West Hill Primary School

Online Safety Policy &

Internet Safety Code of Conduct

Let's shine together

Our vision is a school where everyone shines

What we do and encourage as a school family;

Achievement – excellence in teaching and learning which excites and inspires our children to be the best they can be.

Happiness – smiling, engaged and articulate children who are listened to, encouraged and given every support to maximise their own individual potential.

Friendship – children who are kind and caring towards each other, building lasting friendships.

Respect – a respect for people, each others' beliefs, our environment and all living things.

Responsibility – independent, creative thinkers who have the confidence to be responsible for themselves, their behaviour and for others.

Co-operation – working together, listening and valuing others' opinions within the school family and the wider community.

This policy was adopted by West Hill Primary School on September 2020

Date of Review	Body responsible for review	Date of next review
September 2020	Subject leader	September 2023

STATEMENT OF SAFEGUARDING CHILDREN

At West Hill Primary School, our school community has a duty to safeguard and promote the welfare of children who are our pupils. This means that we have a Safeguarding Children and Child Protection Policy and Procedures in place which we refer to in our prospectus. All staff including our volunteers and supply staff must ensure that they are aware of our procedures. Parents and carers are welcome to read these on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that this is not in the child's best interests.

'Learning Today for the World of Tomorrow'
This policy has 'Safeguarding Children and Child Protection', the sentiments of 'Every Child Matters', the school's 'Healthy school', 'Investors in People Gold', 'Eco-School', 'Forest School' and 'Artsmark Gold' ethos', 'Excellence and Enjoyment' and the School's Mission Statement and Aims at its heart.
West Hill Primary School is a Co-operative Trust school having formed The SMILE Learning Trust in November 2013.
(Support, Motivate, Inspire, Learn, Excel)

Our school ethos is based on a set of 6 core values and on our SMILE Learning Trust Co-operative Values of: self-help, self-responsibility, democracy, equality, equity, solidarity.
As Co-operative members, we believe in the ethical values of honesty, openness, social responsibility and caring for others.

Purpose

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside.

The Internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe Internet access at all times.

The requirement to ensure that children and young people are able to use the Internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school online safety policy should help to ensure safe and appropriate use. The development and implementation of our policy involves all the stakeholders in a child's education from the headteacher and governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put young people at risk within and outside the school. 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 which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this online safety policy is used in conjunction with other school policies (e.g. behaviour, anti-bullying and child protection policies).

As with all other risks, it is impossible to eliminate those risks completely. 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. It is important that the school, as well as parents, adopt strategies for the responsible and safe use of the Internet.

Some of the material is published for an adult audience and is unsuitable for pupils. In addition, some use the Web to publish information on weapons, crime, sexism, homophobia, racism and other inappropriate subject matters that would be more restricted elsewhere. Sadly e-mail and chat communication could also provide opportunities for adults to make contact with children for inappropriate reasons. In line with school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and a need to teach them to be aware of and respond responsibly to the risks.

Schools need to protect themselves from possible legal challenge. The legal system is still struggling with the application of existing decency laws to computer technology. It is clearly an offence to hold images of child pornography on computers but the possession of other obscene or offensive materials is not clearly covered. The Computer Misuse Act 1990 makes it an offence to "cause a computer to perform any function with intent to secure unauthorised access to any program or data held in any computer". Schools can help protect themselves by making it clear to users that the use of school equipment to view or transmit inappropriate material is "unauthorised". However, schools should be aware that a disclaimer does not protect a school from a claim of death or personal injury and the school needs to ensure that all reasonable and appropriate steps have been taken to protect pupils.

Government guidance in areas such as e-mail, chat and websites has changed recently. West Hill Primary School has copies of the DfE's *Teaching Online Safety in Schools* (June 2019) and has noted the additional guidance on the Web site: **http://safety.ngfl.gov.uk** West Hill Primary School also adheres to safety guidance promoted by the SWGfL via the website: http://www.swgfl.org.uk/Staying-Safe, through conferences, websites such as ThinkuKnow, Purple Mash and Espresso, and the OLS newsletters for parents and schools.

The school's policy will be reviewed annually, or more often should changes to Internet use cause concern.

Development / Monitoring / Review of this Policy
This Online Safety policy has been developed by:
- School Online safety Coordinator – Mr. Joseph
- Headteacher / Senior Leaders
- Teachers
- Support Staff
- Governors
- Parents

Consultation with the whole school community has taken place through the following:
- Staff meetings
- School Council / pupils
- Governors meeting

- Parents evening

Schedule for Development / Monitoring / Review

The implementation of this online safety policy will be monitored by the:	*Online safety Coordinator, Senior Leadership Team, The School Council/ Digital Leaders*
Monitoring will take place at regular intervals:	*annually*
The *Governing Body* will receive a report on the implementation of the online safety policy generated by the monitoring group (which will include anonymous details of online safety incidents) at regular intervals:	*With the annual Computing report to the Governors*
The Online safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	*Summer 2021*
Should serious online safety incidents take place, the following external persons / agencies should be informed:	*LA Online Safety Manager, LA Safeguarding Officer, Police Commissioner's Office (advice maybe sought from SWGfL team)*

The school will monitor the impact of the policy using:
- 360^0 Degree Safe – reviewed annually
- Logs of reported incidents
- SWGfL monitoring logs of internet activity (including sites visited)
- Internal monitoring data for network activity
- Surveys / questionnaires of
- students / pupils (eg Ofsted "Tell-us" survey / CEOP ThinkUknow survey)
- SWGFL Surveys
- parents / carers
- staff

Scope of the Policy
This policy applies to all members of the school community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying, or other online safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate online safety behaviour that take place out of school
.

Considerations for West Hill Primary School
Supervision is the key strategy. Whatever systems are in place, something could go wrong which places pupils in an embarrassing or potentially dangerous situation. It is not sufficient for a teacher or learning support assistant to be in the area. Circumstances outside normal lesson time where pupils justifiably need access to the Internet will be fully supervised.

Aimless surfing is never allowed. Pupils will be taught to use the Internet in response to an articulated need – e.g. a question arising from work in class. Children should be able to answer the question "Why are we using the Internet?"

In addition, West Hill Primary School has banned the use of mobile phones by pupils in school. (Special arrangements can be made for keeping phones in the office during school hours, should the need arise) In accordance with the Education Act 2012, the school reserves its right to search for a phone if it is believed a pupil is using it inappropriately.

Examples of effective Internet use have been devised by many infant and junior schools and examples may be found for reference on the Kent NGfL Web site www.kented.org.uk/ngfl.

Search engines can be difficult to use effectively and pupils can experience overload and failure if the set topic is too open-ended. Teachers will choose a topic with care, select the search engine and then discuss with pupils sensible search words (which have been tried out beforehand!). This will lead to a fruitful group or class investigation as opposed to possible individual frustration.

Pupils do not need a thousand Web sites on weather. A small selection is quite enough choice for juniors. Learning Resources or RM Tutor can be used to limit the sites pupil's have access to in any given lesson. Teachers' Web site selections for various topics can be put on the school Web site. This enables access by pupils from home.

There may even be difficulties here. One recommended site, successfully used by primary schools, suddenly changed into a pornographic site. Presumably hackers had infiltrated the site and replaced the content. Sites should always be previewed.

Off-line storage of Web resources for viewing later from the hard disk is one useful strategy. Similarly pupils publishing to a web site held on a class computer or the school network removes difficulties of pupils publishing on a publicly available Web site and could still be presented to pupils as a privilege.

Government advice on e-mail has changed. The concern is the possibility of access to pupils by adults of unknown intention, if e-mail is not controlled. Essentially individual e-mail addresses are not considered suitable and class or project e-mail addresses are used at the school. Email is disabled for children on platforms such as Google Classroom, and posts on the stream are monitored by the class teacher(s).

In brief, we, at West Hill Primary School:
- Adhere to the DfE's *Teaching Online Safety in School* guidance, and SWGfL websites
- Check the e-mail, chat and Web site updates on http://safety.ngfl.gov.uk. And http://www.swgfl.org.uk/Staying-Safe

- Discuss and review with pupils the Rules for Responsible Internet Use.
- Teach Internet Safety using CEOP, NSPCC, SWGfL material as appropriate.
- Preview all sites before use and consider off-line viewing.
- Plan the curriculum context for Internet use to match pupils' ability.
- Vigilance is essential and supervision the most important strategy.

Core Principles of Internet Safety
Using the Internet has become an essential life-skill, therefore the teaching of safe and responsible use is paramount. Unmediated Internet access brings with it the possibility placing of pupils in embarrassing, inappropriate and even dangerous situations. This policy helps to ensure responsible use and the safety of pupils.

