Staff or pupils' personal information is not published.
- Written permission from parents or carers is obtained before photographs of pupils are published on the school website. All photographs used are carefully selected and pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- The Head Teacher takes overall editorial responsibility and ensure that content is accurate and appropriate.
- Newton Tony CE VC Primary School website complies with the school's guidelines for publications including respect for intellectual property rights and privacy policies.
- Content does not compromise privacy of any member of staff, families or children associated with Newton Tony CE VC Primary School
- All members of staff are provided with up-to-date lists of children prohibited from having photographs published on the website.
- FONTS PTA operate a separate Facebook account which is operated under the same guidelines as our school website pages. Although the school cannot be taken into account for any messages or posts made by parents or other individuals on this page. The opinions and comments posted, are of sole ownership of the poster, and not of Newton Tony CE VC Primary School. Any concerns raised from the Facebook page, should be passed onto the Head Teacher or Admin of the Facebook page for removal.

3.2 Learning Platforms

- The Head Teacher and class teachers will regularly monitor the usage of the LP by pupils and staff in all areas, in particular message and communication tools and publishing facilities.
- Pupils and staff will be advised about acceptable conduct and use when using the LP.
- Only members of the current pupil, parent/carers and staff community will have access to the LP.
- All users will be mindful of copyright issues and will only upload appropriate content onto the LP.
- When staff and pupils leave Newton Tony CE VC Primary School, their account or rights to specific school areas will be disabled or transferred to their new establishment.

3.3 Managing e-mail

E-mail is an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools.

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a responsible adult if they receive offensive e-mail, be this at home or school.
- Staff will use official school provided email accounts
- Any sensitive data must be sent in a password protected attachment

- Pupils must use email in an acceptable way. Sending images without consent, messages that cause distress and harassment to others are considered significant breaches of school conduct and will be dealt with accordingly.
- Children are not permitted to access personal email accounts during school hours. Children who have such, are taught to open/send emails responsibly and to report messages that cause distress/concern.

3.4 On-line communications, social networking and social media.

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

- Students / pupils will be taught about how to keep personal information safe when using online services.
- Pupils will also be taught not to reveal personal details of themselves or others in online communication, or 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 Head Teacher before using Social Media tools in the classroom.
- Staff official blogs or wikis will be password protected and run with approval from the Head Teacher.
- 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.
- All members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.
- 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's code of conduct.
- 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.

3.5 Mobile phones and personal devices

The use of mobile phones and personal devices by pupils during school hours is not allowed and any devices brought into school should be left in the School Office for the duration of the school day. All pupils and staff are made aware of the following:-

- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community.

- School staff may confiscate a phone or device if they believe it is being used to contravene the schools behaviour or anti-bullying policy. If there is suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation.
- Mobile phones will not be used during school hours unless as part of an approved and directed curriculum based activity with consent from a member of staff.
- Electronic devices of all kinds that are brought in to school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items.
- Staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity.
- Staff must not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work-provided equipment for this purpose.
- Images/video taken on iPads or school cameras will remain property of the school, be kept securely and not removed from the school premises- Staff iPads and laptops may be removed from the premises by teaching staff and used for PPA purposes.
- No visitors are permitted to take photos or videos of pupils unless agreed with the Headteacher. These images must not be shared online.

3.6 Working remotely

It is often necessary for staff to access the school network remotely.

- Staff must access the school network using the secure online portal.
- Staff must adhere to the data protection laws when working remotely.
- If a memory stick is used it must be securely encrypted.

3.7 Video Conferencing

Video conferencing enables users to see and hear each other between different locations. This 'real time' interactive technology has many potential benefits in education.

- Staff must refer to the internet consent agreements prior to children taking part in videoconferences.
- All video conferencing equipment in the classroom must be switched off when not in use and not set to auto answer.
- Pupils will ask permission from a teacher before making or answering a videoconference call.
- Videoconferencing is not currently used in our school. Should this change we will review our policy and all videoing will be supervised appropriately for the pupils' age and ability.

3.8 Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Staff will receive guidance/training from the Head, Computer Lead or external agencies before any new technology is used in a classroom setting.

3.9 Cyberbullying

- Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and positive behaviour policy
- There will be clear procedures in place to investigate incidents or allegations of Cyberbullying.
- There are clear procedures in place to support anyone in the school community affected by cyberbullying.
- All incidents of cyberbullying 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 service provider and the police, if necessary.
- Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the school's online safety ethos.
- We have an online safety day and Anti-Bullying week annually as a focus.

3.10 Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and the new GDPR Regulations 2018.

4 Implementation

4.1 Introducing the Policy to Pupils

- All users will be informed that network and Internet use will be monitored.
- An E–Safety training programme will be established across the school to raise the awareness and importance of safe and responsible internet use amongst pupils.
- Pupil instruction regarding responsible and safe use will precede Internet access.
- An online safety module will be included in the Computing curriculum covering both safe school and home use.
- Online safety rules will be posted 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 Consulting with Staff

- The Online safety Policy will be formally provided to and discussed with all members of staff.
- Staff should be aware that Internet traffic is monitored and reported by Oakford Technology 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 Parents and Online Safety

- Parents' attention will be drawn to the online Safety Policy on our school website (a hard copy is available from the school office)
- A partnership approach with parents will be encouraged. This will include offering practical sessions and suggestions for safe 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.

4.4. How will complaints be handled?

Prompt action will be required if a complaint is made. Complaints of a child protection nature will be dealt with in accordance with the LA Child Protection procedures.

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff