Policy and Procedure: Online Safety Policy

Date of Board Approval: December 2017
Updated: September 2018
Review date: December 2018

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Khalsa Science Academy with respect to the use of IT-based technologies.
- Safeguard and protect the children and staff.
- Assist school staff working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational use for the whole school community.
- Have clear structures to deal with online abuse such as cyberbullying which are cross referenced with other school policies.
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

Good Habits

Online Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of online safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband and effective management of content filtering.
- National Education Network standards and specifications.

School Online Safety Policy

The school's online safety coordinator is Davender Kaur Bahi.

The online safety policy will be reviewed annually.

Why is Internet Use Important?

The purpose of internet use in schools is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality internet access.

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Pupils will use the internet outside school and will need to learn how to evaluate internet information and to take care of their own safety and security.

How Does Internet Use Benefit Education?

Benefits of using the internet in education include:

- Access to world-wide educational resources including museums and art galleries.
- Inclusion in the National Education Network which connects all UK schools.
- Educational and cultural exchanges between pupils world-wide.
- Access to experts in many fields for pupils and staff.
- Professional development for staff through access to national developments, educational materials and effective curriculum practice.
- Collaboration across support services and professional associations.
- Improved access to technical support including remote management of networks and automatic system updates.
- Exchange of curriculum and administration data with the Local Authority and DfE.
- Access to learning wherever and whenever convenient.

How Can Internet Use Enhance Learning?

- The school internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will regularly learn about online safety across the computing curriculum.

Authorised Internet Access

- All staff must read and sign the 'ICT Acceptable Use Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised internet access.

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time and content must be reported to the Local Authority helpdesk via the online safety coordinator.
- The school will ensure that the use of internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Social Networking

- Schools should block/filter access to social networking sites and newsgroups unless a specific use is approved.

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- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils should be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

Filtering

The school will work in partnership with the Local Authority and Internet Service Provider to ensure filtering systems are as effective as possible.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Staff should not use mobile phones to take pictures or videos of children. Staff should only use digital cameras which have been provided by the school. Mobile phones are not permitted for use anywhere in school, around the children. This applies to members of staff and other visitors to the school. Teachers will remind anyone of this policy where necessary. Mobile phones may only be used in office areas, staffroom etc. The only exception to this is staff taking a mobile phone with them on a school trip/visit outside of school, for use in emergencies only.
- Children who bring mobile phones to school are required to hand them in to the school office staff every morning and devices are collected at home time.

The Prevent Duty and Online Safety

All schools have a duty to ensure that children are safe from terrorist and extremist material when accessing the internet in schools. We have an important role to play in equipping children to stay safe online. Internet safety in integral to our computing curriculum. Our staff are aware of the risks posed by online activity of extremists and have a duty to take action if they believe the wellbeing of any pupil is being compromised.

Published Content and the School Website

- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The Principal or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupils' Images and Work

- Photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the website particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Work can only be published with the permission of the pupil and parents/carers.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.

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- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Leeds City Council can accept liability for the material accessed, or any consequences of internet access.
- The school should audit ICT use to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate.

Handling Online Safety Complaints

- Complaints of internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Principal.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents/carers will be informed of the complaints procedure.

Communication of Policy

Pupils

- Rules for internet access will be posted in all networked rooms.
- Pupils will be informed that internet use will be monitored.
- All pupils will read and sign Khalsa Science Academy's 'rules for responsible internet use by pupils'.

Staff

- All staff will be given the school online safety policy and its importance explained.
- All staff will be trained in safeguarding procedures, including elements of online safety and The Prevent Duty.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- All staff will read and sign Khalsa Science Academy's 'Acceptable Use Statement for Staff'.

Parents

- Parents' attention will be drawn to the school online safety policy in newsletters, the school brochure and on the school website. The school will also organise online safety workshops to support parents' understanding of how best to safeguard their children against potential online danger.

Signed by: Signed by:
Davender Kaur Bahi, Principal   Harnek Singh, Chair of Trustees

Date: Date: