Madresfield CE Primary School

Online Safety and Acceptable Use Policy

DIOCESE OF WORCESTER
MULTI ACADEMY TRUST

TO LOVE | TO LEARN | TO SERVE

MADRESFIELD SCHOOL

Caring and Challenging

Schedule for development / monitoring / review of this policy

This online safety policy was approved by the governing body on:	
The implementation of this online safety policy will be monitored by the:	*The online safety coordinator under the direction of the head teacher*
Monitoring of this policy will take place:	*Annually*
The governing body will receive regular reports on the implementation of the online safety policy (which will include anonymous details of online safety incidents) as part of a standing agenda item with reference to safeguarding:	*At FGB meetings*
The online safety policy will be reviewed annually in the light of any significant developments in the use of technology, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	September 2018
Should serious online safety incidents take place, the following external persons / agencies should be informed:	*Worcestershire Safeguarding Children Board* *DOWMAT Designated Officer* *Worcestershire Senior Adviser for Safeguarding Children in Education* *West Mercia Police*

Madresfield CE Primary School

Online Safety and Acceptable Use Policy

At Madresfield we provide a caring and challenging environment in which Christian values are central to the ethos of the school. We aim to foster a lifelong love of learning and to ensure that our children leave us with high self-esteem, equipped to work in the real world with independence and initiative.

The potential that technology has to impact on the lives of all citizens increases year on year. This is probably even more true for children and young people, who are generally much more open to developing technologies than many adults. In many areas, technology is transforming the way that children and young people learn and are taught. At home, technology is changing the way children and young people live and the activities in which they choose to partake; these trends are set to continue.

While developing technology brings many opportunities, it also brings risks and potential dangers of which these are just a few:

- Access to illegal, harmful or inappropriate images or other content
- Allowing or seeking unauthorised access to personal information
- Allowing or seeking unauthorised access to private data, including financial data
- 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 / sharing of images 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 or addictive use which may impact on social and emotional development and learning.

This policy sets out how we strive to keep pupils safe with technology while they are in school. We recognise that children and young people are often more at risk when using technology at home (where often no controls over the technical structures are put in place to keep them safe) and so this policy also sets out how we educate them about the potential risks and try to embed appropriate behaviours. We also explain how we attempt to inform those people who work with our pupils beyond the school/academy environment (parents, friends and the wider community) to be aware and to assist in this process.

This Online Safety and Acceptable Use Policy has been written from a template provided by Worcestershire County Council which has itself been derived from that provided by the South West Grid for Learning.

Policy and leadership

This section begins with an outline of the **key people responsible** for developing our Online Safety and Acceptable Use Policy Online safety and keeping everyone safe with ICT. It also outlines the core responsibilities of all users of ICT in our school.
It goes on to explain **how we maintain our policy** and then to outline **how we try to remain safe while using different aspects of ICT.**

Responsibilities: head teacher

- The head teacher is responsible for ensuring the safety (including online safety) of all members of the school community, though the day to day responsibility for online safety is delegated to the Online safety Co-ordinator
- The head teacher and deputy head teacher will be familiar with the procedures to be followed in the event of a serious online safety allegation being made against a member of staff, including non-teaching staff. (see flow chart on dealing with online safety incidents included in a later section below and other relevant Local Authority / HR disciplinary procedures)

Responsibilities: governors

Governors are responsible for the approval of this policy and for reviewing its effectiveness. A member of the governing body has taken on the role of online safety governor which involves:

- an annual review of online safety as part of the Safeguarding Audit.
- monitoring of online safety incident logs
- reporting to relevant Governors committee / meeting

Responsibilities: online safety coordinator

Our online safety coordinator is the person responsible to the head teacher and governors for the day to day issues relating to online safety. The online safety coordinator:

- attends relevant meetings and committees of the Crucial Crew
- 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
- provides training and advice for staff
- liaises with the DOWMAT
- liaises with school ICT technical staff (IBS)
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments on a monthly basis
- reviews in accordance with the monitoring section below the output from monitoring software and initiates action where necessary
- meets termly with online safety governor to discuss current issues and review incident logs
- attends relevant meetings and committees of Governing Body
- reports regularly to the head teacher
- receives appropriate training and support to fulfil their role effectively

Responsibilities: the online safety committee (part of the Crucial Crew)

The crucial crew regularly discusses issues relating to online safety and when appropriate the staff representatives ask our school online safety coordinator to attend its meetings. Issues that arise are referred by the online safety coordinator to the relevant body as appropriate.

