

# Internet User and Online Safety Policy

The following is written in line with 'Keeping Children Safe in Education' (KCSIE 2020), 'Teaching Online Safety in Schools', takes account of the online safety expectations set out in the 2020 RSE guidance and other statutory documents. It complements other subjects including Health, Relationships and Sex Education, Citizenship and Computing and sits alongside other school policies (including the Safeguarding, Acceptable Use, Social Media, Mobile Phone and Remote Learning Policies). Any issues and concerns with online safety must follow the school's safeguarding and child protection procedures.

## Internet Websites

- Access will be granted for all but must be age appropriate and used for educational purposes.
- Access will be filtered and monitored.
- Pupils, staff and parents informed of Internet monitoring.
- Rules for appropriate internet use will be posted near all computers.
- All pupils and staff sign an internet acceptable use policy annually.

## School Website and media

- Home/personal info will not be published and pupil photos will not enable identification. Only pupil's first names used
- Pupil content requires parental permission and will be removed at parent's request.
- Copyright must be respected
- Website complies with publishing guidelines

## Email

- Access granted for all where appropriate but must be used for educational purposes.
- All users of school e-mail systems sign an acceptable use policy annually.
- Only approved e-mail systems to be used. Personal e-mail accounts are blocked.
- Accounts updated/tracked.
- Staff must report inappropriate e-mail
- External outgoing e-mail should be written carefully and, where necessary, authorised in the same way as an outgoing letter written on school headed paper would be
- The forwarding of chain letters is not permitted.

## Complaints/Sanctions

- Staff to report any online safety concern following safeguarding procedures
- Staff misuse must be reported to the HT
- Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school safeguarding procedures. Concerns over radicalisation/ extremism are dealt with in accordance to our Safeguarding and Extremism and Radicalisation policies.
- Serious issues involve police contact
- The school will work in partnership with all involved parties to resolve issues
- Sanctions include: interview by HT; inform parents/carers; removal of access

## Safety/Risk Management

- All reasonable precautions will be taken and risks reviewed regularly.
- Assessment of risk and educational benefit prior to pupil access.
- Partnership approach to ensure pupil protection is reviewed and improved.
- Virus protection installed and updated.
- Secure filters are installed which prevent children and adults from accessing and/ or sharing any extremist online materials.
- School/ISP cannot guarantee content.
- Clear procedures in place should inappropriate website content/ emails occur. Reported to ISP.
- Procedures set out in 'What to do if ...' document shared annually with staff and displayed in staffroom.

## Teaching and Learning

- Clear, progressive online safety program forms part of the Computing curriculum. Skills and behaviours embedded in other appropriate curriculum areas (e.g. PSHE and RSE).
- Pupils taught
  - Critical awareness of material
  - Effective Internet research
  - Copyright respect
- Instruction must precede access. Plans for internet use are age appropriate with clear objectives.

## Staff

- Are provided with appropriate training.
- Sign acceptable use policy annually to accept terms of responsible internet use, which are displayed in the staffroom.
- Take responsibility for the safeguarding of pupils and follow appropriate procedures to report concerns. All are vigilant of radicalisation and extremism and equipped to follow correct procedures if a concern arises.
- Are informed of internet monitoring.
- Professional conduct is expected. This includes the use of social media outside of school.
- Must have read part 1, annex A and C of KCSIE and understand that online safety is a core part of safeguarding and therefore is everybody's responsibility.

## Parents/Carers

- A partnership approach is adopted including demos, practical sessions and suggestions for safe Internet use at home.
- Parents/Carers provide consent for pupils to use the Internet, as well as other technologies, as part of the acceptable use agreement form at time of their child's entry to the school (including use of photographs).
- Are informed of what constitutes misuse and what sanctions may result from this.