



MOULTON SCHOOL ONLINE SAFETY POLICY



The Online Safety Policy should be read in conjunction with other school policies, especially those in relation to anti-bullying, child protection, drugs, positive behaviour, teaching and learning, and the staff code of conduct.

Rationale.

The use of ICT and the Internet have become integral to teaching and learning within schools, providing students and staff with opportunities to improve understanding, access online resources and communicate with the world all at the touch of a button. At present, the Internet based technologies used extensively by young people in both home and school environments include:

1. Websites,
2. Social Media, including Facebook and Twitter Web enabled mobile/smart phones/smart watches
3. Online gaming Learning Platforms and Virtual Learning Environments
4. Video broadcasting,
5. Blogs and Wikis Email,
6. Instant Messaging and Apps such as Snapchat and Instagram and Chat Rooms

'We actively encourage pupils to use the internet but need to ensure that they have the skills to navigate their way around the internet safely. As the Byron review states:

We cannot make the internet completely safe. Because of this, we must build children's resilience to the material to which they may be exposed so that they have the confidence and skills to navigate these new media waters more safely.' (Safer Children in a Digital World. Report of the Byron Review, Executive Summary, March 2008)

We acknowledge the many benefits of such technologies but clear procedures for the appropriate use and education for staff and students about online behaviours, age restrictions and potential risks is crucial. All schools have a duty to ensure that students are protected from potential harm both within and beyond the school environment. Every effort will be made to safeguard against risks. Any incidents that do arise will be dealt with quickly and according to policy to ensure that students and staff continue to be protected.

Aims.

1. To emphasise the need to educate staff and students about the safe use of using new technologies both within, and outside of, the school environment.
2. To provide safeguards and rules for acceptable use to guide all users in their online experiences.
3. To ensure adults are clear about procedures for misuse of any technologies both within and beyond the school or educational setting.
4. To develop and strengthen links with parents/carers and the wider community ensuring input into policies and procedures with continued awareness of the benefits and potential issues related to technologies.

Monitoring and review

School ICT technicians regularly monitor and record user activity, including any personal use of the school ICT system (both within and outside of the school environment) and users are made aware of this in the Acceptable Use Policy. Monitoring of the school network is carried out using the school's web filter (Smoothwall) and a report produced every month. Networked computers are also routinely monitored using Impero software.

Scope of the policy

This policy applies to all staff, students, governors, visitors and contractors accessing the internet or using technological devices on school premises. This includes staff or students use of personal devices, such as mobile phones or other mobile devices which are brought onto school grounds. This policy is also applicable where staff or individuals have been provided with school issued devices for use off-site, such as school laptop or work mobile phone. The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of students 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 cyber-bullying or other online safety incidents covered by this policy, which may take place outside of the *school* but is linked to membership of the school community. The school will deal with such incidents, in line with this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate online safety behaviour that takes place out of school.

Roles and responsibilities.

Governing Body

- The safeguarding governor will meet regularly with the DSL and Deputy DSL
This will include the monitoring of online safety incident logs, and filtering / change control logs
- The DSL and safeguarding governor will report to relevant governors' meetings.

Headteacher and SLT

The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community. The day to day responsibility for online safety will be delegated to the DSL, Deputy DSL and wider safeguarding team. The Headteacher and the DSL are aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. The Headteacher, DSL and Deputy DSL are responsible for ensuring that all staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.

DSL

- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority / relevant body
- liaises with school technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments,
- meets regularly with the safeguarding governor to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meeting of governors
- reports regularly to SLT
- ensures up to date training in online safety issues
- maintains awareness of the potential for serious child protection / safeguarding 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
 - cyber-bullying

Deputy DSL

Supports the DSL in their role as outlined above

Welfare Teams.

Support the work of the DSL and Deputy DSL in their roles

Network manager and IT support team

The Network Manager is responsible for ensuring that;

- the school's ICT infrastructure is secure and not open to misuse or malicious attack that anti-virus software is installed and maintained on all school machines and portable devices
- the school's filtering policy is applied and updated on a regular basis and that responsibility for its implementation is shared with the online safety lead and the DSL
- any problems or faults relating to filtering are reported to DSL and recorded on the online safety incident log
- Students are taught about online security and the importance of using a strong password. They are encouraged to set strong passwords for the school network and for any other online accounts.
- the use of the school network is regularly monitored in order that any deliberate or accidental misuse can be reported to the online safety lead.