Responsibilities: classroom based staff

Teaching and Support Staff are responsible for ensuring that:

- they safeguard the welfare of pupils and refer child protection concerns using the proper channels: **this duty is on the individual, not the organisation or the school/academy.**
- they have an up to date awareness of online safety matters and of the current school online safety policy and practices, including the school's approach to the Prevent Agenda/duty (the duty to have due regard to the need to prevent people from being drawn into terrorism).
- they have read, understood and signed the school's Acceptable Use Agreement for staff (see Appendix 1)
- they report any suspected misuse or problem to the online safety co-ordinator
- they undertake any digital communications with pupils (email / Virtual Learning Environment (VLE) / voice) in a fully professional manner and only using official school systems
- they embed online safety issues in the curriculum and other activities, also acknowledging the planned online safety programme
- they have read, understood and signed the school's Social Networking Teacher Agreement (see Appendix 4)

Responsibilities: ICT technician

The ICT Technician is responsible for ensuring that:

- the school's ICT infrastructure and data are secure and not open to misuse or malicious attack
- the school meets the online safety technical requirements outlined in this policy (and any relevant Local Authority, DOWMAT, E-Safety/Online safety Policy and guidance)
- users may only access the school's networks through a properly maintained gateway and password.
- shortcomings in the infrastructure are reported to the ICT coordinator or head teacher so that appropriate action may be taken.

Responsibilities: Pupils

Pupils are responsible for using the school digital technology systems in accordance with the applicable Pupil Acceptable Use Agreement (see Appendix 1)

Responsibilities: Parents/Carers

Parents/Carers play a crucuial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Parents and carers will be encouraged to support the school in promoting good online safety practice and follow guidelines on the appropriate use of:

- digital and video images taken at school events
- their children's personal device in the school (where this is allowed)

Policy Scope

This policy applies to all members of the school community (including teaching staff, wider workforce, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of the school.
The Education and Inspections Act 2006 empowers head teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off 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 out of school, but are linked to membership of the school.
The school will deal with such incidents using guidance within this policy as well as 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.

Acceptable Use Agreements

All members of the school community including technicians are responsible for using the school ICT systems in accordance with the appropriate acceptable use agreement , which they will be expected to sign before being given access to school systems.
Acceptable Use Agreements are provided in Appendix 1 of this policy for:

- Pupils
- Staff (and volunteers)
- Parents / carers

Acceptable Use Agreements are introduced at parents' induction meetings and signed by all pupils as they enter school (with parents possibly signing on behalf of children below Year 2).
Pupils re-sign on entering a new Key Stage.
All employees of the school and volunteers sign when they take up their role and in the future if significant changes are made to the policy.
Parents sign once when their child enters the school. The parents' Acceptable Use Agreement also includes forms for permission for use of their child's image (still or moving) by the school, permission for their child to use the school's ICT resources (including the internet) and permission to publish their work.

Whole School approach and links to other policies

This policy has strong links to other school policies as follows:

- ICT policy
- Behaviour
- Safeguarding
- Anti-bullying
- PSHE (Personal, Social and Health Education) & Citizenship Policy
- Guidance Policy on the Safe Use of Children's Photographs
- Data Security/Data Protection Policy
- Mobile Phone Policy

Illegal or inappropriate activities and related sanctions

The school believes that the activities listed below are inappropriate in an education context (**those in bold are illegal**) and that users should not engage in these activities when using school equipment or systems (in or out of school).

Users shall not visit Internet sites, make, post, download, upload, transfer data, communicate or pass on material, remarks, proposals or comments that contain or relate to:

- **child sexual abuse images (the making, production or distribution of indecent images of children) (illegal - The Protection of Children Act 1978)**
- **grooming, incitement, arrangement or facilitation of sexual acts against children (illegal – Sexual Offences Act 2003)**
- **possession of extreme pornographic images (illegal – Criminal Justice and Immigration Act 2008)**
- **criminally racist material in UK – to stir up religious hatred including radicalisation as per the Prevent Agenda (or hatred on the grounds of sexual orientation) (illegal – Public Order Act 1986)**
- pornography
- promotion of any kind of discrimination
- promotion of racial or religious hatred
- threatening behaviour, including promotion of physical violence or mental harm
- any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute

Additionally the following activities are also considered unacceptable on ICT equipment or infrastructure provided by the school:

- Using school systems to undertake transactions pertaining to a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by IBS or the school.
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions.
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files that causes network congestion and hinders others in their use of the internet)
- On-line gambling and non-educational gaming
- Use of social networking sites (other than in the school's learning platform or sites otherwise permitted by the school)

If members of staff suspect that misuse might have taken place – whether or not it is evidently illegal (see above) - it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. Please see Appendix 2.

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as indicated on the following pages:

Pupil sanctions

The indication of possible sanctions in this table should not be regarded as absolute. They should be applied according to the context of any incident and in the light of consequences resulting from the offence.