West Hill Primary School Use of the Internet Policy, based on the Kent NGfL and Devon SWGfL Internet Policies, is built on the following five core principles:

Guided educational use
Significant educational benefits should result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

Risk assessment
21st Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become "Internet Wise". Our school needs to ensure they are fully aware of the risks, needs to perform risk assessments and to implement its policy for Internet use. Pupils need to know how to cope if they come across inappropriate material.

Assessments of the risks in Internet access by young persons in Youth Clubs, Libraries, public access points, devices and in homes will need to be undertaken.

Responsibility
Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

Regulation
The use of a limited and expensive resource, which brings with it the possibility of misuse, must be regulated. In some cases access within the school must simply be denied, for instance unmoderated chat rooms present immediate dangers and are banned. Fair rules, clarified by discussion and prominently displayed help pupils make responsible decisions.

Appropriate strategies
This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies are selected to suit the school situation and their effectiveness monitored by staff. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

Policy Statement

The Internet and Online Safety Policy is part of the Computing Policy and School Development Plan and relates to other policies including those for behaviour and discipline, for personal, social and health education (PSHE) and for citizenship. The construction and regular revisiting of this Policy provides a method to review practice, in this case the use of a major new technology with benefits and risks.

Our Internet Policy has been written by the school, building on Devon, Kent and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed annually.

Roles and Responsibilities:

Governors: The Computing and Online Safety governor is Mr. Ian Guy, whose role is to report to relevant governors meetings.

Headteacher and Senior Management Team
The Headteacher is responsible for ensuring the safety (including online safety) of members of the school community. The Headteacher and another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. (See SWGfL flowchart)

Computing Technician and Computing Subject Leader is responsible for ensuring:
- that the school's Computing infrastructure is secure and is not open to misuse or malicious attack
- that the school meets the online safety technical requirements outlined in the SWGfL
- Security Policy and Acceptable Usage Policy and any relevant Local Authority Online Safety Policy and guidance
- that users may only access the school's networks through a properly enforced password protection policy, in which passwords are regularly changed

Teaching and Support Staff are responsible for ensuring:
- they have an up to date awareness of online safety matters and of the current school online safety policy and practices
- they have read, understood and signed the school Staff Acceptable Use Policy / Agreement (AUP)
- they report any suspected misuse or problem to the Online safety Co-ordinator
- /Headteacher / Senior Leader / Computing Subject Leader or Class teacher for investigation / action / sanction
- digital communications with pupils should be on a professional level

Pupils are responsible for using the school computing systems in accordance with the Pupil Acceptable Use Policy, which they will be expected to sign annually before being given access to school systems.

Parents / Carers / Teachers will be responsible for:
- endorsing (by signature) the Pupil Acceptable Use Policy

- accessing the school website / on-line pupil records in accordance with the relevant school Acceptable Use Policy. (When appropriate)

Designated person for child protection / Child Protection Officer
Are trained in online safety issues and are aware of the potential for serious child protection issues to arise from:
- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- online-bullying

Education & Training – Staff
It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:
- A planned programme of formal online safety training will be made available to staff. An audit of the online safety training needs of all staff will be carried out regularly.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school online safety policy and Acceptable Use Policies
- The Online Safety Coordinator (or other nominated person) will receive regular updates through attendance at SWGfL / LA / other information / training sessions and by reviewing guidance documents released by SWGfL / LA and others.
- This Online Safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.
- The Online Safety Co-ordinator (or other nominated person) will provide advice / guidance / training to individuals as required.

Training

Governors should take part in online safety training / awareness sessions through participation in school training or information sessions for parents.

The Importance of the Internet

West Hill Primary School Policy Statements
- The purpose of Internet use at West Hill Primary School is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

At West Hill Primary School Online Safety education will be provided in the following ways:
- A planned online safety programme will be provided as part of Computing/ PSHE /   other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school

- Key online safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials /content they access on-line and be guided to validate the accuracy of information

Pupils and staff will also have:
- access to world-wide educational resources including museums and art galleries;
- inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC);
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the LA and DfE.

How Internet use will enhance learning

West Hill Primary School Policy statements:
- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the 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 and retrieval.
- Pupils will be taught how to report unacceptable or abusive material.

How pupils will learn to evaluate Internet content West Hill

Primary School Policy Statements:
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing Subject Leader.
- The School ensures that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.
- Training will be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.

How e-mail will be managed:

West Hill Primary School Policy Statements:
- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Whole-class or group e-mail addresses are used in the school.
- Access in school to external personal e-mail accounts will be blocked.
- Social e-mail use can interfere with learning and will be restricted.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is banned.