

Old Clee Primary Academy

'Inspired to Believe, Learning to Succeed'

Online Safety Policy



September 2023

Old Clee Primary Academy's Online Safety Policy works in conjunction with other policies including, Safeguarding and Child Protection, Data Protection & Behaviour. These other policies can be found on our Academy website.

The purpose of this policy

Old Clee Primary Academy works with children & families to help keep children safe when using the internet. The purpose of this policy is to:

- ensure safety and wellbeing of children is paramount when adults or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices
- provide explanation to the Academy's filtering and monitoring processes

This policy applies to support the mental well-being of all staff, volunteers, children and anyone involved in Old Clee Primary Academy.

Our aims

The aim of this policy is to ensure that pupils are equipped with knowledge and skills when working within the Academy's managed environment and away from it. It is important that pupils are given opportunities to learn how to assess and manage potential risks for themselves.

It is equally important that staff have access to regular Online Safety training and are informed of any current thinking or changes in practice. We also have a duty of care to our parents and offer Online Safety workshops annually as well as immediate access to Online Safety sites via our website and half termly through a dedicated Newsletter.

Legal Framework

This policy has been written on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- Online Abuse – www.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- Bullying – www.learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- Child Protection – www.learning.nspcc.org.uk/child-protection-system
- Computer Misuse Act (1990) <https://www.bbc.co.uk/bitesize/guides/z8m36yc/revision/5>
- Communications Act (2003) <https://www.legislation.gov.uk/ukpga/2003/21/contents>
- Sexual Offences Act (2003) <https://www.legislation.gov.uk/ukpga/2003/42/contents>

Introduction

The internet has undoubtedly become an integral part of our lives. Many people use the internet or internet services to perform daily tasks and it has certainly become an essential element in our ever-expanding technological age. We must recognise that the internet and its applications hugely impact upon all aspects of our life including Academy, business and social interactions.

The internet is widely used in the Academy by all staff and by children during taught sessions. It is the duty and responsibility of all staff to ensure that pupils are using the internet safely and responsibly in the Academy and that they understand the importance of Online Safety and how it can be applied to situations outside of the Academy.

Children and young people can be exploited and suffer bullying through their use of modern technology such as mobile phones and social networking sites. Technology can also provide the platform to facilitate harm such

as child sexual exploitation, radicalisation, sexual predation or peer on peer abuse and sharing indecent imagery advice for which can be found in government advice: Sexting in Schools and Colleges. The breadth of issues classified within Online Safety is considerable, but can be categorised into four areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material such as nude images
- Contact: being subjected to harmful online interaction with other users and other such content that could affect a person's mental health
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm.
- Commercialisation: risks such as online gambling, inappropriate advertising, phishing and or financial scams

In order to minimize the risks to our children and young people we have in place a filtering and monitoring process that work in conjunction with our Child Protection Policy to ensure the safety of all pupils at all times when at the Academy and accessing Online content. This includes a Smoothwall that prevents searching for inappropriate material online. In addition, staff closely monitor what is being entered by students. At the Academy we also have a strict mobile device policy, where pupils are not allowed to bring their mobile phone nor a 'smartwatch' onto site. In circumstances where a child may need their phone before or after school, this has to be agreed with senior leadership and left in the Academy office. The Academy is always careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding and the blocking of specific sites is always under review, at least annually but as and when situations occur.

The DSL has the responsibility for ensuring that all staff are aware of our Online Safety Policy and receive regular updates on its content.

Reviewing the Online Safety Policy

The Online Safety policy is part of the School Improvement Plan and relates to other policies including Safeguarding & Child Protection, Data Protection & Behaviour.

- The Academy's DSL will undertake appropriate training & will provide support and training for all staff.
- This policy has been written with guidance from the Department of Education. It has been agreed by SLT & Governors.
- The Online Safety Policy and its implementation will be reviewed at least annually through a consultative meeting involving SLT, our Computing subject lead, DPO, Academy IT technicians and Pastoral support teams.
- Reviewed September 2023 by S Fawn, DSL.