	Refer to:					**Inform:**	**Action:**		
	Class teacher	Online safety coordinator	Refer to head teacher	Refer to Police	Refer to online safety coordinator for action re filtering / security etc	Parents / carers	Remove of network / internet access rights	Warning	Further sanction e.g. detention / exclusion
Deliberately accessing or trying to access or distributing material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	✔	✔	✔	✔	✔	✔	✔	✔	✔
Unauthorised use of non-educational sites during lessons	✔				✔				
Unauthorised use of mobile phone / digital camera / other handheld device. Any such items should be logged with the administrator on entry to school.	✔					✔	✔		
Unauthorised use of social networking / instant messaging / personal email	✔	✔	✔		✔	✔	✔	✔	
Unauthorised downloading or uploading of files	✔						✔	✔	
Allowing others to access school network by sharing username and passwords	✔	✔	✔		✔		✔	✔	
Attempting to access the school network, using another pupil's account	✔				✔		✔		
Attempting to access or accessing the school network, using the account of a member of staff	✔		✔		✔	✔	✔	✔	
Corrupting or destroying the data of other users	✔		✔		✔	✔	✔	✔	
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✔	✔	✔		✔	✔	✔	✔	
Continued infringements of the above, following previous warnings or sanctions	✔	✔	✔			✔	✔		✔
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✔		✔			✔	✔	✔	
Using proxy sites or other means to subvert the school's filtering system	✔	✔	✔		✔	✔	✔	✔	
Accidentally accessing offensive or pornographic material **and failing to report the incident**	✔	✔			✔	✔			
Deliberately accessing or trying to access offensive or pornographic material	✔	✔	✔		✔	✔	✔		✔
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	✔		✔		✔		✔		

Staff sanctions

The indication of possible sanctions in this table should not be regarded as absolute. They should be applied according to the context of any incident and in the light of consequences resulting from the offence.

	Refer to:					**Action:**		
	Line manager	Head teacher	DOWMAT/ HR	Police	Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access or distributing material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	✔	✔	✔	✔	✔		✔	✔
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email	✔	✔				✔		
Unauthorised downloading or uploading of files	✔				✔	✔		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	✔	✔			✔	✔	✔	
Careless use of personal data e.g. holding or transferring data in an insecure manner	✔	✔	✔		✔	✔		✔
Deliberate actions to breach data protection or network security rules	✔	✔	✔		✔	✔	✔	
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		✔	✔				✔	✔
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✔	✔				✔	✔	
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils	✔	✔			✔			
Actions which could compromise the staff member's professional standing	✔	✔						
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✔	✔				✔		
Using proxy sites or other means to subvert the school's filtering system	✔				✔	✔		✔
Accidentally accessing offensive or pornographic material **and failing to report the incident**	✔	✔			✔	✔		
Deliberately accessing or trying to access offensive or pornographic material	✔	✔	✔		✔	✔	✔	✔
Breaching copyright or licensing regulations	✔					✔		
Continued infringements of the above, following previous warnings or sanctions	✔	✔			✔			✔

