



Livingstone Primary and Nursery School

Online-Safety Policy

Online Safety Guidelines	
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Overview - The Acceptable Use of the Internet and related Technologies

a. The Technologies



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- b. Whole school approach to safe use of ICT
- c. Roles and responsibilities
- d. Communications
- e. How will complaints regarding online-safety be handled

Safeguarding

The school is aware of its responsibilities in ensuring that ICT usage by all network users is responsible, safe and secure.

There are relevant and comprehensive policies in place which are understood and adhered to by many network users.

Most pupils have a good range of skills that enable them to access and make effective use of digital resources to support their learning. They understand the issues relating to safe and responsible use of ICT and adopt appropriate practices

It is the duty of the school to ensure that every child in their care is safe, and the same principles apply to the 'virtual' or digital world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties – the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

a. The technologies

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet
- E-mail
- Instant messaging often using simple web cams
- Blogs
- Podcasting
- Social networking sites
- Video broadcasting/live streaming
- Chat Rooms
- Gaming Sites
- Music download sites
- Mobile phones with camera and video functionality
- Mobile technology (e.g. games consoles) that are 'internet ready'.
- Smart phones with e-mail, web functionality and 'Office' applications.



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b. Whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- A comprehensive online-safety education programme for pupils, staff and parents.

c. Roles and Responsibilities

Online-safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher ensures that the Policy is implemented and compliance with the Policy monitored. The responsibility for online-safety has been designated to a member of the senior management team.

Our school **online-safety Co-ordinator** is Lisa Nicholson

Our online-safety Coordinator ensures they keep up to date with online-safety issues and guidance through liaison with the Local Authority curriculum advisor and through organisations such as UKCCIS¹, The Child Exploitation and Online Protection (CEOP)² and LGFL³. The school's online-safety coordinator ensures the Head, senior management and Governors are updated as necessary.

Governors need to have an overview understanding of online-safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance on online-safety and are updated at least annually on policy developments.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school online-safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

All staff should be familiar with the schools' Policy including:

- Safe use of e-mail;

¹ UKCCIS

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683895/Education_for_a_connected_world_PDF.PDF

² CEOP <http://www.ceop.gov.uk/>

³ LGFL <https://sites.google.com/lgfl.net/national-grid-for-learning/digisafe?authuser=0>



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- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- Publication of pupil information/photographs and use of website;
- Online-Bullying / Cyberbullying procedures;
- Their role in providing online-safety education for pupils;

Staff are trained / updated about online-safety matters at least once a year.

Our school includes online-safety in the curriculum and ensures that every pupil has been educated about safe and responsible use. Pupils need to know how to control and minimise online risks and how to report a problem.

Our school ensures that every effort is made to engage with parents over online-safety matters and that parents/guardians/carers have signed and returned an Acceptable Use Agreement (AUA) form.

Our school has an up-to-date policy on the handling of pupil data in accordance with the GDPR regulations. All staff have received training and are aware of their responsibilities when handling any data.

d. Communications

How will the policy be introduced to pupils?

Discussion:

Many pupils are very familiar with the culture of new technologies, they can be involved in sharing and updating the School Policy, possibly through student council. Pupils' perceptions of the risks may not be mature; the online-safety rules will need to be explained or discussed. Each year pupils will sign an AUA, appropriate to their age or level of understanding. This is done digitally in KS2. This is supported by the use of symbols for younger pupils or pupils with SEND.

Online-safety is taught in all year groups, covering age-appropriate issues.

Instruction in responsible and safe use precedes Internet access.

An online-safety module will be included in the PSHE and Computing programmes covering both school and home use.

How will the policy be discussed with staff?

Discussion: It is important that all staff feel confident to use new technologies in teaching. Staff are given opportunities to discuss the issues and develop appropriate teaching strategies. Staff must understand that the rules for information systems misuse. If a member of staff is concerned about any aspect of their ICT use in school, they should discuss this with their line manager to avoid any possible misunderstanding.