Teaching and support staff.

Teaching and support staff are responsible for ensuring that:

- 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 staff acceptable use policy
- they report any suspected misuse or problem to the relevant year team
- all digital communications with students / pupils / parents / carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in relevant aspects of the curriculum
- students understand and follow the online safety policy and acceptable use policies
- students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices

Students

Students are responsible for:

- complying with the acceptable use policy when using the school's network
- using the internet and other technologies in a safe and responsible manner within school
- informing staff of any inappropriate materials, cyberbullying or contact from unknown sources

Parents / carers

Parents/ carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way, and we will take every opportunity to help parents understand the issues. Parents/ carers will be encouraged to support the school in promoting good online safety practice and to follow the relevant school policies.

Advice for parents

There is further advice and guidance available on the school website. In addition, the following websites contain valuable guidance:

- www.thinkyounow.co.uk (How to... guides)
- www.net-aware.org.uk (NSPCC guide to social networking sites used by young people)
- www.internetmatters.org
- www.childnet.com

Appendices:

Acceptable use agreement for parents / carers

Acceptable use policy for pupils

Acceptable use agreement for pupils

Acceptable use policy for staff / volunteers

Acceptable use agreement for staff / volunteers

Moulton School Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure that:

- young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users is not put at risk
- parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care. Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Parent / Carer Permission Form

Parent / Carers Name:

Pupil Name:

Pupil Form:

- As the parent / carer of the above pupil, I give permission for my son / daughter to have access to the internet and to ICT systems at school.
- I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my son's / daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed:

Date:

Moulton School Pupil Acceptable Use Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure that:

- young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- school / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users is not put at risk

Acceptable Use Policy Agreement

- I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will be aware of "stranger danger", when I am communicating on-line
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line

I understand that everyone has equal rights to use technology as a resource:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so
- I will act as I expect others to act toward me
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their permission

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I will only use my mobile phone at break and lunch time.

- I understand that, if I do use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, sanctions, contact with parents and in the event of illegal activities involvement of the police

Moulton School Pupil Acceptable Use Agreement

Please complete this Acceptable Use Agreement to show that you have read, understood and agree to the rules included in the Acceptable Use Policy for Pupils. If you do not sign and return this agreement, access will not be granted to school systems and devices.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in school (when allowed); e.g. mobile phones, gaming devices, USB devices, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school; e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Pupil:

Form Group:

Signed:

Date:

Moulton School Staff / Volunteer Acceptable Use Policy

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 school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure that:

- staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- staff are protected from potential risk in their use of technology in their everyday work

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils' learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

- I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users
- I recognise the value of the use of digital technology for enhancing learning and will ensure that students receive opportunities to gain from the use of digital technology
- I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person
- I will be professional in my communications and actions when using school ICT systems
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured

- I will only use social networking sites in school in accordance with the school's policies. I will ensure that my social networking accounts have the highest security settings and that my profile picture must be appropriate.
- I will not accept any previous or current students as 'friends' on their accounts.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- Any communication with parents must be done through their school e mail and personal e mail addresses and phone numbers should not be shared or used to communicate with parents or pupils.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices, etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies
- I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority
- I will immediately report any damage or faults involving equipment or software, however this may have happened

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos)

Moulton School Staff / Volunteer Acceptable Use Agreement

Please complete this Acceptable Use Agreement to show that you have read, understood and agree to the rules included in the Acceptable Use Policy for Staff / Volunteers. If you do not sign and return this agreement, access will not be granted to school systems and devices, and it may not be possible to continue with your employment / voluntary activities.

I have read and understand the Acceptable Use Policy for Staff / Volunteers, and agree to follow these guidelines when I use the school systems and devices, or my own devices (where applicable), both in and out of school

I understand that I am responsible for my actions in and out of school

- I understand that the Acceptable Use Policy for staff and volunteers applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action, and in the event of illegal activities, the involvement of the police

Staff / Volunteer Name:

Signed:

Date: