Great Massingham & Harpley CofE Primary Schools Federation

United. Resilient. Respectful.

Online Safety Policy

Policy produced by	Headteacher	
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Reviewed and approved by	Governing body	
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Published on website	**Yes**	No

The purpose of this policy statement is to:

• ensure the safety and wellbeing of children and young people is paramount when adults, young people 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.
The policy statement applies to all staff, volunteers, children and young people and anyone involved in our activities.

Online safety encompasses Internet technologies and electronic communications such as mobile phones, tablets, laptops and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The Federation's Online Safety Policy will operate in conjunction with other policies including those for Pupil Behaviour, Anti-Bullying, Child Protection, Curriculum, Data Protection and Security, and Norfolk County G319 Internet and email usage in schools – model guidance for schools.

Good Habits
Online safety depends on effective practice at a number of levels:
• Responsible ICT use by all staff, governors and pupils; encouraged by education and made explicit through published policies.
• Sound implementation of Online Safety Policy in both administration and curriculum, including secure school network design and use.
• Safe and secure broadband from the provider including the effective management of content filtering using smoothwall as well as Google Enterprise, which is managed by Norfolk County Council IT Services for Schools .

Dangers to consider
Some of the dangers they may face include:
• Access to illegal, harmful or inappropriate images or other content;
• Unauthorised access to /loss of/ sharing of personal information;
• The risk of being subject to grooming by those with whom they make contact on the internet;
• The sharing /distribution of personal images without an individual's consent or knowledge;
• Inappropriate communication /contact with others, including strangers;
• Cyber-bullying;
• Access to unsuitable video/ internet games;
• An inability to evaluate the quality, accuracy and relevance of information on the internet;
• Plagiarism and copyright infringement;
• Illegal downloading of music or video files;
• The potential for excessive use (screen time) which may impact on the social and emotional development and learning of the young person.

As with all other risks, it is impossible to completely eliminate those risks. It is therefore essential, through good educational provision, to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks. The Federation must demonstrate that it has provided the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks.
Why is Internet Use Important?
The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the Federation's

management information and administration systems. From 2020, there is an additional use in providing online learning and access to teachers through online learning, in response to the COVID-19 pandemic.
Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our Federation has a duty to provide pupils with quality Internet access. Many pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet Use Benefit Education?
Benefits of using the Internet in education include:
• Access to world-wide educational resources including museums and art galleries;
• Inclusion in the National Education Network which connects all UK schools;
• Educational and cultural exchanges between pupils world-wide;
• 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 support services and professional associations;
• Improved access to technical support including remote management of networks and automatic system updates:
• Exchange of curriculum and administration data with the Local Authority and DfE; access to learning wherever and whenever convenient

How can Internet Use Enhance Learning?
• The Federation Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils;
• Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use;
• Internet access will be planned to enrich and extend learning activities;
• Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity;
• Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Authorised Internet Access
• All staff must read and sign the 'Acceptable ICT Use Agreement' before using any Federation ICT resource.
• Parents will be informed that pupils will be provided with supervised Internet access.
• Parents will be asked to sign and return the 'Acceptable ICT Use Agreement', which will also be signed by pupils each year.

World Wide Web
• If staff or pupils discover unsuitable sites, the URL (address), time and content must be reported to Mrs Myhill (Executive Headteacher) who will investigate and take appropriate action. GMH fed has netsweeper which is a system for filtering and reports daily to the Executive headteacher detailing sites and which device attempted access.
• The Federation 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.

Email and online collaboration
• Pupils may only use approved e-mail accounts on the school system;

• Pupils must immediately tell a member of staff (teacher or TA) if they receive offensive messages;
• Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission;
• Pupils must not access others pupils' accounts;
• Whole class or group e-mail addresses should be used in school;
• Access in school to external personal e-mail accounts may be blocked.

Social Networking
• Pupils will be told never to give out personal details of any kind which may identify them or their location;
• Pupils should not place personal photos on any social network space;
• Pupils should be told about security and encouraged to set passwords;
• Pupils should also know how to deny access to unknown individuals and instructed how to block unwanted communications;
• Pupils and parents should be made aware that many social networks are not appropriate for children of primary school age and have age restrictions in line with data protection laws.

Filtering
The Federation will work in partnership with their Internet Service Provider and Norfolk County Council to ensure filtering systems are as effective as possible.

Managing Emerging Technologies
• Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
• Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
• Staff will be issued with a school phone where contact with pupils is required, such as for education visits off site.
Published Content and the Federation Website
• The contact details on the Federation website should be the school address, e-mail and telephone number.
• Staff or pupils personal information will not be published.
• The Executive Headteacher, or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupils' Images and Work
• Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
• Written permission from parents or carers will be obtained before images or film footage of pupils are published on the Federation website.

Protecting Personal Data
Personal data will be recorded, processed, transferred and made available according to the GDPR policies and procedures the Federation have in place.

Assessing Risks
• The Federation will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a Federation computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.
• The Federation should audit ICT use to establish if the Online Safety Policy is adequate and that the implementation of the Online Safety Policy is appropriate.

Handling Online Safety Complaints
• Complaints of Internet misuse will be dealt with by a senior member of staff (Executive Headteacher);
• Any complaint about staff misuse must be referred to the Executive Headteacher;
• Complaints of a child protection nature must be dealt with in accordance with Federation Child Protection procedures.

Remote Learning
The Federation may expect some disruption to routine by individual pupil, class or whole school isolation during outbreaks of COVID-19 or at other times in the school year due to staff absence or other periods of outbreaks of illness. In exceptional circumstances, remote education for some of our pupils may be required. The arrangements for this will be shared by class teachers via Class Dojo. Where access to technology is difficult families should speak to the Executive Headteacher for alternative arrangements.

Related policies and procedures
This policy statement should be read alongside our organisational policies and procedures, including:
• child protection
• procedures for responding to concerns about a child or young person's wellbeing
• dealing with allegations of abuse made against a child or young person
• managing allegations against staff and volunteers
• code of conduct for staff and volunteers
• anti-bullying policy and procedures
• photography and image sharing guidance.

Contact details
Online safety coordinator
Name: Mrs Hilary Myhill
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Senior lead for safeguarding and child protection
Name: Mrs Hilary Myhill
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NSPCC Helpline
0808 800 5000