



Bickerstaffe CE School

Online Safety Policy

PERSONS RESPONSIBLE

- **Mrs Maggie Teachen**, Online Safety Leader and Designated Senior Lead for Safeguarding and Child Protection
- **Miss K O’Kane**, Senior Teacher and SENCo
- **Miss A Wilson**, Deputy Designated Senior Lead for Safeguarding and Child Protection
- **Mrs A Aitken**, ICT Subject Leader

Our ‘Online Safety Policy’ highlights the need to educate children and young people about the benefits and risks of using technology. It provides safeguards and awareness that enable them to control their experiences. Our policy will operate in conjunction with other policies including those for: Pupil Behaviour, Curriculum and Data Protection.

The ‘Online Safety Policy’ has been written by the school, building on advice from Lancashire Authority and agreed by governors.

GOOD HABITS

Online safety at Bickerstaffe CE School depends upon effective practice from a number of levels:

- Responsible ICT use by all staff and pupils
- Sound implementation of an ‘Online Safety Policy’ within the curriculum, including a secure school network.
- Safe and secure broadband connection supplied by CLEO/BT Lancashire Services.

AREAS OF CONCERN

There are a number of areas that represent concerns for pupils being online, this list is not exhaustive:

- Pupils accessing content that is not suitable for their age group.

- Giving away personal details that could be used by third parties to communicate with them or inform others.
- Setting up and/or using social networking sites by deception or using them inappropriately.
- Using digital media, i.e. digital images without considering the consequences for themselves or others.
- Using video games or online games, and ignoring suggested age recommendations.
- Behaving inappropriately online whilst using mobile technology.

WHY ONLINE SAFETY IS A TOP PRIORITY

Online safety at Bickerstaffe CE School is a top priority, and whilst we want to encourage our pupils to use a diverse selection of modern technology to further their progress and enjoyment, we have a duty to ensure that the children use technology in a safe and responsible manner.

The purpose of internet use in school is to: raise educational standards, promote pupils achievements, support the work of all staff and enhance the work of administration.

Internet use is part of the statutory curriculum and is a necessary tool for teaching and learning. It is an essential tool for education, business and social interaction. Having access to the internet is an entitlement of all staff and pupils who show a responsible and mature attitude to its use. We at Bickerstaffe CE School have a duty to provide quality internet access.

Staff and pupils will use the internet outside of school and they will need to learn how to evaluate internet information and take care of their own safety and security. We also feel that it is vital to work with parents and carers and to support them in encouraging the safe use of technology.

The Benefits of the Internet to Education

- access to world-wide educational resources, including: museums, art galleries, music, photos
- cultural exchanges between pupils of the wider world
- access to experts from many fields for both staff and pupils
- collaboration and communication between support services
- educational materials
- access to learning whenever and wherever convenient

Authorised Internet Access

- Bickerstaffe CE School will keep an up to date record of all staff and pupils with internet access.
- Parents will be informed that pupils will be provided with supervised internet access

- Parents will be asked to sign and return a consent form for pupil access
- Pupils will be provided with a copy of the rules of internet access
- The rules of safe internet use will be age appropriate and displayed within classes, and on ICT storage facilities

World Wide Web

- Should staff or pupils discover any unsuitable sites, the URL address will be noted along with the time of access; details will be passed onto either Mrs Teachen or Miss O’Kane who will take necessary steps to block the site, enter the details in the Online Safety Incident Log and report to LGfL filtering services if necessary. All staff will be informed about the site.
- Bickerstaffe CE School will ensure that any use of internet derived materials by pupils and staff will comply with copyright law.
- All pupils will be taught to be critical of materials they are shown and will understand how to validate any information before accepting its accuracy.

List of Websites To Assist Online Safety Education:

- Lancsngfl- online safety link: This provides a list of sites to access for staff, pupils and parents to understand online safety
- Bickerstaffe CE School website www.bickerstaffe.lancs.sch.uk provides links to a variety of online safety sites to support staff, parents and parents (listed under Parent Information)

Security and Data Management

At Bickerstaffe CE School, data is kept secure and all staff are informed as to what they can/cannot do with regard to data in the following ways:

- Secure data is available to staff at the discretion of the Headteacher.
- Staff are permitted to use removable devices such as pen drives and cameras.
- Staff are asked to be vigilant when using such devices remotely; they must not take any confidential data outside of the school building.
- Confidential data is stored only on the Headteacher’s and Office systems. It cannot be accessed without passwords which are known only to the Head Teacher and Administrative Officer.
- Data is backed up daily on the Office system (through an offsite encrypted backup approved by LEA) to ensure data is not lost.