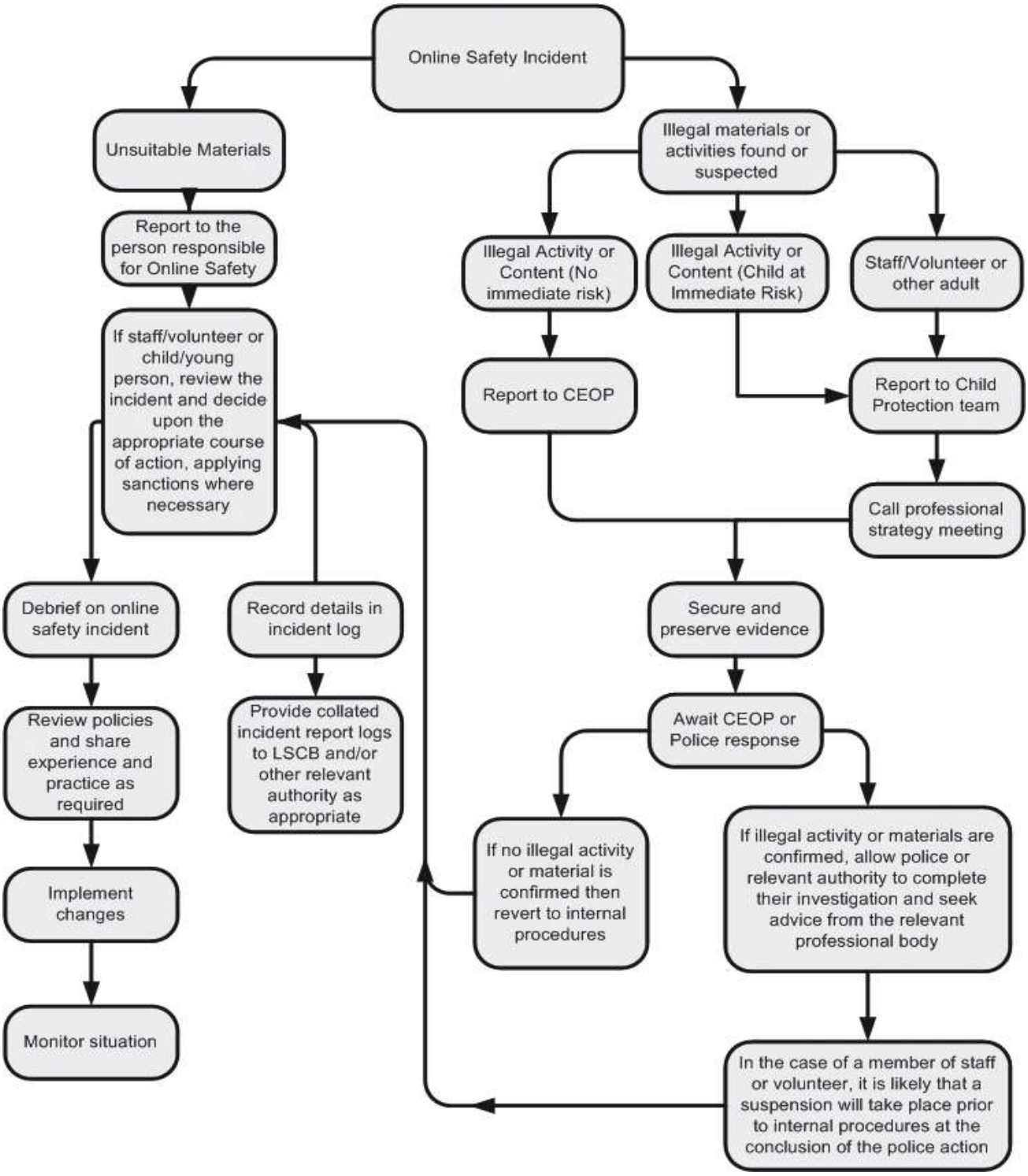
Reporting of online safety breaches/Management of incidents involving the use of online services

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless, irresponsible or, very rarely, through deliberate misuse. Appendix 2 provides guidance and a form to be used when staff need to manage incidents that involve the use of online services. Listed with the flowchart below are the responses that will be made to any apparent or actual incidents of misuse:

Particular care should be taken if any apparent or actual misuse appears to involve illegal activity listed in this policy.

FLOWCHART – FOR RESPONDING TO ONLINE SAFETY INCIDENTS

CEOP: Child Exploitation and Online Protection Centre



LSCB: Local Safeguarding Children Broad

Use of hand held technology (personal phones and other hand held devices)

We recognise that the area of mobile technology is rapidly advancing and it is our school's policy to review its stance on such technology on a regular basis. Currently our policy is this:

- Members of staff are permitted to bring their personal mobile devices into school. They are required to use their own professional judgement as to when it is appropriate to use them. Broadly speaking this is:
  1. Personal hand held devices will be used in lesson time only in an emergency or extreme circumstances
  2. Members of staff are free to use these devices outside teaching time.
  3. A school mobile phone is available (in office) for all professional use (for example when engaging in off-site activities). Members of staff should not use their personal device for school purposes except in an emergency.
- Pupils are not currently permitted to bring their personal hand held devices into school. If it is agreed that a mobile phone is essential, then it should be locked in the filing cabinet in the school office (for collection at the end of the day).
- A number of such devices are available in school (e.g. I-pad) and are used by pupils as considered appropriate by members of staff.

	Staff / adults				Pupils			
Personal hand held technology	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff	Not allowed
Mobile phones may be brought into the school	✔						✔	
Use of mobile phones in lessons				✔				✔
Use of mobile phones in social time	✔							✔
Taking photos on personal phones or other camera devices				✔				✔
Use of hand held devices e.g. PDAs, gaming consoles	✔						✔	

Use of communication technologies

Email

Access to email is provided for all schools using Worcestershire schools' broadband via their Global IDs. In addition, messaging and email is available through the school learning platform, J2E and Microsoft Office 365.
These official school email services may be regarded as safe and secure and are monitored.

- Staff and pupils should use only the school email services to communicate with others regarding school business when in school, or on school systems (e.g. by remote access)
- Users need to be aware that email communications may be monitored
- Pupils normally use only a class email account to communicate with people outside school and with the permission / guidance of their teacher
- A structured education program is delivered to pupils which helps them to be aware of the dangers of and good practices associated with the use of email
- Users must immediately report to their teacher / online safety coordinator – in accordance with this policy - the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature. They must not respond to any such email.

