NORTH KIDLINGTON SCHOOL

Online Safety

A POLICY STATEMENT

This policy is intended to set out the school's online safety procedures. We are living in an increasingly connected world and we recognise that the internet is an essential element in modern day life for education, business and social interaction. We realise that many children are unaware of the dangers that face them when online and how their actions can have serious consequences affecting both them and the community around them.

Aims

- To educate children about the benefits and risks associated with being online.
- To make our children safe, aware and considerate online citizens.
- To educate parents so that they can support their children safely online.

The Need for Access to the Internet:

At North Kidlington School we see the vast benefits of access to the internet. Access can enhance learning through:

- Access to anywhere, anytime learning.
- Enriching the quality of curriculum provision and extending learning activities.
- Helping raise pupil's attainment and provide opportunities for collaboration and cooperation between children.
- Prepare children for life in the 21st century where technology is the communication tool of choice.
- Developing global awareness, respect and tolerance.
- Supporting teachers' planning and resourcing of lessons.
- Enhancing staff development through access to educational materials, as well as the sharing of information and good curriculum practice between schools, the LEA, etc.

Agreed Procedure

Learning about Online Safety throughout the year is a vital life skill that all children should have. It can reduce the risks when online and allow the children safe and effective use of all that being online can give. An agreed procedure for teaching Online Safety is therefore essential for pupils, staff, parents and governors.

1. **Internet Safety for Staff**
    - All staff sign the Code of Conduct listing acceptable online behaviour and treatment of equipment.
    - Staff are fully aware that computer use can be monitored and traced, potentially by anyone.
    - Staff are expected to plan Online Safety into their computing lessons on a termly basis and discuss safety issues with children as they arise.

2. **Internet Safety for Parents**
    - Online Safety information will be provided to parents annually through Evening meetings, newsletters or additional leaflets and through the school website.
    - We will handle any issues that arise sensitively and inform parents.

3. **Teaching Internet Safety for Pupils**
    - Pupils are taught what internet use is acceptable and what is not, and given clear objectives and consequences for internet use.
    - Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
    - Pupils will to be taught about the dangers associated with being online and encouraged to share knowledge and experiences.
    - Where incidents of online bullying or compromised online safety occur, staff will resolve these issues in the presence of the Head teacher and with the support of external agencies where necessary.

4. **Web Filtering:**
    - The school will use the filtering system provided by EXA Networks (Internet Service Provider), to filter and protect users from accessing inappropriate material.
    - If staff or pupils discover unsuitable sites, the URL must be reported to the Computing Co-ordinator, who will report it to 123ICT.
    - Any material that the school believes is illegal must be reported to the Computing Co-ordinator, who will report it to 123ICT along with the Head Teacher who will take further necessary steps.

5. **Internet Access:**
    - An Internet safety agreement is part of the Home-School Agreement.
    - All use of the school Internet connection by community and other organisations shall be in accordance with the school Online Safety policy.
    - Pupils will only access the internet with permission from a member of staff and all internet use by pupils will be supervised.

Identified Risks and the measures taken to reduce these risks.

1. **Published Content:**
   Our school celebrates the work of children and at times we may wish to put this work on our website. We take steps to minimise the risk to the children by:
    - Asking parents to give consent for photographs to be published on our website.
    - By ensuring we do not use names to accompany photographs.
    - Parents are asked not to share any images of children other than their own online/in the public domain.
    - The contact details on the school website should be the school address, email and telephone number.
    - Staff and pupils' personal information must not be published.

2. **Social Networking and Grooming:**
   Social Networking relates to any online spaces where individuals can post content, talk with others and share information. Grooming is a word used to describe how people get close to others (often children) with intent to harm or abuse. Grooming will often develop through a Social Networking site. Our risk minimisation includes these:
    - Social networking sites are blocked by our filtering system.

- Staff are advised not to use social networking sites to discuss work matters and to use all security settings available to them to ensure their profiles are private.
- Pupils are advised never to share passwords or give out personal details of any kind, which may identify them and/or their location.
- Pupils are advised not to put personal photographs online/in the public domain.
- Pupils who are exposed to online bullying or where online safety is compromised, can share their experiences with staff and these will be resolved accordingly.
- Pupils are advised not to accept friend requests from anyone they do not know.
- Pupils are made aware that impersonation online can be a common occurrence and they should not take everything on face value.
- Pupils are advised that all actions online can be traced and captured which can be reproduced to the wider public domain.

3. **Online Bullying:**
   Online bullying and harassment is becoming a well-known risk in our society. Text messaging, instant messaging, e-mail, chatrooms and online portals are used by the children out of school and sometimes the repercussions spill into the classroom. As a school we have a range of strategies in place to prevent online bullying, to deal with issues that arise and to minimise risk:
   - Social networking sites are blocked by our filtering system.
   - No access to public chatrooms, instant messaging services or bulletin boards.
   - Pupils are taught to use the Internet safely and responsibly. Specific information is given to each year group based on what they may be exposed to and support resources are provided to parents and children.
   - Pupils are encouraged to discuss any concerns with staff.
   - Complaints are dealt with in accordance with our Anti Bullying Policy or Child Protection Procedure where necessary.
   - Pupils are advised that all actions online can be traced and captured which can be reproduced to the wider public domain.

4. **Gaming:**
   Online gaming can be a useful tool to support learning and the acquisition of skills. As with all online applications it does have the same associated risks which we aim to minimise by:
   - Checking age restrictions for any online games.
   - Checking any game that we intend to use with the children fully before allowing them to play it.
   - Encouraging the children to make safe choices both within the game and whilst accessing it.
   - Explaining about pop-ups and the risks associated with them as these often appear during a game.
   - Exploring the dangers of multi-player games with the children where necessary and reminding them about not sharing any personal details online.

5. **Use of Images:**
   - Image search results are filtered through the school filtering system.
   - Images of the children at school are only used online when permission has been given by the parent or carer and when the site is directly related to school.
   - Pupils and staff are advised that all actions online can be traced and captured which can be reproduced to the wider public domain.

Dealing with Incidents

The school will take immediate action if children have put themselves or others at risk. There may be occasions where the police need to be contacted.

Sanctions include:

- Interviews with appropriate members of staff.
- Support from appropriate members of staff to undo/deal with the repercussions.
- Informing parents and providing parents with support to make necessary changes.
- Removal of internet/computer access for an agreed time.

Reviewed: September 2016

Next Review: September 2018