Use of Mobile Devices

At Bickerstaffe CE School we recognise that the use of mobile devices offers a range of opportunities to extend children’s learning. However, the following statements must be considered when using these devices:

Mobile phones

- Staff are allowed to bring personal mobile phones into school and should store them in the drawers, bags or trays provided for staff use. Exceptions are authorised by the Headteacher.

- 'Phone Free Zones' are clearly signed and phones are not permitted in these areas unless special permission has been granted by the Headteacher. For further information see the Safeguarding and Child Protection Policy.
- Pupils are not permitted to bring mobile phones into school unless special arrangements have been made. In these cases mobile phones will be kept in the school office.
- Staff are not permitted to use personal mobile phones when children are present. Devices must be used in staffroom.
- Staff are not permitted to use personal mobile phones to take photographs of school related activities. In certain circumstances the HT and Senior Teacher may take photographs of children whilst on excursions, with a view to uploading images to Twitter in real time. Images are deleted same day.

iPads

- iPads must remain in school at all times unless permission is given by the Headteacher to take them to events e.g. sporting fixtures, concert performances
- iPads must be stored securely when not in use
- Images and videos taken using the iPads should only be downloaded to the school server and then deleted from the memory.
- The ICT Subject Leader will have overall control of downloaded apps.
- Staff will not be permitted to use their own account to download apps.
- All pupils will be made aware of the 'Acceptable Use Policy' and understand the sanctions of misuse.
- All iPads are passcode protected.

Laptops

- Staff laptops can be taken home for school work.
- Staff are aware of the responsibility they have to ensure all content on these devices is legal and appropriate for a school setting.
- All laptops must be password protected and staff made aware of the importance of changing passwords on a regular basis.

Use of digital media (cameras and recording devices)

At Bickerstaffe CE School we are aware of the issues surrounding the use of digital media online. All members of our school understand these issues and need to follow the school's guidance below.

- Only children with parental consent may appear in media pertaining to the school magazine articles/photos, website articles/photos, newsletters, newspapers and school promotional material.
- School may retain images of past pupils on the Website until such a time that it is updated.
- Full names and personal details will not be used in conjunction with any digital media, particularly in association with photographs.
- Photographs of past pupils are archived as part of the history of the school.

- Parents and carers are permitted to take photos/videos of their children in school (for example in assemblies, sports days, etc.)
- Parents are asked not to publish any photos taken during school events on social networking sites as they may not have the permission of the parents of the pupils in the image.
- Pupils are not permitted to publish any school related images of themselves or other pupils on social networking sites.
- The publishing of images and videos of pupils or adults on Social network sites or websites (other than the School website and the School Twitter account) is prohibited.
- The Twitter account is only used by class teachers, who have permission from the Headteacher.
- Staff are not permitted to publish any school related photos on social networking sites.
- Staff must only use the school ipads/camera to take photographs of the children.
- These devices must not be taken home unless permission has been given by the Headteacher.
- Photographs taken for the School Magazine and archived are regulated by the Headteacher.

COMMUNICATION TECHNOLOGY

Email

At Bickerstaffe CE School the following statements reflect our practice in the use of email:

- All staff have access to the Lancashire Grid for Learning email service.
- This is the preferred school e-mail system.
- The risk of SPAM is enormous when using external e-mail accounts, SPAM can often contain unsuitable material and viruses and therefore, children are not permitted to access their external e-mail accounts in school.
- Staff are asked to be vigilant when accessing external e-mail accounts in school and should do so only when essential.
- Staff are reminded that it is essential to use safe practice when sending data via e-mail from school. E-mails are covered by the Data Protection Act.
- Pupils may be given a group email account. This account must not contain any information that could identify the identity of a pupil.
- Confidential emails are sent via LEA approved encrypted methods.

Social Networking:

At Bickerstaffe CE School the following statements outline what we consider to be acceptable and unacceptable use of Social Network sites:

- Social networking sites have been blocked by the LEA Lightspeed System.
- Children are encouraged to follow the rules of the social networking sites, particularly with regard to age restrictions for membership.
- All members of staff are given regular training on acceptable use.

- Pupils using social networking sites are reminded of the safe use and are not permitted to use any school photos on their site.
- Staff should not accept pupils or ex pupils (of school age) as their 'friends'.
- Staff are discouraged from accepting parents as 'friends'.
- Staff are not permitted to engage in any discussion, via social networking, regarding school matters.

Instant Messaging

At Bickerstaffe CE School the following statements outline what we consider to be acceptable and unacceptable use of Instant Messaging:

- Staff are permitted to use Instant Messaging, however, this must only be used outside of teaching hours.
- Designated School iPads can be used by authorised staff to up-date parents on events and activities taking place via the School Twitter account
- Instant Messaging is used by the school to contact parents.

Video conferencing

At Bickerstaffe CE School the following statements outline what we consider to be acceptable and unacceptable use of Video conferencing:

- Video conferencing may occasionally be used at Bickerstaffe CE School where a member of staff will be present at all times.

School Website

At Bickerstaffe CE School the following statements outline what we consider to be acceptable and unacceptable use of Websites and other online publications:

- All staff are made aware of the safe publication of media on the school website.
- All staff are aware of the guidance regarding personal information on the school website.
- The Headteacher and Administrative Officer will take editorial responsibility and ensure that the content is accurate and appropriate.
- Any downloadable documents available on the school's website (Newsletters) will be available in 'read only' format, to prevent the content being manipulated.
- The school website contains a link to Online Safety websites and to the relevant policy documents

INFRASTRUCTURE AND TECHNOLOGY

Bickerstaffe CE School subscribe to Lancashire Grid for Learning and CLEO Broadband, the internet content available to staff and pupils is filtered by default. It is important to note that this filtering service offers a high level of protection. Sophos Anti-Virus is also used on all school computers and regular updates are received.

The school operates two separate physical networks as follows:

- Admin network: confidential pupil, staff, and financial data is housed here, accessible only by Admin staff and Headteacher.
- Curriculum network: Accessed by Teaching staff and pupils.

Pupil Access

All pupils are permitted access to the internet and through Online Safety lessons are taught how to use this safely and appropriately. Inappropriate use will result in appropriate sanctions being taken.

Adult Access

School staff in school have access to designated areas of the system.

Trainees are given access to the pupil network.

Trainees are not allowed to use their own pen drives in the school system.

Passwords

At Bickerstaffe CE School, staff have to log onto the network using a password. The Office and Head Teacher's systems are password protected.

The following guidelines are used to ensure appropriate use of passwords:

- Staff must not display any passwords on their laptops or in classrooms.
- All staff and pupils are reminded of the importance of keeping passwords safe and secure.

Software/hardware

School has legal ownership of all hardware and software. Licenses are kept in a secure place. The ICT subject leader audits the software and equipment. The ICT Technician controls the installation of the software on a Peer to Peer network.

Managing the network and technical support

At Bickerstaffe CE School we are aware that a safe network is required to ensure staff and pupils can work effectively. In order to ensure this can happen the following procedures are used:

- The wireless system, the hub and the cabling are all restricted.
- The ICT technician has access to all of the above. All wireless devices are security enabled.
- The ICT Technician is responsible for maintaining the Curriculum network and systems.
- Staff are asked to log out of their system once they have finished.
- Staff have to ask for permission to download documents from the internet.
- Staff are not permitted to download online software at home.
- Pupils are not permitted to bring pen drives into school.
- If staff use their laptop at home they are aware of appropriate use and dangers of infections being brought into school.
- The subject leader liaises with the ICT Technician on a regular basis.

Filtering and virus protection

Bickerstaffe CE School use the BTLISL Light speed system.

All staff are aware of the procedures for reporting suspected or actual virus infection.

Dealing with incidents

The Headteacher and Deputy Online Safety Leader will monitor all recorded offences. Any incidents regarding Online Safety must be logged and a record completed.

Any suspected illegal offences should be brought to the attention of the Headteacher immediately.

It is important that any incidents of inappropriate use of technology are dealt with quickly. The school must decide on appropriate sanctions.

Inappropriate use

At Bickerstaffe CE School we aim to ensure all staff and pupils can work in a safe environment but we are aware that on occasions rules may be broken. The following procedures and sanctions are used to address any incidents of misuse:

Accidental access to inappropriate materials:

- Tell a trusted adult.
- Enter the details in the 'Online Safety Incident Log' and report to LGfL filtering services if necessary.
- Persistent 'accidental' offenders may need further disciplinary action.

Using other people's logins and passwords maliciously.

- Inform SLT or designated Online Safety Leader.
- Enter the details in the Online Safety Incident Log.
- Additional awareness raising of Online Safety issues and the AUP with individual child/class.
- More serious or persistent offences may result in further disciplinary action in line with the Behaviour Policy.
- Consider parent/carer involvement.