	Staff / adults				Pupils			
Use of Email	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Use of personal email accounts in school/academy / on school/academy network		✔						✔
Use of school email for personal emails				✔				✔

Social networking (including chat, instant messaging, blogging etc)

	Staff / adults				Pupils			
Use of social networking tools	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff	Not allowed
Use of non-educational chat rooms etc				✔				✔
Use of non-educational instant messaging				✔				✔
Use of non-educational social networking sites				✔				✔
Use of non-educational blogs				✔				✔

Use of digital and video images

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Members of staff are allowed to take digital still and video images to support educational aims, but must follow policies concerning the sharing, distribution and publication of those images. Those images should only be captured using school equipment; **the personal equipment of staff should not be used for such purposes.**
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Staff should be aware of pupils for whom it has been deemed inappropriate to take and share/publish their photograph (e.g. some looked after children)
- Pupils must not take, use, share, publish or distribute images of others without their permission

See also the following section for guidance on publication of photographs

Use of web-based publication tools

Website

Our school uses the public facing website www.madresfieldschool.net only for sharing information with the community beyond our school. This includes, from time-to-time, celebrating work and achievements of pupils. All users are required to consider good practice when publishing content.

- Personal information will not be posted on the school website and only official email addresses will be used to identify members of staff (never pupils).
- Only pupil's first names will be used on the website, and only then when necessary.
- Detailed calendars will not be published on the school website.
- Photographs published on the website, or elsewhere, that include pupils will be selected carefully and will comply with the following good practice guidance on the use of such images:
    - ✓ pupils' full names will not be used anywhere on a website or blog, and never in association with photographs
    - ✓ where possible, photographs will not allow individuals to be recognised
    - ✓ written permission from parents or carers will be obtained before photographs of pupils are published on the school website (Appendix 1)
- Pupil's work can only be published with the permission of the pupil and parents or carers (see Appendix 1).

Learning Platform

Teachers monitor the use of the learning platform by pupils regularly during all supervised sessions, but with particular regard to messaging and communication.
Staff use is monitored by the administrator.
User accounts and access rights can only be created by the VLE administrator
Pupils are advised on acceptable conduct and use when using the learning platform.
Only members of the current pupil, parent/carers and staff community will have access to the learning platform.
When staff, pupils, etc leave the school their account or rights to specific areas will be disabled (or transferred to their new establishment if possible / appropriate).
Any concerns with content may be recorded and dealt with in the following ways:

a) The user will be asked to remove any material deemed to be inappropriate or offensive.
b) The material will be removed by the site administrator if the user does not comply.
c) Access to the learning platform may be suspended for the user.
d) The user will need to discuss the issues with the Headteacher before reinstatement.
e) A pupil's parent/carer may be informed.

A visitor may be invited onto the learning platform by the administrator following a request from a member of staff. In this instance there may be an agreed focus or a limited time slot / access.

Professional standards for staff communication

In all aspects of their work in our establishment, teachers abide by the broad Professional Standards for Teachers laid down by the TDA effective from September 2012.
Teachers translate these standards appropriately for all matters relating to online safety.
Any digital communication between staff and pupils or parents / carers (email, chat, learning platform, etc) must be professional in tone and content.

- These communications may only take place on official (monitored) school systems.
- Personal email addresses, text messaging or public chat / social networking technology must not be used for these communications.

Staff constantly monitor and evaluate developing technologies, balancing risks and benefits, and consider how appropriate these are for learning and teaching. These evaluations help inform policy and develop practice.
The views and experiences of pupils are used to inform this process also.

Infrastructure

Password security

The school online safety curriculum will include frequent discussion of issues relating to password security and staying safe in and out of school.

Filtering

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. No filtering system can, however, provide a 100% guarantee that it will do so. It is therefore important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.
As a school buying broadband services procured by IBS, we automatically receive the benefits of a managed filtering service, with some flexibility for changes at local level.
It is recognised that the school can take full responsibility for filtering on site, but current requirements do not make this something that we intend to pursue at this moment.

Responsibilities

The day-to-day responsibility for the management of the school's filtering policy is held by the online safety coordinator (with ultimate responsibility resting with the head teacher and governors). They manage filtering in line with this policy and keep logs of changes to and breaches of the filtering system.

All users have a responsibility to report immediately to teachers / online safety coordinator any infringements of the filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.
Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

Education / training / awareness

Pupils are made aware of the importance of filtering systems through the school's online safety education programme.

Staff users will be made aware of the filtering systems through:

- signing the Acceptable Use Agreement (as part of their induction process)
- briefing in staff meetings, training days, memos etc. (timely and ongoing).