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ICT use is widespread and all staff including administration, caretaker, governors and helpers should be included in appropriate awareness raising and training. Induction of new staff includes a discussion of the school's Online-Safety Policy.

- Staff should be aware that Internet traffic is monitored and can be traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.
- Staff training in safe and responsible Internet use and on the school Online-Safety Policy will be provided as required.

How is parental support enlisted?

- Internet issues are handled sensitively, and parents are advised accordingly.
- A partnership approach with parents is encouraged. This includes annual parent meetings with demonstrations and suggestions for safe home Internet use.
- Parents may be invited in to attend assemblies and share work done on Safer Internet Day
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet is made available to parents via the website and newsletter.

How will complaints regarding online-safety be handled?

The school takes all reasonable precautions to ensure online-safety. However, owing to the international scale and linked nature of internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- Interview/counselling by teacher / Senior Leader / Online-Safety Coordinator / Headteacher;
- Informing parents or carers;
- Removal of Internet or computer access for a period, [which could ultimately prevent access to online and networked resources and files held on the system];
- Referral to Barnet LA / Police.

Our Online-Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Headteacher.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school and Barnet LA child protection procedures.



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Managing the internet safely

This school:

- Supervises pupils' use at all times, as far as is reasonable
- We use the pan-London LGfL filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature
- Staff preview all sites before use [where not previously viewed and cached] or use sites accessed from managed 'safe' environments such as the LGfL Content site or the school's VLE
- Plans the curriculum context for Internet use to match pupils' ability, using child-friendly search engines where more open Internet searching is required
- Is vigilant when conducting 'raw' image search with pupils e.g. Google
- Informs users that Internet use is monitored
- Informs staff and students that they must report any failure of the filtering systems directly to the ICT coordinator and record the incident in the online-safety incidents book. Our systems administrators report to LA/LGfL where necessary
- Blocks all Chat rooms and social networking sites except those that are part of an educational network or approved Learning Platform
- Requires pupils (and their parent/carer) to individually sign an acceptable use agreement form which is fully explained and used as part of the teaching programme
- Requires all staff to sign an acceptable use agreement form and keeps a digital copy
- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse - through staff meetings and teaching programme

This school:

- Fosters a 'No Blame' environment that encourages pupils to tell a teacher / responsible adult immediately if they encounter any material that makes them feel uncomfortable;
- Ensures pupils and staff know what to do if they find inappropriate web material i.e. to switch off monitor and report the URL to the teacher or System Manager.
- Ensures pupils and staff know what to do if there is a cyber-bullying incident;
- Ensures all pupils know how to report abuse;
- Has a clear online-safety education programme that progresses skills and knowledge each year. It is built on the National curriculum objectives, considering advice from Barnet LA and LGfL Online-Safety curriculum framework (EYFS-Primary). Pupils are taught a range of skills and behaviours appropriate to their age and experience.



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Managing e-mail

Pupils need to be made aware of the risks and issues associated with communicating through e-mail and to have strategies to deal with inappropriate e-mails. This is part of the school's Online-Safety and anti-bullying education programme.

Pupils:

- Only use the VLE or Teams email/messaging functions in school.
- Are introduced to, and use e-mail as part of the computing scheme of work.
- Are taught about the safety and 'netiquette' of using e-mail.
- Sign the school Acceptable Use Agreement (AUA) Form to say they have read and understood the online-safety rules, including e-mail and we explain how any inappropriate use will be dealt with.

Staff:

- Staff always use LGfL Staffmail e-mail system for professional purposes.
- Ensure that e-mail sent to an external organisation is written carefully, (and may require authorisation), in the same way as a letter written on school headed paper.
- Staff sign the AUA Form to say they have read and understood the online-safety rules, including e-mail and we explain how any inappropriate use will be dealt with.
- Use a secure system such as Egress when required.

Use of digital and video images

The way the school stores and uses digital and video images is covered in the GDPR policy.