Teaching and Learning

Old Clee Primary Academy is committed to embracing changing technology and providing our children with a high quality computing curriculum as part of their learning experience. This inevitably includes the use of the internet for many different purposes. Pupils will be educated in the safe and effective use of the internet and will use it efficiently for a variety of purposes such as information retrieval, coding and programming and the use of enhancement or manipulation tools.

Internet use is an important part of the curriculum and a necessary learning tool for both staff and pupils. Purposeful and meaningful use of the internet can raise educational standards, promote pupil achievement, support the professional work of staff, enhance the Academy's management, information and business administration systems and promote immediate lines of communication and enquiry.

The Internet, by its nature, is not an externally managed resource. It is therefore important that the appropriate measures are in place to limit accessibility to inappropriate material and that all pupils and staff are fully prepared and supported to use technologies responsibly and safely.

Online Safety Audit

Has Old Clee Primary Academy got an Online Safety Policy that complies with CYPD guidance?	Yes – Online Safety Policy
Date of the latest update:	September 2023
The Policy was agreed by governors on:	September 2023
The Policy is available for staff at:	Staff Shared drive
The Policy is available for parents at:	Academy website
The Safeguarding Lead is:	S Fawn
The Computer Lead is:	E Offiler
The Online Safety governor is:	R Moody
Has Online Safety training been provided for staff?	On 1/9/23
Our Filtering and monitoring systems are purchased by:	C Graham
Our Filtering and monitoring IT systems are managed by:	TSS
Do all staff sign an Acceptable Use Policy on appointment?	Yes
Have Academy Online Safety rules been set for pupils?	Yes
Are these rules displayed in all rooms with computers?	Pod Area & Pupil Home / School Contact Books
Internet access is provided by an approved educational Internet service provider and complies with DCSF requirements for safe and secure access	Yes, who provide filtering policy
Is personal data collected, stored and used according to the principles of the Data Protection Act 2018?	Yes

A quick self- Old Clee Primary Academy will monitor the impact of the policy using:

- Logs of reported incidents to act as focus and inform the minutes for the next review group meeting
- Broadband monitoring logs of internet activity (including sites visited) reviewed weekly by SBM
- Internal monitoring data for network activity

The DSL and the Online Safety governor will meet regularly to review monitoring audit will help SLT assess whether the Online Safety basics are in place

Internet Access and Responsibility

- All staff must read and sign the Staff Acceptable Use Policy and Agreement before using any Academy ICT resource which is reviewed annually
- All staff must read and sign the BYOD policy before accessing any Academy IT and review of this document is annual
- DSL will ensure that all staff are retrained regularly on Online Safety and their role in Safeguarding children
- Parents are informed that pupils will be provided with supervised internet access

- Parents will be sent a copy of the Pupil Acceptable Use Agreement which their children will have exposure to (Appendix 2)
- If staff or pupils discover unsuitable sites, the URL, time and content must be reported to the DSL and School Business Manager who will investigate and take appropriate action, liaising with IT/ the broadband provider if necessary.
- The Academy will ensure that the use of internet derived materials by pupils and staff complies with copyright law
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy
- At Old Clee Primary Academy we will block access to social media sites for pupils

Information System Security (more details available on the Data Protection Policy)

- Old Clee Primary Academy's ICT system capacity and security will be reviewed regularly
- Virus protection will be installed and updated regularly
- The security of our Academy's network relies on the central firewall implemented by an onsite Smoothwall UTM.
- Websites are only accessed through Proxy Servers provided by Smoothwall UTM.
- Smoothwall report to be checked weekly by SBM in conjunction with Head Teacher and any issues raised with DSL
- A robust Cyber Security Recovery Plan is in place and reviewed regularly

Email & Online Collaboration

- Pupils may only use approved e-mail accounts (which do not personally identify them) on the Academy system
- Children to alert staff immediately if they receive offensive messages
- Children must not reveal any personal details of themselves or others in email communication, or arrange to meet anyone without specific permission
- Children should not access other children's accounts or files
- Children are responsible for their own behaviour when using the internet, just as they are anywhere else in the Academy.
- Children will be taught appropriate, sensible and responsible use of email
- Staff are reminded regularly not to open email attachments they feel are out of place
- Staff are reminded regularly to update passwords and use strong password criteria

Published content & the academy website

- The contact details on the Academy website should be the Academy address, email and telephone number. Staff and pupil personal information will not be published.
- The Head Teacher or Business Manager will take overall editorial responsibility and ensure that content is accurate and appropriate
- Written permission from parents/carers will be obtained before photographs of pupils are published on the Academy website
- Pupils work will only be published with the permission of the pupil and parent/carers

Teaching of Online Safety

At Old Clee Primary Academy, Online Safety is taught throughout each year group as part of the computing curriculum through the program 'Purple Mash.' The curriculum is outlined as follows:

In KS1 (Year One & Year Two) children are taught to...

- Log in safely to a program
- Find and save work in a shared folder
- Understand the importance of logging out
- Recognise that emails as a communication point
- Identify the steps of keeping personal data secure

In LKS2 (Year Three & Year Four) children are taught to...

- How to make a safe password
- Understand how to share work globally (through blogging)
- Understand how to protect themselves from identity theft
- Recognise that information online leaves a digital footprint
- Identify appropriate behaviour when collaborating with online work and reporting inappropriate behaviour

In UKS2 (Year Five and Year Six) children are taught to...

- Understand the advantages and disadvantages of altering images digitally
- Consider the reliability and validity of an online source
- Identify the risks of broadcasting live locations
- Review the meaning of a digital footprint
- Recognise positive and negative influences of technology
- Understand the importance of balancing screen time

Assessing risks & Radicalisation

- The Academy will take all reasonable precautions to ensure that users access only appropriate material. The Academy will audit ICT provision to establish if the Online Safety Policy is adequate and that its implementation is effective.
- We ensure that all children are safe from terrorist and extremist material when accessing the internet with policies in place.
- Children are taught online safety with specific reference to the risk of radicalization in line with the Governments 'Prevent' program and the Academy's Prevent Policy.

Roles & Responsibilities

Role	Responsible for...
Head teacher	The Head Teacher has a duty of care for ensuring the safety (including Online Safety) of members of the Academy community, though the day-to-day responsibility for Online Safety will be delegated to the Online Safety Lead.
Online Safety Lead (DSL)	<p>Takes day-to-day responsibility for Online Safety issues and has a leading role in establishing and reviewing the Academy's policy for Online Safety</p> <p>Ensuring all staff are aware of the procedures that need to be followed in the event of an Online Safety incident taking place</p> <p>Provides training and advice for staff</p> <p>Receives reports of Online Safety incidents and records them on the CPOMS system</p> <p>Ensuring we have the correct filtering and monitoring systems in places and these are reviewed at least manually</p>
Computing Lead	Ensuring Online Safety is part of the computing curriculum and delivered across the whole Academy during ICT lessons
Teaching & Support Staff	<p>Having an up to date awareness of Online Safety matters and of the current Academy's Children's E-Safety and Online Safety Policies and practices</p> <p>Reading, understanding and signing the Staff Acceptable Use Agreement</p> <p>Reporting any suspected misuse or problem to the Head Teacher/ Online Safety Lead for investigation and action e.g</p> <ul style="list-style-type: none"> - If they see or suspect unacceptable content has been accessed - If they are made aware that unacceptable content can be accessed - If they are teaching any content in lessons that may cause a spike in logs - Any failure or abuse of the system - Perceived unreasonable restrictions - Any abbreviations or misspellings (or new slang terms) that allow access to unacceptable content <p>Ensuring all digital communications with children, parents /carers should be on a professional level and only carried out using the agreed Academy procedures</p> <p>Children have an understanding and follow the Online Safety and Acceptable Use Policies</p> <p>Monitoring the use of digital technologies in lessons and other Academy activities where allowed and implement current policies with regard to these devices</p> <p>Ensure Cyber Security and Online Safety training completed annually</p> <p>Ensuring that pupils do not have mobile phones on their person during the school day</p>

Safeguarding Lead	<p>Keeping up to date with relevant training and being aware of the potential for serious safeguarding issues that may arise from:</p> <ul style="list-style-type: none"> • Sharing of personal data • Access to inappropriate or illegal materials • Inappropriate on-line contact with adults, strangers in potential or actual incidents of grooming • Cyber-bullying
Children	<p>Using the Academy's technology systems in accordance with the Pupil Acceptable Use agreement (Appendix 2)</p> <p>Having a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations</p> <p>Understanding the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so</p> <p>Understanding the importance of adopting good Online Safety practice when using digital technologies out of school and realize that the Academy's Online Safety Policy covers their actions out of school , if related to their membership of the Academy</p>
Parents/Carers	<p>Ensuring that their child understands the need to use the internet and mobile devices in an appropriate way</p> <p>Parents/Carers will be encouraged to support the Academy in promoting good Online Safety practice and follow the Academy's guidelines</p> <p>That any device borrowed from the Academy for use at home is monitored as it will no longer fall under the Academy filtering and monitoring for content that can be accessed</p> <p>Read the half termly newsletters and advice on Online Safety</p>
Technical Support	<p>Ensuring that the Academy's ICT infrastructure is secure and is not open to misuse or malicious attack</p> <p>Users are only accessing the Academy's network through a properly enforced password protection policy, in which passwords are regularly changed</p> <p>The filtering policy is applied and updated on a regular basis and that its implantation is not the sole responsibility of any single person</p> <p>Being up to date with Online Safety technical information in order to effectively carry out their supportive Online Safety role and to inform and update others as relevant</p> <p>To provide technical responsibility for the filtering and monitoring systems</p> <p>To provide filtering and monitoring reports regularly and when asked</p> <p>Completing actions following concerns or checks to the system</p>

Online Safety complaints

- Complaints of internet misuse will be dealt with by a senior member of staff in accordance with the Behavior Policy
- Any complaints about staff misuse must be referred to the Head Teacher
- Concerns related to Safeguarding issues will be dealt with through the Academy's Safeguarding Policy and Procedures (see Safeguarding & Child Protection Policy)
- Pupils and parents will be informed of the complaints procedure

Appendix 1

Pupil Acceptable Use Agreement KS1

- I will only use the internet or computer when a teacher or adult is with me
- I will only use my own login and password and I will not tell anyone else what it is
- I will not look at or delete other people's files
- I will not bring my memory sticks in from home
- If I see anything that upsets me, I will tell an adult
- I will not give out any details about me – like my name or address
- I know the Academy will check my computer and be able to see what I am doing and what sites I have visited
- I will use an avatar rather than a personal profile picture
- If I break these rules I know I may be stopped from using the internet and/or computers

Signed_____

Class_____

Date_____

Pupil Acceptable Use Agreement KS2

- I will use the Academy's computers and technology sensibly
- I will ask permission from an adult before I look at the internet
- I will only log on using my own username and password which I will keep confidential
- I will only look at my own work and not delete any else's files
- I will not bring in a USB from home
- I will only email people I know in real life
- I will always be polite and use appropriate language when emailing or sending messages on the computer
- I will not give out my personal information or arrange to meet anyone
- If anything on the internet upsets me or a stranger sends me a message, I will tell an adult
- I know the Academy will check my computer and be able to see what I am doing and what sites I have visited
- I will use an avatar rather than a personal profile picture
- If I break these rules I know I may be stopped from using the internet and/or computers

Signed_____

Class_____

Date_____

Appendix 2

Use of communication and information technology in the Academy

A wide range of rapidly developing communication technologies has the potential to enhance learning. The following table shows how the Academy currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

Communication Technologies	Staff & other adults				Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff	Not allowed
Mobile phones may be brought to the Academy	x					x		
Use of mobile phones in classrooms				x				x
Use of mobile phones in social time		x *						x
Use of smart watches in classrooms				x				x
Use of smart watches in social time		x*						x
Taking photos on mobile phones				x				x
Use of school hand held device e.g. iPads	x						x	
Use of personal email addresses in Academy, or on Academy network		x						x
Use of chat rooms/facilities				x				x
Use of instant messaging		x						x
Use of social networking sites		x						x
Use of blogs	x							x
Use of secure learning platforms to collaborate	x						x	

*with no pupils present