Parents will be informed of the school's filtering policy through the Acceptable Use Agreement and through online safety awareness sessions / newsletter etc.

Changes to the filtering system

Where a member of staff requires access to a website that is blocked for use at school, the process to unblock is as follows:

- The teacher makes the request to the school online safety coordinator.
- The online safety coordinator checks the website content to ensure that it is appropriate for use in school.
- If agreement is reached, the online safety coordinator makes a request to IBS Schools Broadband Team.
- The team will endeavour to unblock the site within a reasonable time. This process can take a number of hours so teaching staff are required to check websites well in advance of teaching sessions.

The online safety coordinator will need to apply a rigorous policy for approving / rejecting filtering requests with reference to the criteria for website filtering at Appendix 3 and should be based on the site's content, in particular:

- The site promotes equal and just representations of racial, gender, and religious issues.
- The site does not contain inappropriate content such as pornography, abuse, racial hatred and terrorism.
- The site does not link to other sites which may be harmful / unsuitable for pupils.

Monitoring

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the network and on school equipment.

Monitoring takes place as follows:

- Identified member(s) of staff (members of SLT / online safety co-ordinator / safeguarding officer) review the monitoring console captures in turn, weekly.
- False positives are identified and deleted.
- Potential issues are referred to an appropriate person depending on the nature of the capture.
- Teachers are encouraged to identify in advance any word or phrase likely to be picked up regularly through innocent use (e.g. 'goddess' is captured frequently when a class is researching or creating presentations on the Egyptians) so that the word can be allowed for the period of the topic being taught.

Audit / reporting

Filter change-control logs and incident logs are made available to:

- the online safety governor
- the Worcestershire Safeguarding Children Board on request

This filtering policy will be reviewed, with respect to the suitability of the current provision, in response to evidence provided by the audit logs.

Education

Online safety education

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need constant help and support to recognise and avoid online safety risks and build their resilience. This is particularly important for helping them to learn how to stay safe out of school where technical support and filtering may not be available to them.

Online safety education will be provided in the following ways:

- A planned online safety programme is provided as part of Computing, PHSE and other lessons. This is regularly revisited, covering the use of ICT and new technologies both in school and beyond school.
- Key online safety messages will be reinforced through further input via assemblies and pastoral activities, as well as informal conversations when the opportunity arises.
- Pupils will be helped to understand the pupil Acceptable Use Agreement (see Appendix 1) and encouraged to adopt safe and responsible use of ICT both within and outside the school.
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use. Processes should be in place, and known to pupils, for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit, encouraging pupils to discuss anything of which they are unsure and implementing the expected sanctions and/or support as necessary.
- Pupils will be made aware of what to do should they experience anything, while on the Internet, which makes them feel uncomfortable.

Information literacy

- Pupils should be taught in all lessons to be critically aware of the content they access on-line and be guided to validate the accuracy of information by employing techniques such as:
  - ✓ Checking the likely validity of the URL (web address)
  - ✓ Cross checking references (Can they find the same information on other sites?)
  - ✓ Checking the pedigree of the compilers / owners of the website
  - ✓ Referring to other (including non-digital) sources
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Pupils are taught how to make best use of internet search engines to arrive at the information they require

- We use the resources on CEOP's Think U Know site as a basis for our online safety education http://www.thinkuknow.co.uk/teachers/resources/.

The contribution of the pupils to the e-learning strategy

It is our general policy to encourage pupils to play a leading role in shaping the way our school operates and this is very much the case with our e-learning strategy. Children often use technology out of the school in ways that we do not in school and members of staff are always keen to hear of children's experiences and how they feel the technology (especially rapidly developing technology such as mobile devices) could be helpful in their learning.

Pupils play a part in monitoring this policy through the online safety committee (part of the Crucial Crew).

Staff training

It is essential that all staff – including non-teaching staff - receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

The Online safety Co-ordinator will be CEOP trained.

- The Online safety Coordinator will receive regular updates through attendance at DOWMAT or other training sessions and by reviewing guidance documents released by the DfE, the local authority, OFSTED, the WSCB and others.
- All teaching staff have been involved in the creation of this online safety policy and are therefore aware of its content
- The Online safety Coordinator will provide advice, guidance and training as required to individuals as required on an ongoing basis.
- External support for training, including input to parents, is sought from appropriately qualified persons when required.

Governor training

Governors should take part in online safety training / awareness sessions, with particular importance for those who are members of any subcommittee or group involved in ICT, online safety, health and safety or child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority (Governor Services or School Improvement Service), DOWMAT, National Governors Association or other bodies.
- Participation in school training / information sessions for staff or parents

The online safety governor works closely with the online safety coordinator and reports back to the full governing body.