Deliberate searching for inappropriate materials:

- Inform SLT or designated Online Safety Leader.
- Enter the details in the Online Safety Incident Log.
- Inform parent/carer.
- Remove ICT privileges for an agreed period.

Bringing inappropriate electronic files from home:

- Inform SLT or designated Online Safety Leader.
- Enter the details in the Online Safety Incident Log.
- Inform parent/carer of the incident
- Contact appropriate services if more serious.

Acceptable Use Policy (AUP)

Staff, pupils and parents are asked to sign an AUP.

- Parents are asked to sign when their children are admitted to the school
- Pupils are asked to sign when they reach KS2
- Staff are asked to sign when they commence work at our school.
- The children and staff are reminded of the AUP annually. The AUP is displayed in all classrooms near the computer bays.

EDUCATION AND TRAINING

At Bickerstaffe CE School we are aware that adults and children need to be digitally literate and aware of the benefits that using technology can provide. However, we realise it is essential that children are taught to use technology responsibly, securely and safely, being able to recognise potential risks and knowing how to respond.

The use of technology has become a significant component of many safeguarding issues. Technology often provides the platform that facilitates harm e.g. Sexual Exploitation; Radicalisation; Sexual Predation. The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk that our pupils and staff need to be aware of and to consider, they are:

Content: being exposed to illegal, inappropriate or harmful material

- Children need to be taught that not all content is appropriate or from a reliable source.
- Exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse.
- Content validation: how to check authenticity and accuracy of online content.

Contact: being subjected to harmful online interaction with other users;

- Children need to be taught that contact may be made using digital technologies and that appropriate conduct is necessary when engaging with these technologies.
- Grooming
- Cyber bullying in all forms
- Identity theft and sharing passwords

Conduct: personal online behaviour that increases the likelihood of, or causes, harm

- Children need to be made aware that their personal online behaviour can increase the likelihood of, or cause harm to themselves and others.
- Privacy issues, including disclosure of personal information, digital footprint and online reputation
- Health and well-being - amount of time spent online (internet or gaming).
- Sexting (sending and receiving of personally intimate images).
- Copyright (little care or consideration for intellectual property and ownership – such as music and film).

- (Ofsted, 2016, Inspecting Safeguarding in Early Years, Education and Skills Settings - guidance document)

Online Safety - Across the Curriculum

It is essential that pupils are taught to be responsible and safe users of technology, being able to recognise potential risks and knowing how to respond.

- Online Safety is taught from the Foundation Stage to Year 6 during lessons, assemblies, PSHE.
- Online Safety will be differentiated through support for pupils with SEN.
- Pupils are reminded annually of the AUP and their own responsibility to act safely both inside and outside school.

Online Safety – Raising staff awareness

- Staff will receive INSET training and staff meeting training on Online Safety.
- Staff are asked to sign an AUP, and they are asked to sign that they have read 'The Code of Conduct' that includes coverage of social networking, they are advised of the impact that social networking can have on their personal safety and professional conduct.
- New staff are asked to read and sign the AUP as part of their induction training by the SLT or Online Safety Leader.
- The school will ensure that the designated Online Safety Leader attends Online Safety training, through Lancashire run courses, to raise awareness and keep up to date with Ofsted recommendations; this will be used to annually update current policy and assess risks.
- Regular updates at staff meetings on Online Safety and AUP are held when necessary.

Online Safety – Raising parents/carers awareness

- Online Safety will be addressed to parents via the School's website and newsletter.
- Parents will be pointed in the direction of Online Safety resources and online materials via the website.
- Parents will be updated on Online Safety matters within school via the newsletter and website.

Online Safety – Raising Governors' awareness

- Governors will be invited to attend any Online Safety meetings/evenings/INSET
- The Online Safety Policy will be reviewed regularly and approved by the Governing Body.

Evaluating the Impact of the Online Safety Policy

At Bickerstaffe CE School we recognise the importance of monitoring the impact of safeguarding procedures throughout school. In order to ensure the impact is positive and continuous the following procedures will be followed:

- Incidents will be analysed by the SLT to see if there is a recurring pattern.

- Policy and AUP will be amended if new devices are deemed to pose a risk. Governors and staff will be informed of any updates to the policy.

RELATED DOCUMENTS

- Image Consent Form
- ICT Acceptable Use Policy Staff & Governors
- ICT Acceptable Use Policy Students, Supply Teachers, Visitors, Volunteers, Guests etc.
- ICT Acceptable Use Policy Children and Parents
- Rules for Staying Safe Online EYFS/KS 1
- Rules for Staying Safe Online KS 2
- Online Safety Incident Log