Managing equipment

The school

- Makes clear that staff are responsible for ensuring that any computer or laptop loaned to them by the school is stored safely and reasonable steps are taken to prevent damage or theft.
- Maintains equipment to ensure Health and Safety is followed;
e.g. projector filters cleaned by site manager / TA; equipment installed and checked by approved Suppliers / LA electrical engineers
- Ensures that all pupil level data or personal data sent over the Internet or taken off site is encrypted or only sent via an approved secure system in our LA.

Managing infringements

Pupils

Category A infringements



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- Use of non-educational sites during lessons
- Unauthorised use of email
- Unauthorised use of mobile phone (or other technologies) in lessons or extended hours clubs

[Possible Sanctions: referred to class teacher / senior manager / Online-Safety Coordinator]

Category B infringements

- Continued use of non-educational sites during lessons after being warned
- Continued unauthorised use of email after being warned
- Continued unauthorised use of mobile phone (or other technologies) after being warned
- Accidentally corrupting or destroying others' data without notifying a member of staff of it
- Accidentally accessing offensive material and not logging off or notifying a member of staff of it

[Possible Sanctions: referred to Class teacher/ Senior Leader / online-safety Coordinator / removal of Internet access rights for a period / removal of phone / contact with parent]

Category C infringements

- Deliberately corrupting or destroying someone's data, violating privacy of others
- Sending an email or message that is regarded as harassment or of a bullying nature (one-off)
- Deliberately trying to access offensive or pornographic material
- Any purchasing or ordering of items over the Internet
- Transmission of commercial or advertising material

[Possible Sanctions: referred to Class teacher / Senior Leader / online-safety Coordinator / Headteacher / removal of Internet and/or Learning Platform access rights for a period / contact with parents / removal of equipment]

Other safeguarding actions

If inappropriate web material is accessed:

1. Ensure appropriate technical support filters the site
2. Inform LA as appropriate

Category D infringements

- Continued sending of emails or messages regarded as harassment or of a bullying nature after being warned
- Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act
- Bringing the school name into disrepute



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[Possible Sanctions - Referred to Head Teacher / Contact with parents / possible exclusion / removal of equipment / refer to Community Police Officer / LA online-safety officer]

Other safeguarding actions:

1. Secure and preserve any evidence
2. Inform the sender's e-mail service provider

Staff

Category A infringements (Misconduct)

- Excessive use of Internet for personal activities not related to professional development e.g. online shopping, personal email, instant messaging etc.
- Use of personal data storage media (e.g. USB memory sticks) without considering access and appropriateness of any files stored.
- Not implementing appropriate safeguarding procedures.
- Any behaviour on the world wide web that compromises the staff members professional standing in the school and community.
- Misuse of first level data security, e.g. wrongful use of passwords.
- Breaching copyright or license e.g. installing unlicensed software on network.

[Sanction - referred to line manager / Headteacher. Warning given.]

Category B infringements (Gross Misconduct)

- Serious misuse of, or deliberate damage to, any school / Council computer hardware or software;
- Any deliberate attempt to breach data protection or computer security rules;
- Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent;
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act
- Bringing the school name into disrepute.

[Sanction - Referred to Headteacher / Governors and follow school disciplinary procedures; report to LA Personnel/ Human resources, report to Police]

Other safeguarding actions:

- Remove the PC to a secure place to ensure that there is no further access to the PC or laptop.
- Identify the precise details of the material.

If a member of staff commits an exceptionally serious act of gross misconduct they should be instantly suspended. Normally though, there will be an investigation before disciplinary action is taken for any alleged offence. As part of that the member of staff will be asked to explain their actions and these will be considered before any disciplinary action is taken.



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Schools are likely to involve external support agencies as part of these investigations e.g. an ICT technical support service to investigate equipment and data evidence, the Local Authority Human Resources team.

Child Pornography found?

In the case of Child Pornography being found, the Police should be contacted immediately.

Anyone may report any inappropriate or potentially illegal activity or abuse with or towards a child online to the Child Exploitation and Online Protection (CEOP):

http://www.ceop.gov.uk/reporting_abuse.html

<http://www.iwf.org.uk>