Parent and carer awareness raising

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring and regulation of their on-line experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report).
The school will therefore seek to provide information and awareness to parents and carers through:

- PCSO information evening
- Letters, newsletters, web site
- Parents evenings

Appendix 1a – Acceptable Use Agreement – pupil (KS1)

This is how we stay safe when we use computers:

- I will ask an adult if I want to use the computer
- I will only use activities if an adult says it is OK.
- I will take care of the computer and other equipment
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I will turn off the monitor and tell an adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

I understand these computer rules and will do my best to keep them

My name:	
Signed (child):	
OR Parent's signature:	
Date:	

Appendix 1b – Acceptable Use Agreement – pupil (KS2)

I understand that while I am a member of Madresfield CE Primary School I must use technology in a responsible way.

For my own personal safety:

- I understand that my use of technology (especially when using the internet) will be supervised and monitored.
- I will keep my password safe and will not use anyone else's (even with their permission).
- I will keep my own personal information safe, as well as that of others.
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online.

For the safety of others:

- I will not interfere with the way that others use their technology.
- I will be polite and responsible when I communicate with others.
- I will not take or share images of anyone without their permission.

For the safety of the school:

- I will not try to access or distribute anything illegal.
- I will not download anything that I do not have the right to use.
- I will only use my own personal device if I have permission and use it within the agreed rules.
- I will not deliberately bypass any systems designed to keep the school safe.
- I will tell a responsible person if I find any damage or faults with technology, however this may have happened.
- I will not attempt to install programmes of any type on devices belonging to the school without permission.
- I will only use social networking, gaming and chat through the sites the school allows

KS2 Pupil Acceptable Use Agreement Form

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines:

Name:	
Signed:	
Date:	

Appendix 1c - Acceptable Use Agreement – staff & volunteer

Background

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times.

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I will, where possible, educate the young people in my care in the safe use of ICT 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 ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, learning platform) out of the school.
- I understand that the school ICT 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 in the online safety policy.
- 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 will immediately report any illegal, inappropriate or harmful material or incident of which I become aware, 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 images. I will not use my personal equipment to record these images.
- Where images are published (e.g. on the school website / learning platform) I will ensure that it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.

- I will not engage in any on-line activity that may compromise my professional reputation or responsibilities.

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

- I will only use my personal mobile ICT devices as agreed in the online safety policy and then with the same care as if I was using school equipment. 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 except in an emergency.
- I will not open any attachments to emails, unless the source is known and trusted, 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 or radical 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 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's Data Security/Data Protection Policy
- I will not take or access pupil data, or other sensitive school data, off-site without specific approval. If approved to do so, I will take every precaution to ensure the security of the data.
- 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 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).

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

- I understand that this Acceptable Use Agreement applies not only to my work and use of school ICT equipment in the school, but also applies to my use of school ICT systems and equipment out of the school and to my use of personal equipment in the school or in situations related to my employment by the school.

- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could involve a warning, a suspension, referral to Governors and/or the Local Authority and/or other relevant bodies including, in the event of illegal activities, the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of the school) within these guidelines.

Staff / volunteer Name:	
Signed:	
Date:	

Appendix 1d – Acceptable Use Agreement and permission forms – parent/carer

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users 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 ICT (especially the internet).
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users 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 ICT to enhance their learning and will, in return, expect them to agree to be responsible users.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of their work.

Child's name	
Parent's name and signature	
Date:	

Permission for my child to use the internet and electronic communication

As the parent / carer of the above pupil(s), I give permission for my son/daughter to have access to the internet and to ICT systems at the 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 and responsible use of ICT – both in and out of the 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 ICT 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 ICT 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.

Parent's signature:	
Date:	

Permission to use digital images (still and video) of my child

The use of digital images (still and video) plays an important part in learning activities. Pupils and members of staff may use the school's digital cameras to record evidence of activities in lessons and out of the school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. The school will also ensure that when images are published, the young people cannot be identified by name.

As the parent/carer of the above pupil, I agree to the school taking and using digital images of my child(ren). I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital or video images at school events which include images of children, I will abide by these guidelines in my use of these images. I agree that I will not post such images of children, other than my own, on social networking sites.

Parent's signature:	
Date	

Permission to publish my child's work (including on the internet)

It is our school's policy, from time to time, to publish the work of pupils by way of celebration. This includes on the internet; via the website and in the learning platform.

As the parent / carer of the above child I give my permission for this activity.

Parent's signature:	
Date:	

Appendix 2 - Guidance for Reviewing Internet Sites

This guidance is intended for use when the school needs to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might typically include cyber-bullying, harassment, anti-social behaviour and deception. These may appear in emails, texts, social networking sites, messaging sites, gaming sites or blogs etc.

Do not follow this procedure if you suspect that the web site(s) concerned may contain child abuse images. If this is the case please refer to the Flowchart for responding to online safety incidents and report immediately to the police. Please follow all steps in this procedure:

- Have more than one member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. This will automatically be done for you if you are using Policy Central from Forensic Software or other monitoring software. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
    - Internal response or discipline procedures
    - Involvement by DOWMAT, Local Authorities or national / local organisation (as relevant).
    - Police involvement and/or action
- If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
    - incidents of 'grooming' behaviour
    - the sending of obscene materials to a child
    - adult material which potentially breaches the Obscene Publications Act
    - criminally racist material
    - promotion of terrorism or extremism
- **Isolate the computer in question as best you can. Any change to its state may affect a later police investigation**.
- It is important that all of the above steps are taken as they will provide an evidence trail for the group, possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

A document for recording the review of and action arriving from the review of potentially harmful websites can be found on the next page.

Record of reviewing devices / internet sites (responding to incidents of misuse)

Group	
Date	
Reason for investigation	

Details of first reviewing person

Name	
Position	
Signature	

Details of second reviewing person

Name	
Position	
Signature	

Name and location of computer used for review (for web sites)

Web site(s) address / device	**Reason for concern**

Conclusion and Action proposed or taken

Appendix 3 – Criteria for website filtering

A. ORIGIN - What is the website's origin?

- The organisation providing the site is clearly indicated.
- There is information about the site's authors ("about us", "our objectives", etc.)
- There are contact details for further information and questions concerning the site's information and content.
- The site contains appropriate endorsements by external bodies and/or links to/from well-trusted sources

B. CONTENT - Is the website's content meaningful in terms of its educational value?

- The content is age-appropriate
- The content is broadly balanced in nature, and does not appear unduly biased, partisan or unreliable
- The site is free of spelling mistakes, grammatical errors, syntax errors, or typos.
- **The site promotes equal and just representations of racial, gender, and religious issues.**
- **The site does not contain inappropriate content such as pornography, abuse, racial hatred and terrorism.**
- **The site does not link to other sites which may be harmful / unsuitable for the pupils**
- The content of the website is current.

C. DESIGN - Is the website well designed? Is it / does it:

- appealing to its intended audience (colours, graphics, layout)?
- easy to navigate through the site - links are clearly marked etc?
- have working links?
- have inappropriate adverts?

D. ACCESSIBILITY - Is the website accessible?

- Does it load quickly?
- Does the site require registration or passwords to access it?
- Is the site free from subscription charges or usage fees?

Appendix 4 Social Networking Teacher Agreement

For the protection of yourself, your school community and your establishment:

- Ensure that all your privacy settings are set to 'Friends Only'. Go to your Account Settings and make sure that the Custom Settings are highlighted and that these show that status, photos and posts are set to 'Friends Only'.

- Consider what information you have on your info page and your profile picture. Including brief information and an unidentifiable picture, e.g. sunset, will assist in making your profile indistinctive.

- Be careful what photographs you include on your profile. Once these are uploaded, they are very difficult to remove and, using image editing software, they can be altered and merged with other more distasteful images.

- If you have professional and social 'friends' on Facebook or other social networking sites, using the group list feature will ensure that you can distinguish what type of information you send to particular groups.

- Do not accept pupils (even those that have recently left the school), parents or carers as 'friends'.

- Do not use Facebook or other social networking sites in any way that might bring your professional status or your school into disrepute.

- Taking charge of your digital reputation is important, as unprofessional posts or images will lead to disciplinary action and possible failure to gain employment in the future.

- Do not post or upload photographs relating to colleagues, pupils or parents. Objection to such posts can cause friction in your school and make your working environment uncomfortable.

- Do not post or upload photographs related to school-based or extra-curricular activities and do not make specific reference to your school in any post as comments may be misconstrued and result in inappropriate responses.

- Be aware of any spam or potential virus risks sent via rogue posts. It is advisable to check with anti-virus firms if you get any suspicious requests or posts.

- If you are alerted to any negative or unscrupulous information about yourself, colleagues or your school on Facebook or other social networking sites, inform your headteacher. Further advice to help with cyberbullying incidents etc., can be gained from help@saferinternet.org.uk (0844 3814772) or a professional association such as your Trade Union.

- ***I understand the implications of using Facebook and other social networking sites for my own protection and professional reputation, as well as the impact that my use can have on my school community and establishment.***
- ***I understand that injudicious use of social networking may lead to disciplinary action.***
- ***I agree to take all possible precautions as outlined above.***

Name		***Date***	
Signed			